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

MAY 20, 2024

Regular Meeting **7:00 PM**

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - May 13, 2024

IV. MAYOR'S REPORT

1. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. 3. E Northwest Hwy (Council District: Six)

   A. Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, at 3 E. Northwest Highway

   B. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Chicago Ramen Located at 3 E. Northwest Highway

2. 1916 N. Rand Rd (Council District: Three)

   A. Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, and a Variation for Parking at 1916 N. Rand Road

B. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Kolatek Baking Company Located at 1916 N. Rand Road

3. Consider an Ordinance Granting a Special Use for a Tattoo Business to Operate as a Unique Use at 574 W. Colfax Street (Council District: Six)

4. As Submitted

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider a Discussion Regarding Downtown Streetscape Design Concepts (Council District: Six)

2. As Submitted

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects

2. Consider a Motion to Approve Change Order #1 for the 2024 Sidewalk Replacement Program

3. As Submitted

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute a Lease of Multifunctional Copy Machines with Imagetec

2. Authorize the Village Manager to Enter into an Agreement for Cybersecurity Penetration Testing with ShoreBreak iThreat Security, LLC

3. As Submitted

E. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

VII. RECONVENE THE VILLAGE COUNCIL MEETING

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.

1. Consider a Motion to Approve Warrant 2024 #10

2. Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, at 3 E. Northwest Highway (Council District: Six)

3. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Chicago Ramen Located at 3 E. Northwest Highway (Council District: Six)

4. Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, and a Variation for Parking at 1916 N. Rand Road (Council District: Three)

5. Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Kolatek Baking Company Located at 1916 N. Rand Road (Council District: Three)

6. Consider an Ordinance Granting a Special Use for a Tattoo Business to Operate as a Unique Use at 574 W. Colfax Street (Council District: Six)

7. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects

8. Consider a Motion to Approve Change Order #1 for the 2024 Sidewalk Replacement Program

9. Consider a Motion Authorizing the Village Manager to Execute a Lease of Multifunctional Copy Machines with Imagetec

10. Authorize the Village Manager to Enter into an Agreement for Cybersecurity Penetration Testing with ShoreBreak iThreat Security, LLC

IX. 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

GREG SOLBERG, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XI. CLOSED SESSION AS REQUIRED

XII. RECOGNITION OF AUDIENCE

XIII. ADJOURNMENT

VILLAGE OF PALATINE

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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

MAY 13, 2024

Regular Meeting **7:00 PM**

Minutes Acceptance: Minutes of May 13, 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	
Greg Solberg	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 Public Works Matt Barry, Police Chief William Nord, Dave Daigle, Police Commander Joshua Hester, Deputy Fire Chief Anthony Lavacchi, IT Director Larry Schroth, Director of Finance Paul Mehring, Deputy Clerk Doris Sadik and Support Services Specialist Kristin La Russo

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited the Palatine Police Honor Guard to post the colors and invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

RESULT:	**ADOPTED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Village Council & Committee of the Whole - Special Meeting - May 6, 2024 - **Accepted**

2. Village Council & Committee of the Whole - Regular Meeting - May 6, 2024 - **Accepted**

IV. MAYOR'S REPORT

1. Resolution of Appreciation for Police Chief David C. Daigle, Jr. -

   Mayor Schwantz recognized Police Chief David Daigle's 30 years of dedicated service in the Palatine Police Department concluding with his retirement on May 10th, 2024, and expressed appreciation for his service in various law enforcement agencies and volunteer organizations in Palatine.

2. Badge Pinning of William Nord as Police Chief -

   Village Manager Reid Ottesen with Mayor Schwantz and Chief Nord's family, presented the Chief's badge to newly appointed William Nord as the Police Chief of Palatine, having honorably served in the Palatine Police Department since 1997.

3. Presentation of Palatine Police Department Life Saving Award to Officer Shane Murray -

   Mayor Schwantz, Police Chief Nord and former Chief Daigle presented Officer Shane Murray with the Department's Life Saving Award for his action's March 5, assisting a struggling man safely to shore.

4. As Submitted -

   Mayor Schwantz announced upcoming events:

   Wednesday, May 15: 7:00 PM - 8:30 PM
   "The History of the Palatine Library"
   Palatine Public Library

   Friday, May 17: 5:00 AM - Noon
   "Cop on a Rooftop" to support Special Olympics
   Palatine Dunkin Donuts locations

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:13 PM

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, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

VI. COMMITTEE OF THE WHOLE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 7:13 PM

BRAD HELMS, CHAIRMAN

1. Consider a Motion Granting a Waiver of the Sound Amplification Ordinance, Closure of Village Parking Lots and a Portion of Slade Street, Waiver of Village Fees, and Waiver of the Village's Construction Hours for the Rotary Club of Palatine's Annual Oktoberfest Celebration to be Held on September 20 - 22, 2024 **- Approved by Voice Vote** (Council District: Six)

   Deputy Village Manager Hadley Skeffington-Voss presented the Rotary Club's request for closure of Village Parking Lots J, K and L, a portion of North Slade Street, and a temporary waiver of the sound ordinance for live music September 20-23, for Oktoberfest, with waiver of fees for Village Services, permits, and licenses and waiver of construction hours for tent set-up and removal.

   Mayor Schwantz noted the generosity of the Rotary Club donating all proceeds to the community.

RESULT:	**APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted **-**

   Nothing was submitted.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:15 PM

TIM MILLAR, CHAIRMAN

1. Consider an Ordinance Setting the Place and Time for the Public Hearing Regarding Approval of a Redevelopment Plan and Project, Designation of the Project Area, and Adoption of Tax Increment Allocation Financing all for the Proposed 2024 Dundee Road and IL 53 Tax Increment Financing District **- Motion Carried by Voice Vote** (Council District: Five)

   Village Manager Reid Ottesen explained that to comply with the State's TIF Act, an ordinance is necessary to set the time and place for the Public Hearing regarding approval of a Redevelopment Plan and Project, designation of the Project Area, and adoption of Tax Increment Allocation Financing for the proposed 2024 Dundee Road and IL 53 TIF District.

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Jim Schwantz, Mayor
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted **-**

   Nothing was submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:16 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2025 Water Main Extensions Project **- Approved by Voice Vote** (Council District: Two)

   Public Works Director Matt Barry recommended authorizing the Village Manager to execute a proposal from Doland Engineering for design engineering services for the 2025 Water Main Extensions Project in the not-to-exceed amount of $75,225. Barry noted that the improvements along Benton Street will improve drainage.

RESULT:	**APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider a Motion to Award a Contract for the 2024 Water Main Replacement Contract 1 Project **- Approved by Voice Vote**

   Public Works Director Matt Barry recommended awarding a contract for water main replacement along Benton Street and Cunningham Drive to the low responsible bidder, H. Linden & Sons Sewer and Water, Incorporated of Plano, Illinois in the amount of $1,266,196.

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

3. Consider a Motion to Award a Contract for the 2024 Water Main Replacement Contract 2 Project **- Approved by Voice Vote** (Council District: Five)

   Public Works Director Matt Barry recommended awarding a contract for water main replacement along Wilke Road (from Anderson Drive to Palatine Road) and Palatine Road (from Wilke Road to 1410 E. Palatine Road) to the lowest responsible bidder, Concept Plumbing, Incorporated of Palatine in the amount of $1,213,577.60.

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

RESULT:	**APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

4. As Submitted **-**

   Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:18 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:18 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:18 PM

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, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

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:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion Granting a Waiver of the Sound Amplification Ordinance, Closure of Village Parking Lots and a Portion of Slade Street, Waiver of Village Fees, and Waiver of the Village's Construction Hours for the Rotary Club of Palatine's Annual Oktoberfest Celebration to be Held on September 20 - 22, 2024 **- Approved** (Council District: Six)

2. Consider an Ordinance Setting the Place and Time for the Public Hearing Regarding Approval of a Redevelopment Plan and Project, Designation of the Project Area, and Adoption of Tax Increment Allocation Financing all for the Proposed 2024 Dundee Road and IL 53 Tax Increment Financing District **- Approved** (Council District: Five)

   Ordinance #O-47-24

3. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2025 Water Main Extensions Project **- Approved** (Council District: Two)

4. Consider a Motion to Award a Contract for the 2024 Water Main Replacement Contract 1 Project **- Approved**

5. Consider a Motion to Award a Contract for the 2024 Water Main Replacement Contract 2 Project **- Approved** (Council District: Five)

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted **-**

   No Report

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

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

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted -

No Report

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

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

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, Solberg, Kozlowski, Helms

Submitted by:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of May 13, 2024 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, at 3 E. Northwest Highway

BACKGROUND:
The subject tenant space is approximately 1,887 square feet and was previously occupied by a Japanese curry restaurant, Takumi, which was also approved for liquor service. The Petitioner is proposing to open a new Japanese ramen restaurant, Chicago Ramen Palatine. The proposed restaurant would operate with a liquor license to serve beer and wine. Therefore, the Petitioner is requesting approval of the following:

Special Use to permit a restaurant, with a local liquor license.

KEY ISSUES:
- The Petitioner has applied for a Class 'G' liquor license (beer and wine) to open a Japanese ramen restaurant.
- The proposed hours of operation are from Monday - Sunday 11 AM to 11:30 PM. These are comparable hours to the eight other Chicago Ramen restaurants operated by Chicago Ramen. For reference, the previous restaurant at this location (Takumi) was approved to be open until 10 PM and the recently approved restaurant at 23 E. Northwest Highway (Kimpro Sushi) was approved to be open until 9:30 PM. The business plan hours reflect an update from the Planning and Zoning Commission and these hours would govern over the liquor license hours.
- The submitted floor plan for the new restaurant illustrates 40 seats, which does not increase the total required parking for the center and maintains the parking count permitted by the existing parking Variation (#O-112-18).

ALTERNATIVES:
1. Approve the Special Use to permit a restaurant, with a local liquor license, at the subject property.
2. Do not approve the Special Use to permit a restaurant, with a local liquor license, at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	None.
Vote:	The PZC voted unanimously to approve the Special Use to permit a restaurant with a local liquor license at the subject property, and Staff concurs.

ACTION REQUIRED:
A motion to approve the ordinance granting a Special Use to permit a restaurant, with a local liquor license at the Subject Property.

ATTACHMENTS:
- Aerial Map
- ORD SU 3 E Northwest Highway

- EXHIBIT - Business Plan
- EXHIBIT - Floor Plan
- PZC Materials - May 14, 2024
- DRAFT PZC Minutes - May 14, 2024
- Public Notice

GISConsortium | 3 E. Northwest Highway



0 150 300 ft

Print Date: 3/27/2024

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 (3 E. Northwest Hwy - SU Restaurant w Liquor)

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE
3 E. NORTHWEST HIGHWAY

WHEREAS, pursuant to a petition and public hearing on May 14, 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 Special Use to permit restaurant to operate, with a local liquor license, pursuant to Section 11.03 (d) (26) of the Palatine Zoning Ordinance, on the following legally described property:

THE SOUTH 288.41 FEET (EXCEPT THE EAST 183.0 FEET EXCEPT THE WEST 50.0 FEET THEREOF) OF THAT PART OF THE WEST 40 RODS LYING SOUTH OF ROAD AND NORTH OF THE SOUTH 40 RODS OF THE NORTHWEST 1/4 OF SECTION 14, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINICPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Commonly known as 3 E. Northwest Highway (02-14-101-023-0000).

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: Special Use to permit restaurant to operate, with a local liquor license, pursuant to Section 11.03 (d) (26) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition:

1. **The Special Use shall substantially conform to the Floor Plan and Business Plan submitted by the Petitioner, Kenta Ikehata, Keing Corporation, DBA Chicago Ramen Palatine, except as such plans may be changed to conform to the Village Codes and Ordinances.**

Attachment: ORD SU 3 E Northwest Highway (3 E. Northwest Hwy - SU Restaurant w Liquor)

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 3 E Northwest Highway (3 E. Northwest Hwy - SU Restaurant w Liquor)

CHICAGO RAMEN
PALATINE

5/15/2024

Cover Letter

I would like to apply for a liquor license for my newly opening restaurant, Chicago Ramen Palatine. Please see following information.

Name of Business: Keing Corporation DBA Chicago Ramen Palatine

Business Address: 3 E. Northwest Hwy, Palatine, IL 60067

Owner: Kenta Ikehata

Home Address: 560 Aster Ln. Hoffman Estates, IL 60169

Liquor Classification: G (Serving Beer and Wine in the restaurant)

Seating: 40 seating capacity and food and beverage being served.

Square Footage: 1,887 sq.ft. Floor plan of the establishment is attached separately.

Hours of operation: 11:00 am – 11:30 pm

Estimated number of total employees: 15 employees

Chicago Ramen in Des Plaines has been operated since 2020. The sister restaurants are currently opened in Rolling Meadows, Schaumburg, Wheeling, Algonquin, Mundelein, and Park Ridge and Chicago Sushi is also operated in Des Plaines, IL.

The company currently has three liquor licenses under the business name of Chicago Sushi in Des Plaines and Chicago Ramen Annex in Schaumburg, Chicago Ramen Mundelein in Mundelein.

Attachment: EXHIBIT - Business Plan (3 E. Northwest Hwy - SU Restaurant w Liquor)

I would like customers to enjoy our food with alcohol and obtain customers' satisfaction.

Thank you,

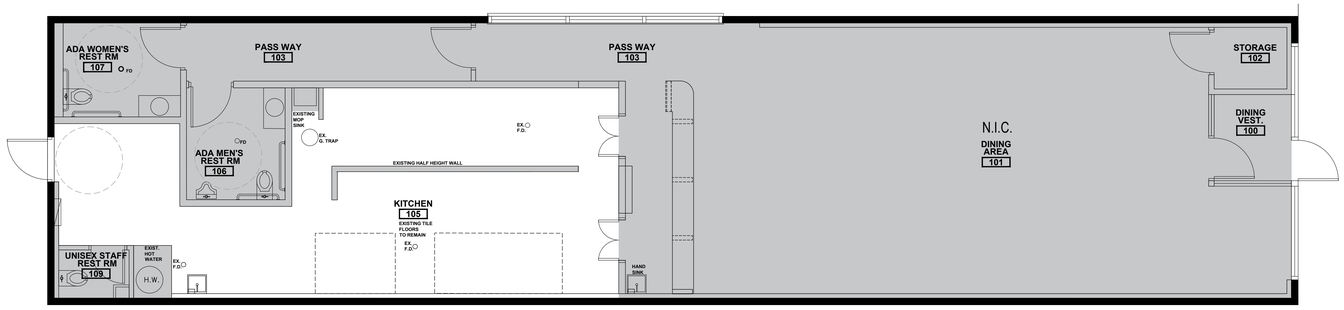
Kenta Ikehata / Owner 

Keing Corporation DBA Chicago Ramen Palatine

3 E. Northwest Hwy, Palatine, IL 60067

https://chicago-ramen.us

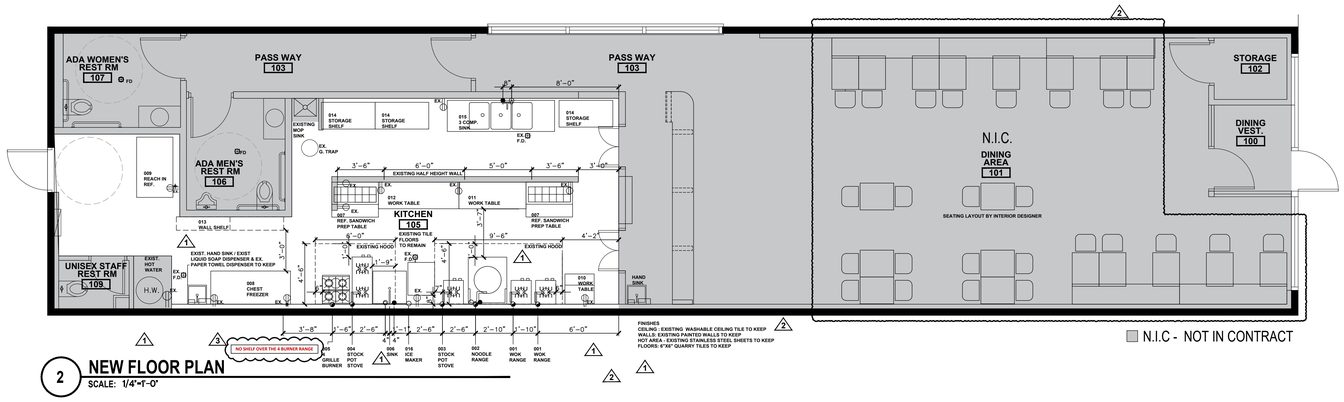
Attachment: EXHIBIT - Business Plan (3 E. Northwest Hwy - SU Restaurant w Liquor)



N.I.C - NOT IN CONTRACT

1 EXISTING FLOOR PLAN

SCALE: 1/4"=1'-0"



FINISHES
CEILING - EXISTING WASHABLE CEILING TILE TO KEEP
WALLS: EXISTING PAINTED WALLS TO KEEP
HOT AREA - EXISTING STAINLESS STEEL SHEETS TO KEEP
FLOORS: 6"X6" QUARRY TILES TO KEEP

N.I.C - NOT IN CONTRACT

2 NEW FLOOR PLAN

SCALE: 1/4"=1'-0"

FOOD SERVICE EQUIPMENT

	NUMBER	NAME	DESCRIPTION	MODEL#	QTY.	MANUFACTURE	MOUNTING	WATER CONN. HOT WATER SIZE	WATER CONN. COLD WATER SIZE	WATER CONN. SIZE OF HEIGHT	DRAINS MIN. WORK SIZE	DRAINS DIRECT WASTE SIZE	DRAINS AIR GAP SIZE	GAS BTU LOAD	GAS SIZE
	001	WOK RANGE	17 ½"W 20 ¾"D X 34"H	351CPGWOKNG	2	COOKING PERFORMANCE GROUP	STAND ALONE								3/4" 85,000
1	002	NOODLE RANGE	36"W X 42"D X 62"H	ABC-1	1	ABC RESTAURANT EQUIPMENT CO	STAND ALONE	1/2"							1" 110,000
	003	STOCK POT STOVE	18"W X 25"D X 22.5"H	351CPGSP18N	1	COOKING PERFORMANCE GROUP	STAND ALONE								3/4" 85,000
	004	STOCK POT STOVE	18"W X 46"D X 22.25"H	351CPGDSPRN	1	COOKING PERFORMANCE GROUP	STAND ALONE								3/4" 85,000
1	005	4 GRILL BURNER	24"W X 30.5"D X 17"H	CAG-R-4-24	1	COOKING PERFORMANCE GROUP	STAND ALONE								3/4" 110,000
	006	S.S. ONE COMPARTMENT SINK	24"W X 24"D X 43.75"H	522CS118NFW	1	STEELTON	STAND ALON	1/2"	1/2"		1 1/2"				
	007	REFRIGERATED SANDWICH PREP TABLE	46.75"W X 31"D X 42 3/8"H	178APT48HC	2	AVANTCO	STAND ALONE								
	008	CHEST FREEZER	71.25"W X 29.75"D X 33"H	177CF20HC	1	GALAXY	STAND ALONE								
1	009	REACH-IN REFRIGERATOR	54"W X 32.25"D X 82.5"H	178SS2RHC	1	AVANTCO	STAND ALONE								
	010	WORK TABLE	24" W X 24"D X 34"H	600T2424G	1	REGENCY	STAND ALONE								
	011	WORK TABLE	60" W X 30"D X 34"H	600T3060G	1	REGENCY	STAND ALONE								
	012	WORK TABLE	72" W X 30"D X 34"H	600T3072G	1	REGENCY	STAND ALONE								
	013	WALL SHELF	48"W X 12"D X 14"H	600WS1248HD	2	REGENCY	STAND ALONE								
	014	WIRE SHELF	48"W X 24"D X 98"H	460C2448K9S	3	REGENCY	STAND ALONE								
	015	3 COMPARTMENT SINK	90"W X 24"D X 43 3/4"H	522CS31818LK	1	STEELTON	STAND ALONE	1/2"	1/2"		1 1/2"				
	016	ICE MAKER	26"W X 27"D X38.5"H	UC-F-160 A26	1	AVANTCO	STAND ALONE		3/4"		OPEN DRAINAGE PORT				

STATEMENT OF COMPLIANCE

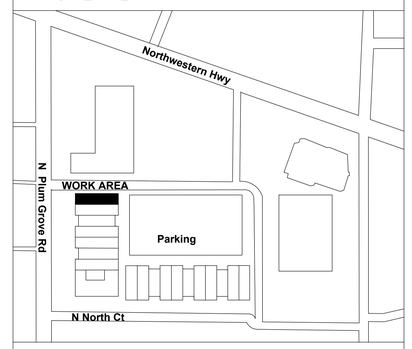
I HEREBY CERTIFY THAT THESE DRAWINGS AND SPECIFICATIONS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE CONFORM WITH ALL LOCAL GOVERNING CODES AND STANDARDS. I AM A DULY LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF ILLINOIS

BHAN AL-ABOSY 001-020015 LICENSED ARCHITECT STATE OF ILLINOIS

NAME: BHAN AL- ABOSY

DATE: 11/15/2023

SITE PLAN



TRADE CONTRACTORS NOTES

1. ALL CONNECTIONS SHOWN ARE THE APPROXIMATE CONNECTION LOCATIONS REQUIRED FOR THE FOOD SERVICE EQUIPMENT BEING FURNISHED BY THE KITCHEN CONTRACTOR AND ALLOWANCES MUST BE MADE TO EXTEND TO THE FINAL CONNECTION.
2. ANY CHANGES TO THESE LOCATIONS SHOULD BE VERIFIED WITH THE ARCHITECT OR FOOD SERVICE CONTRACTOR.
3. ALL DIMENSIONS SHOWN ARE FROM FINISHED WALLS, COLUMNS AND FLOORS. WHERE BASE SIZES ARE SHOWN, THEY SHALL INCLUDE FINISHED SURFACES.
4. TRADES ARE TO MAKE THE FINAL CONNECTIONS FROM ELECTRICAL SERVICE LOCATIONS INDICATED TO EQUIPMENT PER LOCAL CODES.
5. FOR ADDITIONAL INFORMATION REFER TO DETAIL DRAWINGS, MANUFACTURERS SHOP DRAWINGS, SPECIFICATIONS, AND BROCHURE BOOK.
6. VARIOUS TRADES TO BE RESPONSIBLE FOR THE INSTALLATION & FINAL CONNECTION OF ELECTRICAL & PLUMBING COMPONENTS (FAUCETS, WASTES, CONTROL PANELS, ETC.) PROVIDED BY THE FOOD SERVICE EQUIPMENT CONTRACTOR.
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12. TRADES TO PROVIDE OCTAGONAL 'J' BOXES (+54") WITH 3/4" CONDUIT TO ABOVE FINISHED CEILING FOR FIRE PROTECTION SYSTEM REMOTE PULLS. VERIFY LOCATIONS WITH PROPER AUTHORITY.
13. TRADES TO PROVIDE AND INSTALL GAS PRESSURE REGULATOR VALVE FROM 10 LBS. TO 6" W.C. TO INSURE EQUIPMENT TO OPERATE AT PROPER GAS PRESSURE.
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17. TRADES TO SUPPLY AND INSTALL ALL REQUIRED PRESSURE REDUCING AND REGULATING VALVES REQUIRED FOR THE PROPER OPERATION OF FOOD SERVICE EQUIPMENT.
18. ELECTRICAL OUTLETS AND PIPING ROUGHED UP UNDER ISLAND EQUIPMENT TO BE STUBBED UP A MAXIMUM OF 4" OR LESS NOT TO INTERFERE WITH INSTALLED EQUIPMENT. ALL FLOOR OPENINGS TO BE SEALED WATER TIGHT.
19. VERIFY W/EQUIPMENT MANUFACTURER PROPER PLUMBING CONNECTIONS AND REQUIREMENTS FOR COFFEE MAKERS, BEVERAGE DISPENSERS, AND ICE MAKERS. PROVIDE BACKFLOW AND/OR RPZ VALVES AS REQUIRED BY LOCAL CODES.
20. ALL CONNECTIONS, ELECTRICAL AND PLUMBING, SHALL BE PER STATE AND LOCAL CODES.
21. CONTRACTOR TO VERIFY BUILDING CODE IN REGARD TO ACCEPTABLE DRAIN PIPE MATERIAL. FOODSERVICE DRAINS NEED TO ACCOMODATE TEMPERATURES ABOVE 212°F DRAINAGE SYSTEM NEEDS TO BE DESIGNED ACCORDINGLY

PLUMBING SYMBOLS

●	HW.	HOT WATER LINE STUB
○	CW.	COLD WATER LINE STUB
⊗	DW.	DIRECT WASTE CONNECTION
⊞	FD.	FLUSH FLOOR DRAIN AND GRATE
	IND.	INDIRECT WASTE DRAIN
◉	FS.	12" SQUARE FLOOR RECEPTOR
◕	GAS	GAS SUPPLY LINE STUB
⊚	F.D./F.	FLOOR DRAIN W/ FUNNEL
○	SS.	STEAM SUPPLY
○	CR.	CONDENSATE RETURN
	AFF.	ABOVE FINISHED FLOOR
	FA.	DOWN FROM ABOVE

ELECTRICAL SYMBOLS

⊖	SGR.	SINGLE GROUNDED RECEPTACLE
⊖	DGR.	DUPLEX GROUNDED RECEPTACLE
◒	DDGR.	DEDICATED DUPLEX GROUNDED RECEPTACLE
⊖	C.O.	CONVENIENCE OUTLET
◓	SPO.	SPECIAL PURPOSE OUTLET
(J)	DIR.	DIRECT WIRED CONNECTION
(E)	ECS.	ELECTRICAL CONDUIT STUB UP
(J)	JB.	JUNCTION BOX
(S)	SW.	SWITCH
(T)	TEL.	TELEPHONE

ab architecture
A.B. ARCHITECTURE, P.C.
838 Camden Ln., Northfield
I l l i n o i s 6 0 0 9 3
T: (3 1 2) 4 2 0 - 6 6 4 4
E: balabosy@gmail.com

PALATINE, IL 60067

RAMEN NOODLES - PALATINE

Kitchen Equipment Plans and Schedule

3 EAST NORTHWESTERN HWY

NO.	DESCRIPTION	DATE
	ISSUED FOR PERMIT	11/15/2023
1	ISSUED FOR REVISION	12/05/2023
2	ISSUED FOR REVISION	01/12/2024
3	ISSUED FOR REVISION	02/26/2024

BHAN AL-ABOSY 001-020015 LICENSED ARCHITECT STATE OF ILLINOIS

DRAWN BY: BA
APPROVED BY:
JOB NO.: 15053
DATE: 01/12/24
SHEET NO.: FS1.1

6.A.1.A.d

Attachment: EXHIBIT - Floor Plan (3 E. Northwest Hwy - SU Restaurant w Liquor)

Packet Pg. 20

VILLAGE OF PALATINE

VILLAGE OF PALATINE
Planning and Zoning Commission

SCHEDULED 05/14/24 07:00 PM

STAFF REPORT (ID # 9080)

3 E. Northwest Highway

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Alex Bradshaw

PETITIONER: Kenta Ikehata - Chicago Ramen Palatine

PLAN NUMBER: SU-000101-2024

BACKGROUND:
The subject property is zoned R-1 Single-Family Residential, with a Special Use for a Planned Development. The subject property is a commercial center governed by a Planned Development Ordinance (#O-80-72), as amended, with a specific set of uses and subsequent Planned Development Amendment (#O-120-11) to also include following the B-2 General Business uses and regulations.

The subject tenant space is approximately 1,887 square feet, and was previously occupied by a Japanese curry restaurant, Takumi, which was also approved for liquor service. The Petitioner is proposing to open a new Japanese ramen restaurant, Chicago Ramen Palatine. The proposed restaurant would operate with a liquor license to serve beer and wine. Therefore, the Petitioner is requesting:

1. **Special Use to permit a restaurant with liquor service.**

Surrounding Zoning/Uses:

North:	R-1 Single-Family Residential (Multi-tenant Commercial)
South:	R-2 Single-Family Residential
East:	R-1 Single-Family Residential (Quest Academy)
West:	P- Planned Development

KEY ISSUES:
- The Petitioner has applied for a Class 'G' liquor license to open a Japanese ramen restaurant with beer and wine service.
- The proposed hours of operation would be Monday - Sunday 11 AM to 10 PM.
- Per the submitted business plan, the Petitioner estimates that there would be

Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

approximately 15 employees.

- The submitted floor plan for the new restaurant illustrates 40 seats, which does not increase the total required parking for the center over what is permitted by the existing parking Variation (#O-112-18).

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 new restaurant with alcohol service within a tenant space that had previously be operated in the same capacity. The existing parking Variation for the center remains valid, as the total number of proposed seats for the new restaurant would not increase the existing parking requirement. Additionally, Staff did not identify, nor was Staff notified of, any issues with parking at the shopping center. Furthermore, the proposed use is consistent with the previously approved restaurant and should not cause substantial injury to the value of the properties in the surrounding neighborhood. Therefore, Staff recommends approval of the proposed Special Use, subject to the following condition:

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, Kenta Ikehata, Keing Corporation DBA Chicago Ramen Palatine, except as such plans may be changed to conform to Village Codes and Ordinances.

ATTACHMENTS:

- Aerial Map
- Special Use Application
- Plat of Survey
- Floor Plan
- Business Plan
- Chicago Ramen Menu
- Public Notice

Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

GISConsortium | 3 E. Northwest Highway



0 150 300 ft

Print Date: 3/27/2024

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: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

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

Kenta Ikehata

Business Name (if applicable)

Keing Corporation DBA Chicago Ramen Palatine

Subject Property Address

3 E. Northwest Highway

Please provide a description of your proposed request:

We are planning to open a Japanese Ramen Restaurant and would like to apply for a liquor license.

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:

We would like to serve alcohols for customers enjoy food and drinks.

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

We will operate that the public health, safety, welfare will be protected. We have the knowledge and good experiences since we have three liquor licenses in the other branches.

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

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

Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

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:

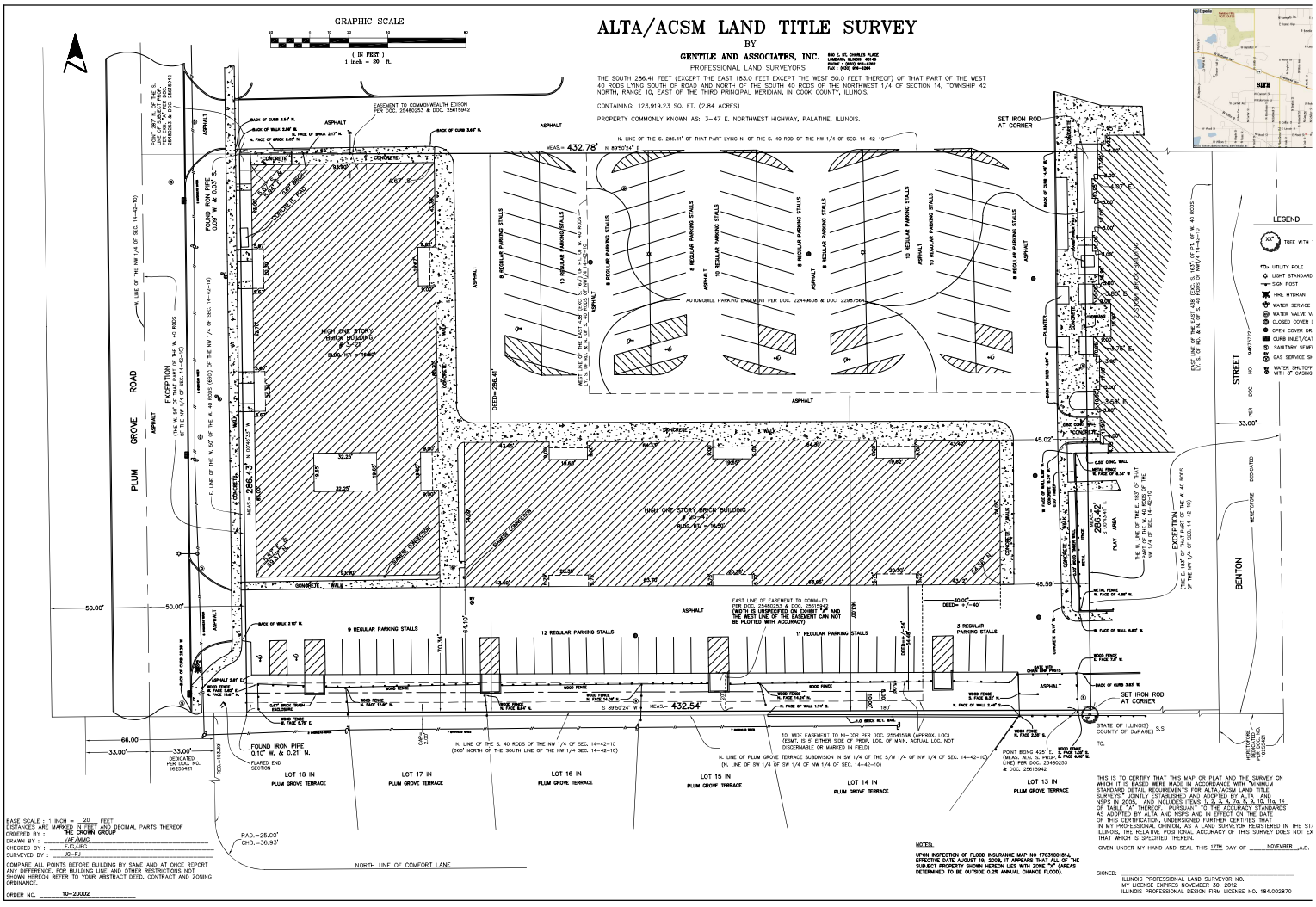
i. Will not destroy existing vistas in the area;

ii. Will enhance the appearance of the homes and the streets in the area; and

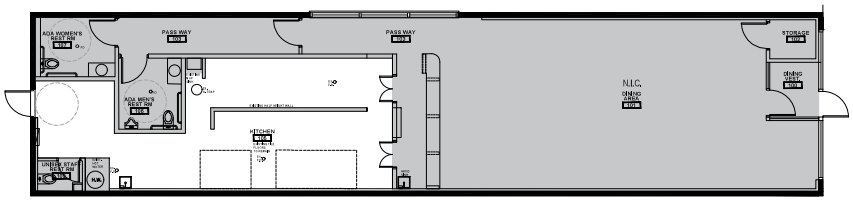
iii. Will not detract from the overall appearance of the community; or

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

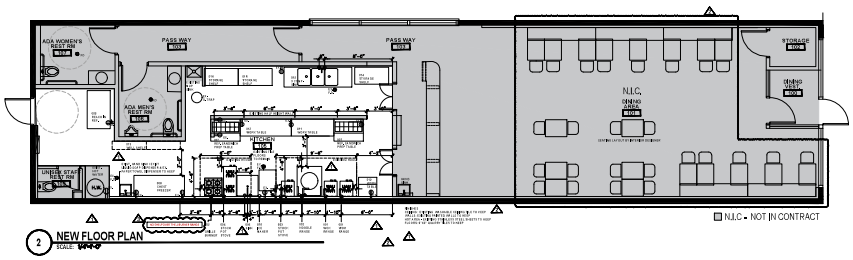
Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)



Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)



1 EXISTING FLOOR PLAN
SCALE: 1/4"=1'-0"



2 NEW FLOOR PLAN
SCALE: 1/4"=1'-0"

FOOD SERVICE EQUIPMENT

NUMBER	NAME	DESCRIPTION	MODEL#	QTY.	MANUFACTURE	MOUNTING	WATER COOL	ELECT	GAS	VENT	EXH	SUP
001	WOK RANGE	11.2"W X 20.25" D X 34"H	36-CPWOK60	2	COOKING PERFORMANCE GROUP	STAND ALONE						6.0"AMB
002	NOODLE KIOSK	30"W X 42"D X 20"H	48NOODLE	1	ABC RESTAURANT EQUIPMENT, INC	STAND ALONE	W/E					2" FURN
003	STOCK POT STOVE	24"W X 42"D X 34.5"H	36-CPSOFSTRL	1	COOKING PERFORMANCE GROUP	STAND ALONE						6.0"AMB
004	STOCK POT STOVE	24"W X 42"D X 34.5"H	36-CPSOFSTRL	1	COOKING PERFORMANCE GROUP	STAND ALONE						6.0"AMB
005	4 GRILL BURNER	24"W X 40"D X 17"H	CHG-48-GT-24	1	COOKING PERFORMANCE GROUP	STAND ALONE						6.0"AMB
006	S.S. CHIL COMPARTMENT SINK	24"W X 30"D X 43.75"H	S3232111SXFW	1	SPERLICH	STAND ALONE	W/DVR	1.1 HP				
007	REFRIGERATED SANDWICH PREP TABLE	46.75"W X 31"D X 42 3/8"H	1TRAP48HC	2	AVANTCO	STAND ALONE						
008	HEIGHT EXTENSION	71.25"W X 30"D X 21.5"H	1TRAP48HC	1	GALAXY	STAND ALONE						
009	UNDER COUNTER REFRIGERATOR	27"W X 27.5"D X 34.5"H	1UC27GRSC	1	AVANTCO	STAND ALONE						
010	WORK TABLE	24" W X 30"D X 34"H	4000T2436G	1	REGENCY	STAND ALONE						
011	WORK TABLE	60" W X 30"D X 34"H	4000T6030G	1	REGENCY	STAND ALONE						
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013	WALL SHELF	48"W X 12"D X 14"H	4000W1248NG	2	REGENCY	STAND ALONE						
014	WIRE SHELF	48"W X 24"D X 86"H	49SC54ANKIT	3	REGENCY	STAND ALONE						
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016	ICE MAKER	30"W X 27"D X 83"H	IDCT-HD 30N	1	AVANTCO	STAND ALONE	SIDE	370 WATER FEED				

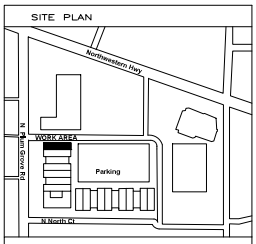
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LICENSED ARCHITECT BHAN AL-ABOSY 001-020815 STATE OF ILLINOIS

NAME: BHAN AL-ABOSY DATE: 11/15/2023

SITE PLAN



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12. TRADES TO PROVIDE OCTAGONAL 4" BOXES (4-9C) WITH 3/4" CONDUIT TO ABOVE CEILING FOR ALL DUCT MOUNTED FIRE PROTECTION SYSTEM REMOTE PULLS. VERIFY LOCATIONS WITH PROPER AUTHORITY.
13. TRADES TO PROVIDE AND INSTALL GAS PRESSURE REGULATOR VALVE FROM 10 LBS. TO 8" W.C. TO ENSURE CUSTOMER TO OPERATE AT PROPER GAS PRESSURE.
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ⓔ	ECS.	ELECTRICAL CONDUIT STUB UP
ⓙ	JB.	JUNCTION BOX
ⓢ	SW.	SWITCH
ⓣ	TEL.	TELEPHONE

RAMEN NOODLES - PALATINE

Kitchen Equipment Plans and Schedule

DRAWN BY BA
JOB NO 15053
SHEET F2
DATE 12/24

Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

CHICAGO RAMEN
PALATINE

3/26/2024

Cover Letter

I would like to apply for a liquor license for my newly opening restaurant, Chicago Ramen Palatine. Please see following information.

Name of Business: Keing Corporation DBA Chicago Ramen Palatine

Business Address: 3 E. Northwest Hwy, Palatine, IL 60067

Owner: Kenta Ikehata

Home Address: 560 Aster Ln. Hoffman Estates, IL 60169

Liquor Classification: G (Serving Beer and Wine in the restaurant)

Seating: 40 seating capacity and food and beverage being served.

Square Footage: 1,887 sq.ft. Floor plan of the establishment is attached separately.

Hours of operation: 11am - 10pm

Estimated number of total employees: 15 employees

Chicago Ramen in Des Plaines has been operated since 2020. The sister restaurants are currently opened in Rolling Meadows, Schaumburg, Wheeling, Algonquin, Mundelein, and Park Ridge and Chicago Sushi is also operated in Des Plaines, IL.

The company currently has three liquor licenses under the business name of Chicago Sushi in Des Plaines and Chicago Ramen Annex in Schaumburg, Chicago Ramen Mundelein in Mundelein.

Attachment: Business Plan (3 E. Northwest Hwy - SU Restaurant w Liquor)
Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

I would like customers to enjoy our food with alcohol and obtain customers satisfaction.

Thank you,

Kenta Ikehata / Owner 

Keing Corporation DBA Chicago Ramen Palatine

3 E. Northwest Hwy, Palatine, IL 60067

https://chicago-ramen.us

Attachment: Business Plan (3 E. Northwest Hwy - SU Restaurant w Liquor)
Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)



TSUKEMEN (DIPPING NOODLE)

SPICY TSUKEMEN $14.95

TSUKEMEN $13.95

TSUKEMEN W/EGG . $15.95

TSUKEMEN W/PORK CHA-SHU $20.95

BEEF CURRY & CHICKEN MABO TOFU RAMEN

BEEF CURRY RAMEN $15.95

BEEF CURRY RAMEN W/EGG . $17.95

CHICKEN MABO TOFU RAMEN $13.95

CHICKEN MABO TOFU RAMEN W/EGG . $15.95

RED MISO RAMEN

SPICY RED MISO RAMEN $14.95

RED MISO RAMEN $13.95

RED MISO RAMEN W/EGG . $15.95

SPICY RED MISO RAMEN W/SWEET CORN $16.95

WHITE MISO RAMEN

SPICY WHITE MISO RAMEN $14.95

WHITE MISO RAMEN $13.95

WHITE MISO RAMEN W/EGG . $15.95

SPICY WHITE MISO RAMEN W/SWEET CORN $16.95

CHICKEN & VEGETABLE RAMEN

SPICY CHICKEN RAMEN W/EGG . $16.95
CHICKEN RAMEN $13.95

SPICY VEGETABLE RAMEN W/EGG . $15.95
VEGETABLE RAMEN $12.95

EXTRA TOPPING

NOODLE $3.00

PORK CHAR-SHU	AJITAMA .	MENMA	VEGETABLES	SWEET CORN	NORI	GREEN ONION
$7.50	$2.00	$4.00	$4.50	$3.50	$3.00	$3.50

APPETIZERS

GYOZA	$6.95	TAKOYAKI	$ 7.95
CHICKEN KARAAGE	$7.95	SALMON SASHIMI	$ 9.95
SHISHITO PEPPER	$5.95	JAPANESE CALAMARI	$ 7.95
EDAMAME SALT or GARLIC	$5.95	ADDICTIVE CABBAGE	$ 4.95
SEAWEED SALAD	$5.95	FRIED OYSTER	$12.95
SHRIMP TEMPURA 3PC	$8.95		

JAPANESE HOT DOG

PORK CHA-SHU HOT DOG	$8.95
CHICKEN KARAAGE HOT DOG	$8.95
BEEF SUKIYAKI HOT DOG	$9.95
SHRIMP HOT DOG	$7.95
OYSTER HOT DOG	$8.95

RICE BOWL

PORK CHA-SHU BOWL	$6.95	SPICY TUNA BOWL	$7.95
CHICKEN KARAAGE BOWL	$6.95	SALMON SASHIMI BOWL	$8.95
BEEF BOWL	$9.95	CURRY BOWL	$6.95
SHRIMP TEMPURA BOWL	$7.95	MABO TOFU BOWL	$7.95

DESSERT

MOCHI ICE CREAM $3.50
VANILLA / STRAWBERRY / MATCHA / MANGO / BLACK SESAME

DRINKS

HOME MADE MATCHA (GREEN TEA)	$3.50	COKE / DIET COKE / SPRITE	$2.00	PEACH OOLONG TEA	$3.00	ORANGE JUICE	$3.00
CALPICO	$2.50	ICE TEA	$2.00	RAMUNE	$3.50		

1644 S Randall Rd, Suite #E20, Algonquin, IL 60102 • 224-241-8094

CHICAGO RAMEN
ALGONQUIN

Attachment: Chicago Ramen Menu (3 E. Northwest Hwy - SU Restaurant w Liquor)
Attachment: PZC Materials - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

III. PUBLIC HEARING

1. 3 E. Northwest Highway

SU-000101-2024 - 3 E. Northwest Highway

Notice was published in the Journal & Topics on April 25th, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Special Use Application**
2. **Plat of Survey**
3. **Floor Plan**
4. **Business Plan**
5. **Chicago Ramen Menu**
6. **Public Notice**

Mr. Bradshaw provides background information and states the property is zoned R-1 with a special use for planned development. The space is approximately 1,887 square feet and was previously occupied by a Japanese restaurant. Petitioner opening a new Japanese ramen restaurant with a liquor license to serve beer & wine.

Sworn in: Ty Toney - 3 E. Northwest Highway - Manager and Representative for petitioner.
Mr. Toney states they have several restaurants in the Chicago area. He is requesting a beer and wine license for this location.

Chairman Wood inquires whether Mr. Toney also serves as the manager for the other locations.
Mr. Toney confirms this to be correct.

Chairman Wood then seeks clarification on the proposed business hours.
Mr. Toney outlines the initial hours as Monday through Sunday, 11 am to 9 pm, with a proposed extension to 11:30 pm following the first month of operation.
Mr. Bradshaw mentions that the business plan specifies operating hours as Monday through Sunday, 11 am to 10 pm, but notes the potential for extended hours due to the liquor license. A revised business plan with proposed 11:30 pm closing would need to be submitted to Staff prior to Village Council review.

Chairman Wood queries the presence of residential units behind the restaurant.
Mr. Bradshaw asserts there are none.

Commissioner Cavanaugh asks about the operational status of the neighboring Sushi restaurant.

Attachment: DRAFT PZC Minutes - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

Mr. Bradshaw confirms its operation and reports no complaints or issues from nearby residents.

Chairman Wood directs attention to the location of the dumpster.
Mr. Toney indicates it is situated at the back, referring to the south side of the premises.
Mr. Bradshaw corroborates this information.

Commissioner Friedman inquires about Mr. Toney's experience managing restaurants with liquor licenses.
Mr. Toney affirms his experience in this area.

Commissioner Friedman further explores the rationale behind seeking a liquor license for this establishment.
Mr. Toney cites demographic factors and clientele preferences as primary drivers for the application.

Commissioner Schubert raises concerns regarding the proximity of Quest Academy school and the potential impact on children accessing the sport fields west of Plum Grove Rd.
Chairman Wood states it would be on Quest Academy to provide safe routes to their activities. It was noted that a marked crosswalk is used and this would have no impact to their safety.

STAFF RECOMMENDATION:
The Petitioner is proposing to open a new restaurant with alcohol service within a tenant space that had previously be operated in the same capacity. The existing parking Variation for the center remains valid, as the total number of proposed seats for the new restaurant would not increase the existing parking requirement. Additionally, Staff did not identify, nor was Staff notified of, any issues with parking at the shopping center. Furthermore, the proposed use is consistent with the previously approved restaurant and should not cause substantial injury to the value of the properties in the surrounding neighborhood. Therefore, Staff recommends approval of the proposed Special Use, subject to the following condition:

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, Kenta Ikehata, Keing Corporation DBA Chicago Ramen Palatine, except as such plans may be changed to conform to Village Codes and Ordinances.

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

Commissioner Cavanaugh made a motion to approve subject staff's conditions; seconded by Commissioner Noonan.

Attachment: DRAFT PZC Minutes - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

DELIBERATIONS:

Chairman Wood asks if a modified business plan would be required for new hours.
Mr. Bradshaw confirms it would be, prior to Village Council review.

Commissioner Cavanaugh states that the request is replacing an existing similar business and would seamlessly fit into the space. He notes that the request meets the standards, is not over-parked, and would be a beneficial addition.
Chairman Wood expresses her opinion that it appears to be another promising restaurant in a favorable location. She emphasizes that the proposed business hours would not adversely impact the neighborhood. Additionally, she acknowledges that special events organized by Quest Academy are typically well-planned and that parking availability is ample. Chairman Wood confirms that the request meets the standards and expresses her support for it.
Chairman Roth-Wurster concurs, stating that the request meets the standards and also expresses support.
Chairman Schubert reiterates his support for the request and emphasizes the importance of the petitioner taking note of the safety of children during activities.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 8-0. This item will tentatively go to Village Council on Monday, May 20th, 2024.

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

Attachment: DRAFT PZC Minutes - May 14, 2024 (3 E. Northwest Hwy - SU Restaurant w Liquor)

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 3 E. NORTHWEST HWY.

(●) ( ) ( ) ( )

County of COOK

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

Further, that the notice, of which the attached is a true copy, was published ONE times in the said newspaper(s), namely once each week for ONE successive week(s) and that the first publication of said notice was made on the 25TH day of APRIL, A.D. 20 24., and the last publication thereof was made on the 25TH day of APRIL, 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
- ☑ 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 25TH day of APRIL 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 25TH day of APRIL A.D., 20 24.

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

Attachment: Public Notice (3 E. Northwest Hwy - SU Restaurant w Liquor)

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Chicago Ramen Located at 3 E. Northwest Highway

BACKGROUND:
On this evening's agenda is a Special Use request for a new Japanese ramen restaurant at 3 E. Northwest Highway. Owner Kenta Ikehata wishes to apply for a Class G (Beer and Wine) liquor license. The proposed hours of operation are seven days a week: 11:00 AM to 11:30 PM.

KEY ISSUES:
- Increase Class G Restaurant (Beer & Wine) Liquor Licenses by one.
- The business plan hours reflect an update from the Planning and Zoning Commission and these hours would govern over the liquor license hours.

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

RECOMMENDATION:
Approve an Ordinance increasing Class G Restaurant (Beer & Wine) Liquor Licenses by one for a total of 11.

ACTION REQUIRED:
Action is at the discretion of the Committee.

ATTACHMENTS:
- ORD Increase Class G Liquor License Chicago Ramen
- Business Plan
- Floor Plan
- Chicago Ramen Menu

ORDINANCE NO._____

AN ORDINANCE INCREASING THE NUMBER OF CLASS G RESTAURANT (BEER & WINE) LIQUOR LICENSES PURSUANT TO CHAPTER 3, SECTION 3-37 OF THE VILLAGE OF PALATINE CODE OF ORDINANCES FOR CHICAGO RAMEN LOCATED AT 3 E. NORTHWEST HIGHWAY

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

SECTION 1: That the number of Class G Restaurant (Beer & Wine) liquor licenses shall be increased by one for Chicago Ramen for a total of 11 Class G liquor licenses, subject to approval of the Liquor Commission.

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

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

PASSED this _____ day of _____, 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 Increase Class G Liquor License Chicago Ramen (3 E. Northwest Hwy - Inc Class G Liq. Chicago Ramen)

CHICAGO RAMEN
PALATINE

5/15/2024

Cover Letter

I would like to apply for a liquor license for my newly opening restaurant, Chicago Ramen Palatine. Please see following information.

Name of Business: Keing Corporation DBA Chicago Ramen Palatine

Business Address: 3 E. Northwest Hwy, Palatine, IL 60067

Owner: Kenta Ikehata

Home Address: 560 Aster Ln. Hoffman Estates, IL 60169

Liquor Classification: G (Serving Beer and Wine in the restaurant)

Seating: 40 seating capacity and food and beverage being served.

Square Footage: 1,887 sq.ft. Floor plan of the establishment is attached separately.

Hours of operation: 11:00 am – 11:30 pm

Estimated number of total employees: 15 employees

Chicago Ramen in Des Plaines has been operated since 2020. The sister restaurants are currently opened in Rolling Meadows, Schaumburg, Wheeling, Algonquin, Mundelein, and Park Ridge and Chicago Sushi is also operated in Des Plaines, IL.

The company currently has three liquor licenses under the business name of Chicago Sushi in Des Plaines and Chicago Ramen Annex in Schaumburg, Chicago Ramen Mundelein in Mundelein.

Attachment: Business Plan (3 E. Northwest Hwy - Inc Class G Liq. Chicago Ramen)

I would like customers to enjoy our food with alcohol and obtain customers' satisfaction.

Thank you,

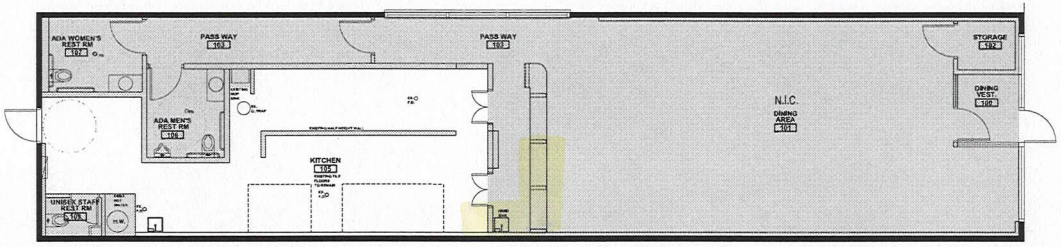
Kenta Ikehata / Owner 

Keing Corporation DBA Chicago Ramen Palatine

3 E. Northwest Hwy, Palatine, IL 60067

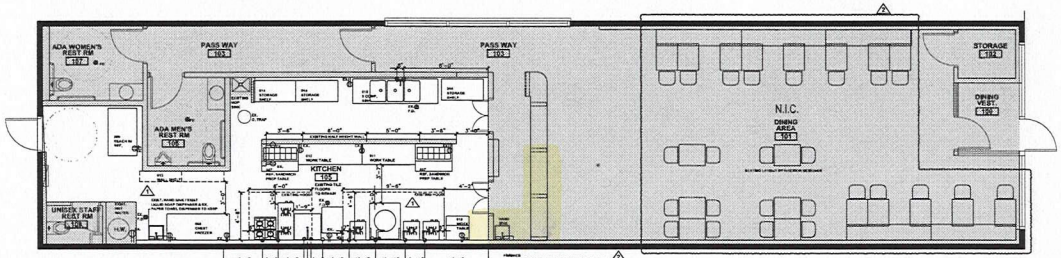
https://chicago-ramen.us

Attachment: Business Plan (3 E. Northwest Hwy - Inc Class G Liq. Chicago Ramen)



N.I.C - NOT IN CONTRACT

1 **EXISTING FLOOR PLAN**
SCALE: 1/4"-1'-0"



N.I.C - NOT IN CONTRACT

2 **NEW FLOOR PLAN**
SCALE: 1/4"-1'-0"

FOOD SERVICE EQUIPMENT

NUMBER	NAME	DESCRIPTION	MODEL#	QTY.	MANUFACTURE	MOUNTING
001	WOK RANGE	17 3/8"W X 40 3/8"D X 34"H	361GP36WKNG	2	COOKING PERFORMANCE GROUP	STAND ALONE
002	NOODLE RANGE	36"W X 43"D X 60"H	ARC-1	1	ARC RESTAURANT EQUIPMENT 100	STAND ALONE
003	STOCK POT STOVE	18"W X 25"D X 22.5"H	361GP03P18N	1	COOKING PERFORMANCE GROUP	STAND ALONE
004	STOCK POT STOVE	18"W X 48"D X 22.25"H	361GP06GP18N	1	COOKING PERFORMANCE GROUP	STAND ALONE
005	4 GRILL BURNER	24"W X 30.5"D X 17"H	GNG-BLK-24	1	COOKING PERFORMANCE GROUP	STAND ALONE
006	S.S. ONE COMPARTMENT SINK	24"W X 22"D X 43.75"H	3220S1118HFW	1	STELLTON	STAND ALONE
007	REFRIGERATED SANDWICH PREP TABLE	46.75"W X 31"D X 42 3/8"H	11SAP148HC	2	AVANTCO	STAND ALONE
008	CHEST FREEZER	71.25"W X 29.75"D X 33"H	17TCF20HC	1	GALAXY	STAND ALONE
009	REACH-IN REFRIGERATOR	54"W X 32.25"D X 82.5"H	17R552HC	1	AVANTCO	STAND ALONE
010	WORK TABLE	24" W X 24"D X 34"H	600T2424G	1	REGENCY	STAND ALONE
011	WORK TABLE	60" W X 30"D X 34"H	600T3060G	1	REGENCY	STAND ALONE
012	WORK TABLE	72" W X 30"D X 34"H	600T3072G	1	REGENCY	STAND ALONE
013	WALL SHELF	48"W X 12"D X 54"H	600WS1248HG	2	REGENCY	STAND ALONE
014	WIRE SHELF	48"W X 24"D X 86"H	49GS2448S86	3	REGENCY	STAND ALONE
015	3 COMPARTMENT SINK	80"W X 24"D X 43 3/4"H	3280S3118HLX	1	STELLTON	STAND ALONE
016	ICE MAKER	28"W X 27"D X38.5"H	UC-F-180 AS6	1	AVANTCO	STAND ALONE

STATEMENT OF COMPLIANCE

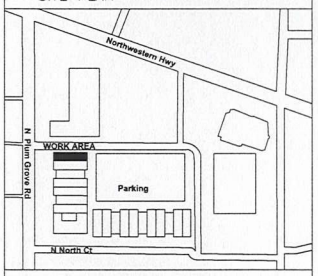
I HEREBY CERTIFY THAT THESE DRAWINGS AND SPECIFICATIONS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE CONFORM WITH ALL LOCAL GOVERNING CODES AND STANDARDS. I AM A DULY LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF ILLINOIS

BHAN, AL-ABSEY — 001-020916 — STATE OF ILLINOIS — LICENSED ARCHITECT

NAME: BHAN AL- ABOSY

DATE: 11/15/2023

SITE PLAN



TRADE CONTRACTORS NOTES

1. ALL CONNECTIONS SHOWN ARE THE APPROXIMATE CONNECTION LOCATIONS REQUIRED FOR THE FOOD SERVICE EQUIPMENT BEING FURNISHED BY THE KITCHEN CONTRACTOR AND ALLOWANCES MUST BE MADE TO EXTEND TO THE FINAL CONNECTION.
2. ANY CHANGES TO THESE LOCATIONS SHOULD BE VERIFIED WITH THE ARCHITECT OR FOOD SERVICE CONTRACTOR.
3. ALL DIMENSIONS SHOWN ARE FROM FINISHED WALLS, COLUMNS AND FLOORS. WHERE BASE SIZES ARE SHOWN, THEY SHALL INCLUDE FINISHED SURFACES.
4. TRADES ARE TO MAKE THE FINAL CONNECTIONS FROM ELECTRICAL SERVICE LOCATIONS INDICATED TO EQUIPMENT PER LOCAL CODES.
5. FOR ADDITIONAL INFORMATION REFER TO DETAIL DRAWINGS, MANUFACTURERS SHOP DRAWINGS, SPECIFICATIONS, AND BROCHURE BOOK.
6. VARIOUS TRADES TO BE RESPONSIBLE FOR THE INSTALLATION & FINAL CONNECTION OF ELECTRICAL & PLUMBING COMPONENTS (FAUCETS, WASTES, CONTROL PANELS, ETC.) PROVIDED BY THE FOOD SERVICE EQUIPMENT CONTRACTOR.
7. TRADES SHALL PROVIDE OUTLETS IN EQUIPMENT AS CALLED FOR IN THE FIELD AND DO ALL CONTROL WIRING.
8. VARIOUS TRADES TO FURNISH ANY ADDITIONAL HARDWARE REQUIRED FOR THE PROPER OPERATION OF FOOD SERVICE EQUIPMENT SUCH AS VALVES, STOPS, TRAPS, DISCONNECT SWITCHES AND WIRING TO CONTROL EQUIPMENT LIKE SODA AND REMOTE COMPRESSORS, FIRE SYSTEM AND DISPOSERS AS REQUIRED.
9. TRADES SHALL FURNISH CONNECTIONS TO EQUIPMENT SETTING ON COUNTERS THAT DO NOT COME WITH CORD & PLUGS, FROM OUTLET BOX OR RECEPTACLE.
10. TRADES TO CO-ORDINATE W/ FIRE PROTECTION CONTRACTOR AND INSTALL SHUNT TRIPS IN ELECTRICAL PANELS TO SHUT OFF COOKING EQUIPMENT ITEMS IN CONJUNCTION WITH FIRE SYSTEMS AND RUN TO FIRE ALARM AND VALVES.
11. TRADES TO CO-ORDINATE W/FIRE PROTECTION CONTRACTOR AND INSTALL AUTOMATIC FIRE GAS SHUT OFF VALVE IN LINE AND WIRE VALVE TO CONTROL PANEL IF REQUIRED. KITCHEN EQUIPMENT CONTRACTOR TO ADVISE TRADES IF MECHANICAL OR SOLENOID SHUT-OFF VALVE IS BEING PROVIDED.
12. TRADES TO PROVIDE OCTAGONAL 'J' BOXES (+14") WITH 3/4" CONDUIT TO ABOVE FINISHED CEILING FOR FIRE PROTECTION SYSTEM REMOTE PULLS. VERIFY LOCATIONS WITH PROPER AUTHORITY.
13. TRADES TO PROVIDE AND INSTALL GAS PRESSURE REGULATOR VALVE FROM 10 LBS. TO 8" W.C. TO INSURE EQUIPMENT TO OPERATE AT PROPER GAS PRESSURE.
14. ALL DIMENSIONS MUST BE VERIFIED AND AGREE WITH THE LATEST ARCHITECTURAL PLAN.
15. TRADES TO VERIFY WITH OWNER/OPERATOR REQUIREMENTS FOR CASH SYSTEM AND TO SUPPLY ALL NECESSARY COMPONENTS FOR ITS PROPER OPERATION.
16. TRADES TO VERIFY W/MECHANICAL ENGINEER AND LOCAL CODES ALL REQUIRED COMPONENTS (SUCH AS GREASE TRAPS, VACUUM BREAKERS ETC.) FOR THE PROPER OPERATION OF FOOD SERVICE EQUIPMENT AND TYPE OF DRAIN CONNECTIONS REQUIRED AND INSTALL ACCORDINGLY.
17. TRADES TO SUPPLY AND INSTALL ALL REQUIRED PRESSURE REDUCING AND REGULATING VALVES REQUIRED FOR THE PROPER OPERATION OF FOOD SERVICE EQUIPMENT.
18. ELECTRICAL OUTLETS AND PIPING ROUGHED UP UNDER ISLAND EQUIPMENT TO BE STUBBED UP A MAXIMUM OF 4" OR LESS NOT TO INTERFERE WITH INSTALLED EQUIPMENT. ALL FLOOR OPENINGS TO BE SEALED WATER TIGHT.
19. VERIFY W/EQUIPMENT MANUFACTURER PROPER PLUMBING CONNECTIONS AND REQUIREMENTS FOR COFFEE MAKERS, BEVERAGE DISPENSERS, AND ICE MAKERS. PROVIDE BACKFLOW AND/OR RPZ VALVES AS REQUIRED BY LOCAL CODES.
20. ALL CONNECTIONS, ELECTRICAL AND PLUMBING, SHALL BE PER STATE AND LOCAL CODES.
21. CONTRACTOR TO VERIFY BUILDING CODE IN REGARD TO ACCEPTABLE DRAIN PIPE MATERIAL. FOODSERVICE DRAINS NEED TO ACCOMODATE TEMPERATURES ABOVE 212°F DRAINAGE SYSTEM NEEDS TO BE DESIGNED ACCORDINGLY

PLUMBING SYMBOLS

●	HW.	HOT WATER LINE STUB
○	CW.	COLD WATER LINE STUB
⊗	DW.	DIRECT WASTE CONNECTION
⊡	FD.	FLUSH FLOOR DRAIN AND GRATE
⊙	IND.	INDIRECT WASTE DRAIN
◉	FS.	12" SQUARE FLOOR RECEPTOR
◕	GAS	GAS SUPPLY LINE STUB
▣	F.D./F.	FLOOR DRAIN W/ FUNNEL
○	SS.	STEAM SUPPLY
○	CR.	CONDENSATE RETURN
	AFF.	ABOVE FINISHED FLOOR
	FA.	DOWN FROM ABOVE

ELECTRICAL SYMBOLS

⊖	SGR.	SINGLE GROUNDED RECEPTACLE
⊜	DGR.	DUPLEX GROUNDED RECEPTACLE
⊜	DDGR.	DEDICATED DUPLEX GROUNDED RECEPTACLE
⊖	C.O.	CONVENIENCE OUTLET
⊖	SPO.	SPECIAL PURPOSE OUTLET
⊖	DIR.	DIRECT WIRED CONNECTION
E	ECS.	ELECTRICAL CONDUIT STUB UP
J	JB.	JUNCTION BOX
S	SW.	SWITCH
T	TEL.	TELEPHONE

A.B. ARCHITECTURE, P.C.
836 Camden Ln., Northfield
Illinois 60093
T: (312) 420 - 6644
E: balabosy@gmail.com

RAMEN NOODLES - PALATINE

3 EAST NORTHWESTERN HWY — PALATINE, IL 60067

Kitchen Equipment Plans and Schedule

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	11/15/2023
2	ISSUED FOR REVISION	12/05/2023
3	ISSUED FOR REVISION	01/12/2024
4	ISSUED FOR REVISION	02/26/2024

BHAN, AL-ABSEY — 001-020916 — STATE OF ILLINOIS — LICENSED ARCHITECT

DRAWN BY | APPROVED BY

JOB NO. 15053

SHEET NO. FS1.1

Attachment: Floor Plan (3 E. Northwest Hwy - Inc Class G Liq. Chicago Ramen)

TSUKEMEN (DIPPING NOODLE)


SPICY TSUKEMEN $14.95


TSUKEMEN $13.95


TSUKEMEN W/EGG . $15.95


TSUKEMEN W/PORK CHA-SHU $20.95

BEEF CURRY & CHICKEN MABO TOFU RAMEN


BEEF CURRY RAMEN $15.95


BEEF CURRY RAMEN W/EGG . $17.95


CHICKEN MABO TOFU RAMEN $13.95


CHICKEN MABO TOFU RAMEN W/EGG . $15.95

RED MISO RAMEN


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RED MISO RAMEN $13.95


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WHITE MISO RAMEN


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EXTRA TOPPING

NOODLE $3.00

PORK CHAR-SHU	AJITAMA .	MENMA	VEGETABLES	SWEET CORN	NORI	GREEN ONION
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SEAWEED SALAD	$3.95	FRIED OYSTER	$12.95
SHRIMP TEMPURA 3PC	$8.95		



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CHICKEN KARAAGE HOT DOG	$6.95
BEEF SUKIYAKI HOT DOG	$9.95
SHRIMP HOT DOG	$7.95
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RICE BOWL

PORK CHA-SHU BOWL	$6.95	SPICY TUNA BOWL	$7.95
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SHRIMP TEMPURA BOWL	$7.95	MABO TOFU BOWL	$7.95



DESSERT

MOCHI ICE CREAM $5.50

DRINKS

HOME MADE MATCHA (GREEN TEA)	$3.50	COKE / DIET COKE / SPRITE	$2.00	PEACH OOLONG TEA	$3.00
CALPICO	$2.50	ICE TEA	$2.00	RAMUNE	$3.50

ORANGE JUICE $3.00

1644 S Randall Rd, Suite #E20, Algonquin, IL 60102 • 224-241-8094

CHICAGO RAMEN
ALGONQUIN

Attachment: Chicago Ramen Menu (3 E. Northwest Hwy - Inc Class G Liq. Chicago Ramen)

Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, and a Variation for Parking at 1916 N. Rand Road

BACKGROUND:
The Petitioner is proposing to utilize a portion of the tenant space for the existing bakery for dine-in seating, with a focus on traditional Polish/European style street food. The proposed dine-in seating restaurant area would operate with a liquor license to serve beer and wine to dine-in customers, as retail liquor sales are not proposed. The proposed number of seats provided would be 34, including 12 seasonal outdoor seats. Therefore, the Petitioner is requesting approval of the following:

1. **Special Use to permit a restaurant with liquor service; and**
2. **Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces.**

KEY ISSUES:
- Per the submitted floor plan, the concept would reduce some store shelf space and introduce 4 tables, in addition to the 2 existing tables near the vestibule, for a total of 22 interior seats. The floor plan also illustrates 4 additional tables (12 total seats) outside to be seasonally used on a portion of the sidewalk in front of the business.
- The business plan indicates that take-out and dine-in orders will be placed, and picked up, from the front counter.
- The new proposed hours of operation for the existing business are 9 AM - 9 PM Monday through Saturday.
- There are currently 23 parking spaces provided on-site. Per Code, 14 parking spaces would be required for the proposed use and reflective of the additional seating. As a whole, 29 parking spaces would be required for the entire building. In addition to the parking in front of the building, there is additional parking behind the building.

ALTERNATIVES:
1. Approve the Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.
2. Do not approve the Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	One letter of support from the surrounding residential neighborhood was submitted. One residential neighbor objected to the proposal during the public hearing, citing the possibility of injured property values and liquor license impacts.
Vote:	The PZC voted 7-1 to approve the Special Use and Variation to permit dine-in seating and alcohol service at the subject property, and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.

ATTACHMENTS:

- Aerial Map
- ORD SU VAR 1916 N Rand Rd
- EXHIBIT - Floor Plan
- EXHIBIT - Business Plan
- PZC Materials - May 14, 2024
- DRAFT PZC Minutes - May 14, 2024
- Public Notice

GISConsortium

1916 N. Rand Road



0 100 200 ft

Print Date: 3/21/2024

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 (1916 N. Rand Rd - SU VAR Liquor & Parking)

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE AND VARIATION
1916 N. RAND ROAD

WHEREAS, pursuant to a petition and public hearing on May 14, 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 Special Use to permit restaurant to operate, with a local liquor license pursuant to Section 11.06 (e) (24) of the Palatine Zoning Ordinance; and a Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces pursuant to Section 7.03 (b) (1) of the Palatine Zoning Ordinance on the following legally described property:

LOTS 75 AND 76 (EXCEPT THE SOUTHEASTERLY 100 FEET OF SAID LOTS 75 AND 76) IN CAPRI VILLAGE, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 1, AND PART OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED 09/19/1956 AS DOCUMENT NUMBER 16691143, IN COOK COUNTY, ILLINOIS.

Commonly known as 1916 N. Rand Road (02-02-407-009-0000).

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: Special Use to permit restaurant to operate, with a local liquor license pursuant to Section 11.06 (e) (24) of the Palatine Zoning Ordinance; and a Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces pursuant to Section 7.03 (b) (1) of the Palatine Zoning Ordinance, is hereby

Attachment: ORD SU VAR 1916 N Rand Rd (1916 N. Rand Rd - SU VAR Liquor & Parking)

granted, subject to the following condition:

1. **The Special Use and Variation shall substantially conform to the Floor Plan and Business Plan submitted by the Petitioner, Bartlomiej Kolatek, Kolatek Baking Company, except as such plans may be changed to conform to the Village Codes and Ordinances.**

2. **A business plan, reflecting the proposed seating and alcohol service, shall be submitted as an amendment to the current Village of Palatine business license.**

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

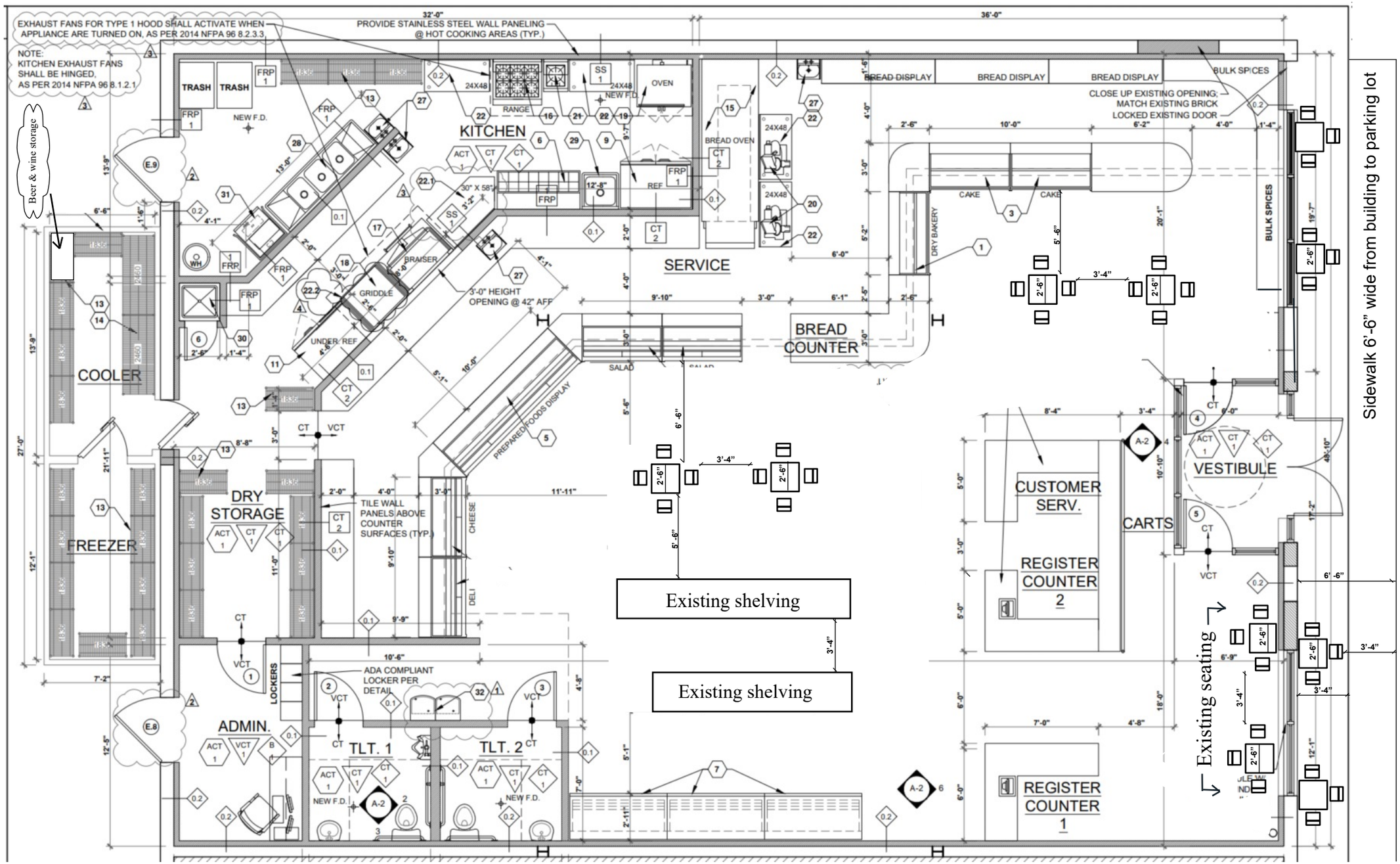
_____
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____day of _____, 2024

_____
Village Clerk

Attachment: ORD SU VAR 1916 N Rand Rd (1916 N. Rand Rd - SU VAR Liquor & Parking)



Attachment: EXHIBIT - Floor Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Business Plan

April 2024

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Executive Summary

Business Overview

We are Kolatek Baking Company, a well-established baking company located at 2445 N. Harlem Ave. Chicago IL and recently opened a second location at 1916 N. Rand Rd. Palatine IL 60074. Our focus is on creating artisan breads, sandwiches, pierogi, and comfort food along with a small selection of imports for our loyal customers and we are looking to add on-premises indoor and outdoor dining and offer beer and wine sales. With a team of 6 dedicated employees at the Palatine location, we cater to a diverse customer base that includes the local business lunch crowd, residents of the area, and artisan bread lovers & foodies.

Business Origins

Kolatek Baking Company has been in operation for several decades, honing our craft and perfecting our recipes. Our passion for creating delicious and unique food items drives us to constantly innovate and exceed customer expectations. Our physical location serves as a hub for food enthusiasts to indulge in our offerings.

Competitive Advantage

Our key success factors lie in the quality of our artisan breads, the creativity of our menu, and our years of experience in the industry. Our artisan breads are renowned for not only their exceptional taste and texture but for their health aspects, setting us apart from competitors. However in our Palatine location it is becoming evident we need to diversify our approach to a business that is heavily influenced by seasons. We do very well through Thanksgiving to Easter but in the past few years it has become very evident that we need to add seasonal indoor and outdoor seating between the Easter season to early fall. We will seasonally reconfigure our store front to accommodate more seating and reduce store shelf space for what is the slow season for bakeries. With our new menu we will attract customers to dine in or outside with our exciting menu items. Additionally, our menu offerings, such as our assorted sandwiches made with our fresh baked artisan breads and Polish comfort food like pierogi and potato pancakes, will cater to a wide range of tastes and preferences. Adding local and imported craft beers and a small assortment of wine will be key in this new business approach. Our space is geared toward dine in options and should seamlessly convert to adding indoor and outdoor setting. We take pride in offering a unique and delicious dining experience that will prove to attract customers coming back for more.

Financial Summary

With an expected revenue of an additional $150,000 (20 additional dine-in customers a day) and a projected future growth rate of 15%, Kolatek Baking Company is poised for success in

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

the competitive food industry. Our commitment to quality, creativity, and customer satisfaction drives our financial success and sets us on a path towards continued growth and profitability. We are confident in our ability to meet and exceed financial targets while maintaining the high standards that have made us a beloved destination for food lovers in the Palatine area (evident by our glowing reviews). ```

Situation Analysis

Industry Overview

Welcome to Kolatek Baking Company, where we specialize in creating artisan breads, sandwiches, pierogi, and comfort food for our customers. As an existing business located at 1916 N. Rand Rd. Palatine IL 60074, we take pride in offering a unique selection of products that are made with high-quality ingredients and a touch of Polish tradition.

Our distribution channel is through our physical location, where customers can come in and experience the delicious aromas and flavors of our freshly baked goods. We have established ourselves as a go-to spot for those looking for a quick and satisfying lunch or a taste of Polish street food.

With a focus on providing a diverse menu that caters to different tastes and preferences, we have positioned ourselves as a destination for those seeking a taste of authentic Polish cuisine. Our commitment to quality and customer satisfaction sets us apart in the competitive food industry.

Key Market Trends

- Increasing demand for artisan and handcrafted food products
- Growing interest in ethnic and traditional cuisines
- Rising popularity of comfort foods and nostalgic dishes
- Shift towards supporting local businesses and community-based establishments
- Emphasis on fresh and high-quality ingredients in food preparation
- Providing indoor and outdoor dining options with imported beer and wine options

SWOT Analysis

Strengths

1. Our artisan breads are renown and very high quality: We take pride in our freshly baked artisan breads that are well-loved by our customers, setting us apart from competitors.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

2. Our menu is unique, delicious and very creative: We offer a diverse range of products such as pierogi, sandwiches, and Polish street food, providing customers with a one-of-a-kind dining experience.
3. We have years of experience to draw from: With a solid foundation of experience in the baking industry, we have honed our skills and knowledge to continually improve our offerings.

Weaknesses

1. High local property taxes eat into our margins: To mitigate this, we can explore cost-saving measures such as energy-efficient equipment or renegotiating lease terms and help the owner of the building appeal property tax through various channels.
2. Rand Rd is a fast moving road and our building can be easily overlooked: We can enhance our visibility through strategic signage, social media marketing, and collaborations with local businesses to attract more customers.

Opportunities

1. Increasing demand for artisan foods: As consumers seek high-quality, handcrafted products, we have the opportunity to capitalize on this trend by promoting our artisan breads and unique menu offerings.
2. Expansion into catering services: With our delicious and creative menu, we can tap into the catering market for events, parties, and corporate functions, expanding our customer base and revenue streams.
3. Collaborations with local farmers and suppliers: By sourcing ingredients locally, we can strengthen community ties, support sustainable practices, and differentiate ourselves in the market with fresh, high-quality products.
4. Offering dine in options along with imported beer and wine options that will pair well with our unique menu.
5. Online ordering and delivery services: Embracing technology and offering convenient online ordering and delivery options can attract more customers, especially during times when in-person dining may be limited.

Threats

1. Post-pandemic supply-chain issues driving prices up: To address this challenge, we can build strong relationships with suppliers, explore alternative sourcing options, and adjust menu prices strategically to maintain profitability.
2. Competition from established bakeries and restaurants: To stay competitive, we can focus on our unique menu offerings, exceptional customer service, and community engagement to differentiate ourselves and attract loyal customers.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Marketing

Business Objectives

Short-term Objectives

- Within 1 year, increase customer awareness of our unique menu offerings through targeted social media campaigns and local advertising.
- Within 2 years, expand our customer base by 15% through partnerships with local businesses for catering opportunities.

Medium-term Objectives

- Within 3 years, establish a loyalty program to retain existing customers and incentivize repeat visits.
- Within 4 years, introduce online ordering and delivery services to reach a wider audience beyond our physical location.

Long-term Objectives

- Within 5 years, open a second location in a high-traffic area to capitalize on the growing demand for artisan and ethnic cuisine.
- Within 7 years, diversify our product line to include packaged goods for retail distribution, leveraging our brand reputation for quality and authenticity.

STP

Segmentation

- Segment 1: Local business lunch crowd
  - Customer Needs: Quick and satisfying lunch options
  - Demographics: Working professionals in the area
  - Purchasing Behavior: Regularly looking for convenient and tasty lunch options
- Segment 2: Local residents
  - Customer Needs: Fresh and high-quality comfort food
  - Demographics: Residents living near the business location
  - Purchasing Behavior: Seeking comfort food for meals at home
- Segment 3: Artisan bread lovers & foodies
  - Customer Needs: Unique and flavorful artisan breads
  - Demographics: Food enthusiasts with a passion for quality ingredients
  - Purchasing Behavior: Willing to pay a premium for artisanal products

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

- Segment 4: Local event planners
  - Customer Needs: Catering options for events and gatherings
  - Demographics: Event planners and organizers in the community
  - Purchasing Behavior: Looking for a reliable and diverse catering menu

Targeting

We have chosen to target the local business lunch crowd, local residents, and artisan bread lovers & foodies as our primary segments. These segments align with our business offerings and have medium-income levels, making them ideal customers for our artisan breads, sandwiches, pierogi, and comfort food.

Positioning

As a Baking company specializing in artisan breads, sandwiches, pierogi, and comfort food, we position ourselves as a premium yet accessible option for our targeted segments. We emphasize the quality and freshness of our ingredients to appeal to the medium-income customers who value authentic and flavourful food experiences. By offering a diverse menu that caters to the specific needs of each segment, we aim to become the go-to destination for those seeking delicious and satisfying meals in the Palatine area where members of the community will have an opportunity to enjoy our food while being able to socialize over a glass of beer or wine paired to our unique menu items.

Customer Decision Process

Recognition of Need

At Kolatek Baking Company, we understand that our customers' needs are the driving force behind our business. Our primary customer groups - the local business lunch crowd, local residents, and artisan bread lovers & foodies - all have different needs that we aim to satisfy. The business lunch crowd needs quick, tasty, and filling meals during their lunch breaks. Local residents are looking for a convenient place to get high-quality bread and comfort food and have repeatedly requested for dine-in options with beer and wine availability. Artisan bread lovers & foodies are in search of unique, handcrafted bread and food items that are hard to find elsewhere and a place to enjoy them. Recognizing these needs, we strive to provide a diverse menu and a comfortable and enticing dining area that will cater to all these groups.

Information Search

When our customers are in search of a place to eat or buy bread, we want Kolatek Baking Company to be their first choice. We make sure that information about our business is easily accessible through various channels. Our physical location on N. Rand Rd. is easily recognizable and convenient for local residents and businesses. We also maintain an online

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

presence through our website and social media platforms where we share information about our menu, special offers, and events.

Evaluation of Alternatives

We understand that our customers have other options when it comes to buying bread or choosing a place to eat. Therefore, we focus on differentiating ourselves from the competition. Our artisan breads are handcrafted and baked fresh daily, providing a unique taste and quality that mass-produced bread cannot match. Our sandwiches and pierogi are made with high-quality ingredients and offer a comforting taste of home. We also provide excellent customer service, creating a welcoming and friendly atmosphere that encourages customers to choose us over alternatives.

Purchase Decision

The final step in the customer decision process is the purchase decision. We aim to make this step as easy and convenient as possible for our customers. Our physical location is easily accessible, and we offer a quick and efficient service, especially during lunch hours to cater to the business crowd. We also offer a variety of payment options for the convenience of our customers.

Post-purchase Behavior

The customer decision process does not end with the purchase. We value our customers' feedback and use it to improve our products and services. We encourage our customers to share their experiences with us and others, both in person and online. We also offer a loyalty program to reward our regular customers and encourage repeat business. In conclusion, at Kolatek Baking Company, we strive to understand and meet our customers' needs at every stage of the decision process. We believe that this focus on the customer is key to our success and will continue to guide our business in the future.

4P

Product Strategy

Product Description

- Our Assorted sandwiches are made with our fresh baked artisan breads, filled with savory ingredients perfect for a quick and satisfying lunch. The sandwiches are a blend of traditional and unique flavors, offering our customers a taste of comfort and novelty in each bite.
- Our Pierogi, crepes & potato pancakes are a tribute to Polish comfort food, made fresh with high-quality ingredients. Each dish is carefully crafted to deliver an authentic Polish culinary experience.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

- Our Polish street food offerings are a fusion of popular street food items like pierogi, potato pancakes, cheese bread, and Polish sausage. We aim to bring the vibrant street food culture of Poland to our customers in Palatine.

Product Differentiation

- Our Assorted sandwiches stand out in the market due to the use of our fresh baked artisan breads. The unique texture and flavor of our breads, combined with high-quality fillings, set our sandwiches apart from the competition.
- Our Pierogi, crepes & potato pancakes are differentiated by our commitment to authenticity and quality. We use traditional Polish recipes and high-quality ingredients to ensure that our customers get a taste of true Polish comfort food.
- Our Polish street food offerings are differentiated by the variety and uniqueness of our menu. We offer a range of popular Polish street food items in one location, providing our customers with a unique and convenient dining experience.

Product Development

- We continuously strive to improve our Assorted sandwiches by experimenting with new fillings and bread types. We also take customer feedback into account to ensure that our sandwiches meet their evolving tastes and preferences.
- We are committed to maintaining the authenticity of our Pierogi, crepes & potato pancakes while also exploring innovative twists to traditional recipes. We regularly review our menu and processes to ensure that we are delivering the best possible product to our customers.
- For our Polish street food offerings, we constantly research popular street food trends in Poland and incorporate them into our menu. We also work on improving our cooking techniques and presentation to enhance the overall customer experience.

Product Branding

- Our Assorted sandwiches are branded as a premium yet accessible lunch option. We emphasize the use of fresh, high-quality ingredients and our unique artisan breads in our branding messages.
- Our Pierogi, crepes & potato pancakes are branded as authentic Polish comfort food. We highlight our commitment to traditional recipes and high-quality ingredients in our branding efforts.
- Our Polish street food offerings are branded as a unique and exciting dining experience. We use vibrant imagery and engaging descriptions in our branding to convey the energy and diversity of Polish street food culture.

Pricing Strategy

For Kolatek Baking Company, we have chosen to adopt a value-based pricing strategy. This decision is based on the unique value proposition of our business - offering artisan breads,

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

sandwiches, pierogi, and comfort food, all made with high-quality ingredients and traditional recipes. Our customer segments - local business lunch crowd, local residents, and artisan bread lovers & foodies - are willing to pay a premium for authentic, flavorful, and high-quality food experiences. Therefore, a value-based pricing strategy allows us to price our products based on the perceived value they offer to these customers, rather than simply basing it on the cost of production or what our competitors are charging.

Implementing a value-based pricing strategy involves understanding our customers' needs, preferences, and willingness to pay. We will conduct regular market research and customer surveys to gather this information. Based on the insights gained, we will price our products in a way that reflects the value they offer to our customers. This could mean pricing our artisan breads and sandwiches slightly higher than the market average, but ensuring that the quality, taste, and overall food experience justify the price. We will also offer value deals, such as lunch combos or family meals, to provide more value to our customers and encourage repeat purchases.

Service Strategy

At Kolatek Baking Company, we believe that exceptional customer service is key to creating a loyal customer base and differentiating ourselves in the competitive food industry. Our service strategy is centered around providing a personalized and memorable service experience to every customer who walks into our store as well as adhering to all local, state and federal zoning and regulations concerning alcohol sales.

Our employees play a crucial role in delivering this service experience. We will invest in regular training and development programs for our employees to equip them with the skills and knowledge required to provide excellent service. This includes training on product knowledge, various governmental certifications, communication skills, handling customer complaints, and creating a welcoming and friendly store and restaurant environment.

Furthermore, we implement a customer feedback system to continuously improve our service. Customers are encouraged to share their feedback and suggestions, which we review and act upon regularly. This not only helps us identify areas for improvement but also makes our customers feel valued and listened to. Providing indoor and outdoor dining options with a finely paired beer and wine selection is a result of existing customer input.

Lastly, we understand that great service goes beyond just the in-store experience. Therefore, we will ensure that our customers receive the same level of service and attention in all their interactions with us, whether it's through our website, social media, or over the phone. By providing a consistently high level of service across all touchpoints, we aim to build strong relationships with our customers and make Kolatek Baking Company their preferred choice for artisan breads, sandwiches, pierogi, and comfort food.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Advertising Strategy

- **Advertising Tactic: Local Business Outreach**

  Objective:

  To build relationships with local businesses who can become regular customers for business lunches and corporate events.

  Activities:

  We will conduct local business outreach by visiting nearby businesses to introduce ourselves and our offerings. We will provide samples of our artisan breads, sandwiches, pierogi, and comfort food for them to try.

  Implementation:

  Step 1: Research and list nearby businesses. Step 2: Prepare a presentation about our products and services. Step 3: Prepare samples of our products. Step 4: Visit the businesses, introduce ourselves, provide samples, and discuss potential partnerships. This implementation should be completed within a month.

- **Advertising Tactic: Social Media Campaign**

  Objective:

  To increase awareness of our products and services among foodies and artisan bread lovers in the local community.

  Activities:

  We will run a social media campaign showcasing our products, their preparation, and customer experiences. We will use platforms such as Facebook, Instagram, and Twitter to reach a wider audience.

  Implementation:

  Step 1: Create social media accounts if not already existing. Step 2: Develop a content calendar for posts. Step 3: Regularly post engaging content such as photos, videos, and customer testimonials. Step 4: Respond to comments and engage with followers. This implementation should be ongoing, with the initial setup completed within two weeks.

- **Advertising Tactic: Local Newspaper Advertisements**

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Objective:

To increase visibility among local residents and potential customers who read local newspapers.

Activities:

We will place ads in local newspapers highlighting our products and services, location, and unique selling points.

Implementation:

Step 1: Contact local newspapers for ad rates and deadlines. Step 2: Design an engaging and informative ad. Step 3: Submit the ad to the newspapers. Step 4: Monitor the ad's performance and adjust if necessary. This implementation should be completed within three weeks.

- **Advertising Tactic: Customer Loyalty Program**

Objective:

To encourage repeat business from our customers.

Activities:

We will implement a customer loyalty program where customers can earn points for every purchase, which can be redeemed for discounts or free items.

Implementation:

Step 1: Design the loyalty program structure. Step 2: Create a system to track customer purchases and points. Step 3: Promote the program to customers through in-store signage and social media. Step 4: Train staff on the loyalty program so they can promote it to customers. This implementation should be completed in one month.

- **Advertising Tactic: Food Festivals and Local Events**

Objective:

To showcase our products and attract new customers at local food festivals and events.

Activities:

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

We will participate in local food festivals and events where we can set up a stall to sell our products and offer samples.

Implementation:

Step 1: Research upcoming food festivals and local events. Step 2: Register for suitable events. Step 3: Plan the menu and prepare samples. Step 4: Set up a stall and engage with attendees at the events. This implementation should be ongoing, with participation in events as they occur.

Operations

Key Activities

- **Procurement of Quality Ingredients:** We ensure the procurement of high-quality ingredients for our products. This includes sourcing the finest grains for our artisan bread, fresh vegetables, and meats for our sandwiches, and authentic Polish ingredients for our comfort food. We work closely with our suppliers to ensure the quality and freshness of all our ingredients.
- **Production of Baked Goods:** Our baking process is meticulous and dedicated to quality. Our artisan breads are baked fresh daily, ensuring that our customers always receive the freshest products. We also prepare our Polish comfort food, such as pierogi and potato pancakes, with the same level of care and precision.
- **Customer Service:** Serving our customers with warmth and professionalism is a key part of our business. We ensure our staff is well-trained to provide excellent service, from taking orders to serving meals and handling customer inquiries.
- **Maintenance of Physical Location:** We maintain our physical location at 1916 N. Rand Rd. Palatine IL 60074 to a high standard. This includes regular cleaning, ensuring the comfort of our seating areas, and maintaining a welcoming atmosphere for our customers.
- **Menu Development:** We continually develop and refine our menu based on customer feedback and trends in the food industry. This ensures that we are always offering products that meet our customers' tastes and preferences.
- **Hours of Operation:** We will be open Monday to Sunday from 9am to 9pm.
- **Table Service:** Take out and dine-in orders will be placed at the front counter. Food and beverages will be picked up at the counter by patrons and taken back to their tables. Tables will be bussed and wiped after patrons are finished by employees.
- **Parking:** Employees will continue to park next door at Collision Caliber's extensive parking lot, thus alleviating parking for clientele. The parking lot at 1910-1918 N. Rand Rd has been thus far sufficient during holiday peak traffic. Adding seasonal outdoor dining will not add to congestion or flow of traffic since it is the slow period for baked goods and customer traffic has been light during warm months.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

- **Managing Peak Patron Traffic with Shifting Seasonal Configuration:** Seasonal outdoor seating along with a new dine-in menu will be introduced during slow off-season months for baked good sales (May through September). Patron traffic will not stack on top of any heavier seasonal bakery traffic since outdoor seating will be put away for the season well before any heavier holiday traffic (Thanksgiving through Easter) and additional interior seating will make way for shelving to accommodate heavier holiday shopping. Seasonal outdoor seating along with a seasonal menu will allow Kolatek Baking Company to weather slow warm months and ensure profitability in the current location on North Rand Road year round.

Key Performance Indicators (KPIs)

- **Customer Satisfaction Rate:**
  Definition: This is the percentage of customers who rate their overall experience with our business as satisfactory or better.
  Importance: High customer satisfaction leads to repeat business and positive word-of-mouth, which can attract new customers.
  Data Collection: We collect data through customer feedback forms and online reviews.
- **Food Waste Percentage:**
  Definition: This is the percentage of food that is discarded or not sold each day.
  Importance: Minimizing food waste can reduce costs and promote sustainability.
  Data Collection: We track our food waste through inventory management systems.
- **Average Sales Per Customer:**
  Definition: This is the average amount of money each customer spends per visit.
  Importance: Increasing this figure can boost revenue and profitability.
  Data Collection: We calculate this KPI by dividing total sales by the number of customers.
- **Number of Repeat Customers:**
  Definition: This is the number of customers who return to our business after their first visit.
  Importance: Repeat customers indicate customer loyalty and satisfaction.
  Data Collection: We track this KPI through our point-of-sale system.
- **Staff Turnover Rate:**
  Definition: This is the percentage of staff who leave our business over a certain period.
  Importance: A low staff turnover rate can indicate a positive working environment and reduce recruitment and training costs.
  Data Collection: We track this KPI through our human resources records.

Quality Control

At Kolatek Baking Company, we take quality control very seriously. We understand that the quality of our products directly impacts our reputation and customer satisfaction. Therefore,

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

we have implemented several measures to ensure that our artisan breads, sandwiches, pierogi, and comfort food meet the highest standards.

Firstly, we source our ingredients from reliable and certified suppliers. We believe that quality begins with the ingredients, and we spare no effort to ensure that we use only the freshest and highest quality ingredients. We also maintain a strict adherence to food safety and hygiene standards, ensuring that our products are not only delicious but also safe for consumption.

Secondly, we have a team of experienced and skilled bakers and chefs who are trained to maintain consistency in our products. They follow strict recipes and procedures to ensure that every item we produce is of the same high quality. We also conduct regular training and workshops to keep our team updated with the latest baking techniques and trends.

Lastly, we conduct regular quality audits and inspections. These audits are designed to identify any potential issues or areas for improvement. This allows us to take corrective actions promptly and ensure that our customers always receive the best products.

Implementation Plan

Our investment will be strategically distributed to enhance our operations and improve our customer satisfaction. Here is how we plan to implement our investment items:

- Investment item 1: We will allocate $10,000 to upgrade our baking equipment. This will improve our efficiency and enable us to produce more products without compromising on quality. The upgrade will be carried out in phases to ensure minimal disruption to our operations.
- Investment item 2: We will invest $6,000 in new tables for our physical location. This will improve the dining experience for our customers and encourage them to spend more time at our bakery. We will carefully select tables that are both functional and aesthetically pleasing to create a warm and inviting atmosphere.
- Investment item 3: We will channel $4,000 into an ad campaign to increase our visibility and attract more customers. We will work with a professional marketing agency to create a compelling campaign that highlights our unique offerings. The campaign will be launched on various platforms to reach a wider audience.

We believe that this implementation plan will significantly improve our operations and contribute to our growth and success.

Technology Strategy

Technology Selection

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

- Point of Sale (POS) System: We will use a POS system that is specifically designed for food service businesses. This will allow us to manage orders, track inventory, and handle payments efficiently.
- Website and Online Ordering System: To extend our reach beyond our physical location, we will develop a website with an integrated online ordering system. This will allow customers to place orders for pickup or delivery.
- Social Media Platforms: We will utilize social media platforms such as Facebook and Instagram to market our products and interact with our customers.
- Inventory Management Software: To manage our ingredients and supplies, we will use inventory management software. This will help us track usage, predict demand, and avoid wastage.

Expected Technology Contribution

- POS System: The POS system will streamline our operations by automating order taking and payment processing. It will also provide valuable data that can help us understand our sales trends and customer preferences.
- Website and Online Ordering System: The online ordering system will make it easier for customers to order our products, thereby increasing our sales. The website will also serve as a platform for us to showcase our products and share our story.
- Social Media Platforms: By using social media platforms, we can increase our brand visibility and engage with our customers. This can lead to increased customer loyalty and repeat business.
- Inventory Management Software: This software will help us maintain optimal inventory levels, reducing the risk of stockouts or wastage. It will also save us time by automating inventory tracking and reporting.

Technology Requirements

- POS System: The hardware requirements for the POS system include a touch screen monitor, cash drawer, receipt printer, and barcode scanner. The software should be compatible with our operating system and support credit card processing. A reliable internet connection is also necessary for cloud-based systems.
- Website and Online Ordering System: We have a web hosting service and a domain name for our website. The online ordering system requires a secure payment gateway and SSL certificate to protect customer information. A high-speed internet connection is also necessary.
- Social Media Platforms: We need a device with internet access to manage our social media accounts. No specific hardware or software is required.
- Inventory Management Software: The software should be compatible with our operating system and POS system. A reliable internet connection is necessary for cloud-based systems.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Technology Implementation

- Select a Tech Vendor: We will research and compare different vendors based on their product features, customer reviews, pricing, and customer support. We will also consider their experience in the food service industry.
- Purchase and Install Hardware: After selecting a vendor, we will purchase the necessary hardware and install it in our store. We will ensure that the hardware is set up correctly and tested before use.
- Set Up Software: We will install the software on our devices and configure it according to our needs. We will also train our staff on how to use the software effectively.
- Launch Website and Online Ordering System: We will design our website, integrate the online ordering system, and test it thoroughly before launch. We will also promote the launch on our social media platforms and in-store.
- Manage Social Media Accounts: We will create accounts on relevant social media platforms and start posting regularly. We will also engage with our followers by responding to comments and messages.

Technology Management

- Maintenance: We will schedule regular maintenance for our hardware and software to ensure their optimal performance. We will also keep our website and social media accounts updated with the latest information.
- Upgrades: We will monitor the latest technology trends and upgrade our systems as necessary. We will also take advantage of any new features or improvements offered by our vendors.
- Data Management: We will implement data backup and recovery procedures to protect our business data. We will also use the data from our POS system and social media platforms to make informed business decisions.
- Security: We will use antivirus software and firewalls to protect our systems from cyber threats. We will also ensure that our website and online ordering system are secure by regularly updating our SSL certificate and monitoring for any suspicious activity.

Digital Strategy

At Kolatek Baking Company, we understand the importance of a robust digital strategy in today's digital-centric world. We aim to leverage digital platforms to enhance our visibility, engage with our customers, and drive growth. Our digital strategy revolves around the following key elements:

- **Website Development:** We are developing a user-friendly and visually appealing website that reflects our brand identity. The website will provide detailed information

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

about our products, services, and physical location. It will also have an online ordering feature for customers who prefer to pick up their orders.

- **Search Engine Optimization (SEO):** We will optimize our website to rank high on search engine results pages for keywords related to our products and services. This will increase our visibility online and attract more customers to our website and physical location.
- **Social Media Marketing:** We have an establish strong presence on popular social media platforms such as Facebook, Instagram, and Twitter. We will regularly post engaging content related to our products and services, and interact with our followers to build a loyal community around our brand.
- **Email Marketing:** We will build an email list of customers and send them regular newsletters featuring new products, special offers, and interesting content about our artisan breads and Polish comfort food. This will keep our brand top-of-mind and encourage repeat purchases.
- **Online Advertising:** We will use Google AdWords and social media advertising to reach a wider audience. We will target our ads based on demographics, interests, and location to attract potential customers who are likely to be interested in our products and services.
- **Content Marketing:** We will create and share high-quality content that educates our audience about our products and the art of baking. This could be in the form of blog posts, videos, infographics, or e-books. This will position us as an authority in our field and attract more organic traffic to our website.
- **Online Reviews and Reputation Management:** We understand the influence of online reviews on customers' purchasing decisions. We will encourage our satisfied customers to leave positive reviews on platforms like Google and Yelp. We will also promptly address any negative feedback to improve our customer experience.
- **Mobile Marketing:** Considering the increasing use of smartphones, we will ensure our website is mobile-friendly. We will also explore the possibility of developing a mobile app that allows customers to place orders, earn loyalty points, and receive personalized offers.
- **Data Analytics:** We will use tools like Google Analytics to track our digital marketing efforts and understand our customers' behavior. This will enable us to make data-driven decisions and continually improve our digital strategy.

By implementing these tactics, we will effectively establish Kolatek Baking Company in the digital space, engage with our customers, and drive business growth. We are excited about the opportunities that digital marketing presents, and we look forward to embracing them to achieve our business goals.

Management

Management Structure

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Organizational Hierarchy

The Kolatek Baking Company operates under a flat organizational structure. The Owner/Manager is at the top of the hierarchy, overseeing all operations and making strategic decisions. Underneath the Owner/Manager are the Baker, Cook, Sandwich Artist, Cashier, and Cleaner. Each employee has a specific role to play but is also expected to collaborate with others to ensure the smooth running of the business.

Decision-Making Process

The decision-making process at Kolatek Baking Company is largely centralized with the Owner/Manager making key decisions. However, there is a degree of decentralization as employees are encouraged to provide input and suggestions. This approach fosters a sense of ownership and responsibility among staff, resulting in a more engaged and motivated team.

Employee Roster

- **Owner/Manager:** The Owner/Manager is responsible for the overall operation of the business. Duties include strategic planning, financial management, marketing, and customer relations. The Owner/Manager also oversees staff, ensuring they are performing their roles effectively. The ideal candidate for this role should have strong leadership and business management skills, as well as experience in the food industry.
- **Baker:** The Baker is responsible for baking the artisan breads and other bakery items. Duties include preparing dough, operating baking equipment, and ensuring the quality of finished products. The Baker also assists with recipe development. The ideal candidate for this role should have professional baking experience, a passion for artisan bread, and a keen attention to detail.
- **Cook:** The Cook is responsible for preparing the Polish comfort food and street food items. Duties include ingredient preparation, cooking, and plating. The Cook also ensures the kitchen is clean and sanitary. The ideal candidate for this role should have professional cooking experience, knowledge of Polish cuisine, and strong hygiene practices.
- **Sandwich Artist:** The Sandwich Artist is responsible for preparing the assorted sandwiches. Duties include slicing bread, assembling sandwiches, and ensuring the quality of finished products. The Sandwich Artist also assists with customer service. The ideal candidate for this role should have food preparation experience, excellent customer service skills, and a passion for food.
- **Cashier:** The Cashier is responsible for handling cash transactions, taking orders, and providing customer service. Duties include operating the cash register, processing payments, and handling customer inquiries. The Cashier also assists with cleaning duties. The ideal candidate for this role should have cashier experience, excellent customer service skills, and a keen attention to detail.
- **Cleaner:** The Cleaner is responsible for maintaining the cleanliness of the business. Duties include cleaning the dining area, kitchen, and restrooms, and disposing of

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

waste. The Cleaner also assists with dishwashing duties. The ideal candidate for this role should have cleaning experience, strong hygiene practices, and the ability to work unsupervised.

Recruitment

The recruitment process at Kolatek Baking Company will focus on attracting, screening, and selecting qualified individuals for each role. The company will utilize various recruitment channels such as online job platforms, social media, and local newspapers. The recruitment process will begin with a job posting that clearly outlines the responsibilities, qualifications, and skills required for each role. The company will also seek out referrals from current employees, as they are likely to recommend individuals who fit well with the company culture.

Upon receiving applications, a thorough screening process will be conducted to shortlist candidates. This will involve reviewing resumes and conducting initial phone interviews. Selected candidates will then be invited for in-person interviews. The interview process will be rigorous, including a practical test for roles such as Baker, Cook, and Sandwich Artist, to assess their skills and passion for their craft. The final stage of the recruitment process will involve background checks and reference verification to ensure the integrity of the new hires.

Training and Development

At Kolatek Baking Company, we believe in the continuous growth and development of our employees. Therefore, we will implement a comprehensive training program for all new hires to ensure they are familiar with their roles and responsibilities, as well as the company's policies and culture. The training program will include both on-the-job training and formal training sessions. On-the-job training will be provided by experienced staff members, while formal training sessions will be conducted by external trainers or the Owner/Manager.

In addition to initial training, the company will invest in ongoing development opportunities for all employees. This could include workshops on customer service, food safety, and other relevant topics. We will also encourage employees to attend industry events and conferences to stay updated on the latest trends and techniques in the baking and food industry. Regular performance reviews will be conducted to identify areas of improvement and create individual development plans.

CSR Policy

Kolatek Baking Company is committed to operating in a socially responsible and ethical manner. We believe in giving back to our community and minimizing our environmental impact. As part of our Corporate Social Responsibility (CSR) policy, we will engage in various community initiatives such as local food drives, charity events, and sponsorship of

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

local sports teams. We will also provide opportunities for our employees to volunteer in these initiatives, fostering a culture of giving and community involvement.

Furthermore, we aim to reduce our environmental footprint by implementing sustainable practices in our operations. This includes minimizing food waste, using energy-efficient appliances, and sourcing ingredients from local, sustainable suppliers. We will also encourage our customers to bring their own reusable containers for take-out orders, and we will offer discounts as an incentive. Through these actions, Kolatek Baking Company strives to be a responsible corporate citizen, contributing positively to our community and environment.

Growth Strategy

Market Development

As Kolatek Baking Company, we are proud of the reputation we have built in Palatine, IL. Our artisan breads, sandwiches, pierogi, and comfort food have been well-received by the community. However, we believe there is potential for us to expand our reach and share our quality products with a wider audience. We are exploring the possibility of opening new stores in strategic locations. These locations will be selected based on market research, taking into account factors such as population density, demographics, and local cuisine preferences. We are confident that our unique offerings will be a welcome addition to any community.

Another avenue for market development we are considering is the enhancement of our online presence. While our business is primarily physical location-based, we recognize the growing trend and convenience of online ordering and home delivery. We aim to create a user-friendly website where customers can easily place orders and choose between in-store pick-up or home delivery. This will not only allow us to serve our existing customers better but also reach potential customers beyond our physical store's immediate vicinity.

Product Development

We take pride in our product range at Kolatek Baking Company. However, we understand the importance of continuous product development to stay relevant and competitive in the market. We plan to expand our product line to include new types of artisan bread and unique sandwich offerings. We are also looking into creating seasonal menus that incorporate local and fresh ingredients to provide our customers with innovative and exciting food experiences.

Furthermore, we are considering the introduction of gluten-free and vegan options. We recognize the growing demand for these products and believe that offering these options will not only attract a new customer base but also provide more choices for our existing customers. We will ensure that these new products maintain the high quality and taste that Kolatek Baking Company is known for.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

Partnerships

At Kolatek Baking Company, we believe in the power of collaboration. We are actively seeking partnerships with local businesses and suppliers. By sourcing our ingredients locally, we can support other local businesses while ensuring the quality and freshness of our products. We are also looking into partnering with local schools and organizations for catering services. This will not only increase our visibility in the community but also establish Kolatek Baking Company as a brand that supports the community.

Additionally, we are exploring the possibility of collaborating with online food delivery platforms. This partnership will complement our online ordering system and allow us to reach a wider audience. We are confident that these strategic partnerships will contribute significantly to Kolatek Baking Company's growth and success in the coming years.

In conclusion, our growth strategy focuses on market development, product development, and strategic partnerships. We believe that through these strategies, Kolatek Baking Company will continue to thrive and bring our delightful artisan breads, sandwiches, pierogi, and comfort food to more customers.

Finance

Initial Investment ($ usd)

Investment Item	Cost
tables	6,000
ad campaign	4,000
	0
	0
	0
	0
	0
	0
	0
	0
Total	**10,000**

First Year Income Statement ($ usd)

First Year Income Statement Jan - Jun ($ usd)

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

	Jan	Feb	Mar	Apr	May	Jun
Revenue	**7,500**	**8,166**	**8,891**	**9,681**	**10,541**	**11,477**
Cost of Goods Sold	3,000	3,266	3,556	3,872	4,216	4,591
Gross Margin	**4,500**	**4,900**	**5,335**	**5,809**	**6,325**	**6,886**
Operating Expenses						
Wages and Benefits	450	490	533	581	632	689
Marketing	375	408	445	484	527	574
Rent	0	0	0	0	0	0
General Administrative	75	82	89	97	105	115
Depreciation	150	163	178	194	211	230
Utilities	0	0	0	0	0	0
Other Expenses	75	82	89	97	105	115
Total Expenses	1,125	1,225	1,334	1,453	1,580	1,723
Earnings Before Interest and Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Income Taxes	675	735	800	871	949	1,033
Net Income	**2,700**	**2,940**	**3,201**	**3,485**	**3,796**	**4,130**

First Year Income Statement Jul - Dec ($ usd)

	Jul	Aug	Sep	Oct	Nov	Dec
Revenue	**12,496**	**13,606**	**14,815**	**16,131**	**17,564**	**19,124**
Cost of Goods Sold	4,998	5,442	5,926	6,452	7,026	7,650
Gross Margin	**7,498**	**8,164**	**8,889**	**9,679**	**10,538**	**11,474**
Operating Expenses						
Wages and Benefits	750	816	889	968	1,054	1,147
Marketing	625	680	741	807	878	956
Rent	0	0	0	0	0	0
General Administrative	125	136	148	161	176	191
Depreciation	250	272	296	323	351	382
Utilities	0	0	0	0	0	0
Other Expenses	125	136	148	161	176	191
Total Expenses	1,875	2,040	2,222	2,420	2,635	2,867
Earnings Before Interest and Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

	Jul	Aug	Sep	Oct	Nov	Dec
Income Taxes	1,125	1,225	1,333	1,452	1,581	1,721
Net Income	**4,498**	**4,899**	**5,334**	**5,807**	**6,322**	**6,886**

Income Statement Year 1 - 5 ($ usd)

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	**150,000**	**172,500**	**198,375**	**228,131**	**262,351**
Cost of Goods Sold	60,000	69,000	79,350	91,252	104,940
Gross Margin	**90,000**	**103,500**	**119,025**	**136,879**	**157,411**
Operating Expenses					
Wages and Benefits	9,000	10,350	11,903	13,688	15,741
Marketing	7,500	8,625	9,919	11,407	13,118
Rent	0	0	0	0	0
General Administrative	1,500	1,725	1,984	2,281	2,624
Depreciation	3,000	3,450	3,968	4,563	5,247
Utilities	0	0	0	0	0
Other Expenses	1,500	1,725	1,984	2,281	2,624
Total Expenses	22,500	25,875	29,758	34,220	39,354
Earnings Before Interest and Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Interest Expense	0	0	0	0	0
Earnings Before Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Income Taxes	13,500	15,525	17,853	20,532	23,611
Net Income	**54,000**	**62,100**	**71,414**	**82,127**	**94,446**

Risk and Mitigation Plan

- **Risk 1: Food Safety and Quality Control**
  We recognize that a significant risk to our business is the potential for food safety incidents or quality control issues. These could range from foodborne illnesses due to improper food handling to customer dissatisfaction due to inconsistent product quality.
  Mitigation: To address this risk, we will implement strict food safety and quality control protocols. This includes regular staff training on food safety practices, routine kitchen inspections, and a robust system for tracking and addressing customer feedback. We will also ensure that we source our ingredients from reliable suppliers with stringent safety standards.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

- **Risk 2: Business Interruption**
  As a physical location-based business, we are vulnerable to interruptions caused by unforeseen events such as natural disasters, power outages, or other emergencies that could temporarily halt operations.
  Mitigation: We will develop a comprehensive business continuity plan that outlines the steps to be taken in the event of such disruptions. This includes maintaining an emergency fund, having backup suppliers, and ensuring our insurance coverage is adequate to cover potential losses.
- **Risk 3: Employee Turnover**
  Given our small team of six, losing a key employee could significantly impact our operations. High turnover can also lead to inconsistent service and product quality.
  Mitigation: We will foster a positive work environment that values and rewards employee contributions. This includes providing competitive wages, offering opportunities for professional development, and creating a supportive and inclusive culture.
- **Risk 4: Market Competition**
  The food industry is highly competitive, and there is always the risk of losing customers to other bakeries or restaurants offering similar products.
  Mitigation: We will differentiate ourselves by focusing on the uniqueness and quality of our products. Our Polish comfort food and street food offerings provide a unique selling point that sets us apart. We will also engage in regular market research to stay abreast of industry trends and customer preferences.
- **Risk 5: Regulatory Compliance**
  As a food business, we are subject to various local, state, and federal regulations. Non-compliance could result in fines, penalties, or even closure of our business.
  Mitigation: We will stay updated on all relevant food safety and business regulations and ensure that all aspects of our operations are compliant. We will also engage a legal advisor specializing in food industry regulations to provide guidance and ensure we meet all regulatory requirements.

Attachment: EXHIBIT - Business Plan (1916 N. Rand Rd - SU VAR Liquor & Parking)

VILLAGE OF PALATINE

VILLAGE OF PALATINE
Planning and Zoning Commission

SCHEDULED 05/14/24 07:00 PM

STAFF REPORT (ID # 9082)

1916 N. Rand Road

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Alex Bradshaw

PETITIONER: Bartlomiej Kolatek, Kolatek Baking Company

PLAN NUMBER: SU-000100-2024

BACKGROUND:

The Subject Property is zoned B-5 Highway Business District. The existing business, Kolatek Baking Co., currently occupies an approximately 3,300 square feet tenant space within the building. The Petitioner has been operating Kolatek Baking Co. out of the subject tenant space since 2018. There are two other tenant spaces within the building, both approximately 1,100 square feet, one is currently vacant and the other is a Mexican restaurant, Ami Manera.

The existing business, Kolatek Baking Co., currently operates as a polish bakery/deli with a focus on artisan breads, sandwiches, and pierogi. The business plan also explains that the Petitioner has been operating the original Kolatek Baking Co. business at 2445 N. Harlem Avenue, Chicago, IL for several decades.

The Petitioner is proposing to utilize a portion of the tenant space for the existing bakery/grocery for dine-in seating, with a focus on traditional Polish and European style street food. The proposed dine-in seating restaurant area would operate with a liquor license to serve beer and wine. The proposed number of seats provided would be 34, including 12 seasonal outdoor seats. Therefore, the Petitioner is requesting:

1. **Special Use to permit a restaurant with liquor service; and**

2. **Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces.**

Surrounding Zoning/Uses:

North:	B-5 Highway Business District (Caliber Collision)
South:	B-2 General Business (Doggie Playhouse)
East:	R-2 Single-Family Residential
West:	Planned Development (Napleton Subaru)

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

KEY ISSUES:

- A Special Use has been applied for to permit the alteration of the current business plan to include the seasonal conversion of a portion of the retail space into a dine-in restaurant with beer and wine service.
- Per the submitted floor plan, the idea is to reduce the store shelf space and introduce 4 tables, in addition to the 2 existing tables near the vestibule, for a total of 22 interior seats. The floor plan also illustrates 4 more tables outside, on the sidewalk in front of the existing business. Grand totals: 22 seats inside, 12 seats outside, 34 total proposed seats.
- The business plan explains that take out and dine-in orders will be placed, and picked up, from the front counter.
- The new proposed hours of operation for the existing business are 9 AM - 9 PM Monday through Saturday.
- No additional signage has been proposed.
- There are currently 23 parking spaces provided on-site. The total square footage of the business would be approximately 3,300 sf, and the parking calculation would ultimately be calculated at 1/100 sf for the dining area (300 sf) and 1/300 for the remaining bakery and storage space (3,000 sf). Therefore, 33 parking spaces would be required for the proposed use. Overall, a total of 29 parking spaces would be required for the entire building.

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.

STANDARDS FOR A VARIATION: Standards for a Variation are found in Section 14.03 D (1) and (2) of the Zoning Code. Specifically, the Petitioners must show that the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; that the plight of the owner is due to unique circumstances; and that the variation, if granted, will not alter the essential character of the locality. The Petition for Variation is attached, and the Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:
The Petitioner is proposing to utilize a portion of their existing business for dine-in seating. The proposal to introduce limited seating for patrons should not cause

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

substantial injury to the neighboring property values, as the envisioned outdoor seating would be in front of the building and not directly adjacent to any residential uses. Additionally, the outdoor seating would be seasonal, and should not add to congestion during the bakery's light customer traffic during the warmer months.

In regard to the Variation for parking, the Petitioner has stated in the business plan that the existing parking on the property has been sufficient during the holidays and peak traffic times. Staff has also not observed any apparent parking or traffic issues on the property. It is further anticipated that many of the customers choosing to dine-in may already be shopping at the bakery. The subject property is limited due to their being no additional space to expand, or reconfigure, the parking on-site. Therefore, Staff recommends approval of the Special Use and Variation, subject to the following conditions:

1. The Special Use and Variation shall substantially conform to the floor plan and business plan submitted by the Petitioner, Bartlomiej Kolatek, Kolatek Baking Company, except as such plans may be changed to conform to Village Codes and Ordinances.

2. A business plan, reflecting the proposed seating and alcohol service, shall be submitted as an amendment to the current Village of Palatine business license.

ATTACHMENTS:

- Aerial Map
- Special Use Application
- Variation Application
- Plat of Survey
- Floor Plan
- Business Plan
- Letter of Support - Pyziak
- Public Notice

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

GISConsortium

1916 N. Rand Road



0 100 200 ft

Print Date: 3/21/2024

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: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

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

Bart Kolatek

Business Name (if applicable)

Kolatek Baking Company

Subject Property Address

1916 N. Rand Road

Please provide a description of your proposed request:

We are an established food business in Palatine, we have been operating for 3+ years now. We would like to introduce a new dine-in menu and outdoor seating for the warm months along with a few tables inside. Our space is perfectly suited for a dine-in establishment including two handicap bathrooms and our take home menu can easily be shifted to a dine-in menu and we would like to expand our hot sandwich options to take advantage of our fresh baked artisan breads. The menu is going to be reminiscent of traditional Polish and European style street foods and pairing with an imported beer will be key. Hence, we would like to apply for a class G liquor license.

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:

Adding outdoor seating along with beer and wine sales for on-premises consumption will provide a pleasant environment for the community to enjoy our unique menu along with an imported beer or wine to pair with and will stimulate business growth and tax revenue. Customers suggest that there is no such place in the vicinity where Polish food can be enjoyed with an imported Polish beer and have been asking us to provide on-premises dining and beer and wine options.

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

Patrons dining on-premises will be served responsibly based on local, state and federal codes and regulations as well as according to our company's high-quality standards.

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

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

Additional outdoor seating will be situated on our spacious sidewalk in front of our leased space and will not impede parking or customer flow to our neighboring establishments. Outdoor dining and on-premises beer and wine will stimulate business growth and will stimulate tax revenue. Added revenue will ensure continuing improvements and beautification to the property increasing curb appeal and community pride.

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

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

a. Will meet the following aesthetic criteria:

i. Will not destroy existing vistas in the area;

ii. Will enhance the appearance of the homes and the streets in the area; and

iii. Will not detract from the overall appearance of the community; or

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

N/A

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

VILLAGE OF PALATINE

VARIATION APPLICATION

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

Petitioner Name

Bartlomiej Kolatek

Business Name (if applicable)

Kolatek Baking Company

Subject Property Address

1916 N. Rand Rd. Palatine, IL. 60074

Please provide a description of your proposed request:

We are an established food business in Palatine, we have been operating for 3+ years now. We would like to introduce a new dine-in menu and outdoor seating for the warm months along with a few tables inside. Our space is perfectly suited for a dine-in establishment and our take home menu can easily be shifted to a dine-in menu and we would like to expand our hot sandwich options to take advantage of our fresh baked artisan breads. The menu is going to be reminiscent of traditional Polish and European style street foods and pairing with an imported beer will be key. Hence we would like to apply for a class G liquor license.

Petitioner Justification

Variations 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 the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located:

The slow warm months makes it impossible for the baking company to make ends meet after property taxes more than doubled.

That the plight of the owner is due to unique circumstances:

The post-pandemic inflationary economic environment has been extremely hard on bakeries, skyrocketing costs of business have been taking its toll. With beer and liquor sales the bakery will be in a position to weather slow warm weather months better.

That the Variation, if granted, will not alter the essential character of the locality:

The character of the location and surrounding area will not be negatively impacted. Outdoor seating will be accompanied by surrounding planters and beautification of the area to entice customers to enjoy late afternoons enjoying great food and beverages.

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

a. The particular surroundings, shape, or topographical conditions of the property.
b. A unique hardship for the property not generally applicable to other properties in the same zoning district.
c. The request is not based on a desire to make more money out of the property.
d. The petitioner has not created the alleged hardship for the property.
e. The request will not be detrimental the public welfare or other properties in the neighborhood.
f. The request will not impair supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values.

The way the building and parking lot was originally designed does not allow extra parking spaces to be added. However extra traffic will only offset the bakery's slow months which experiences slow traffic of clientele.

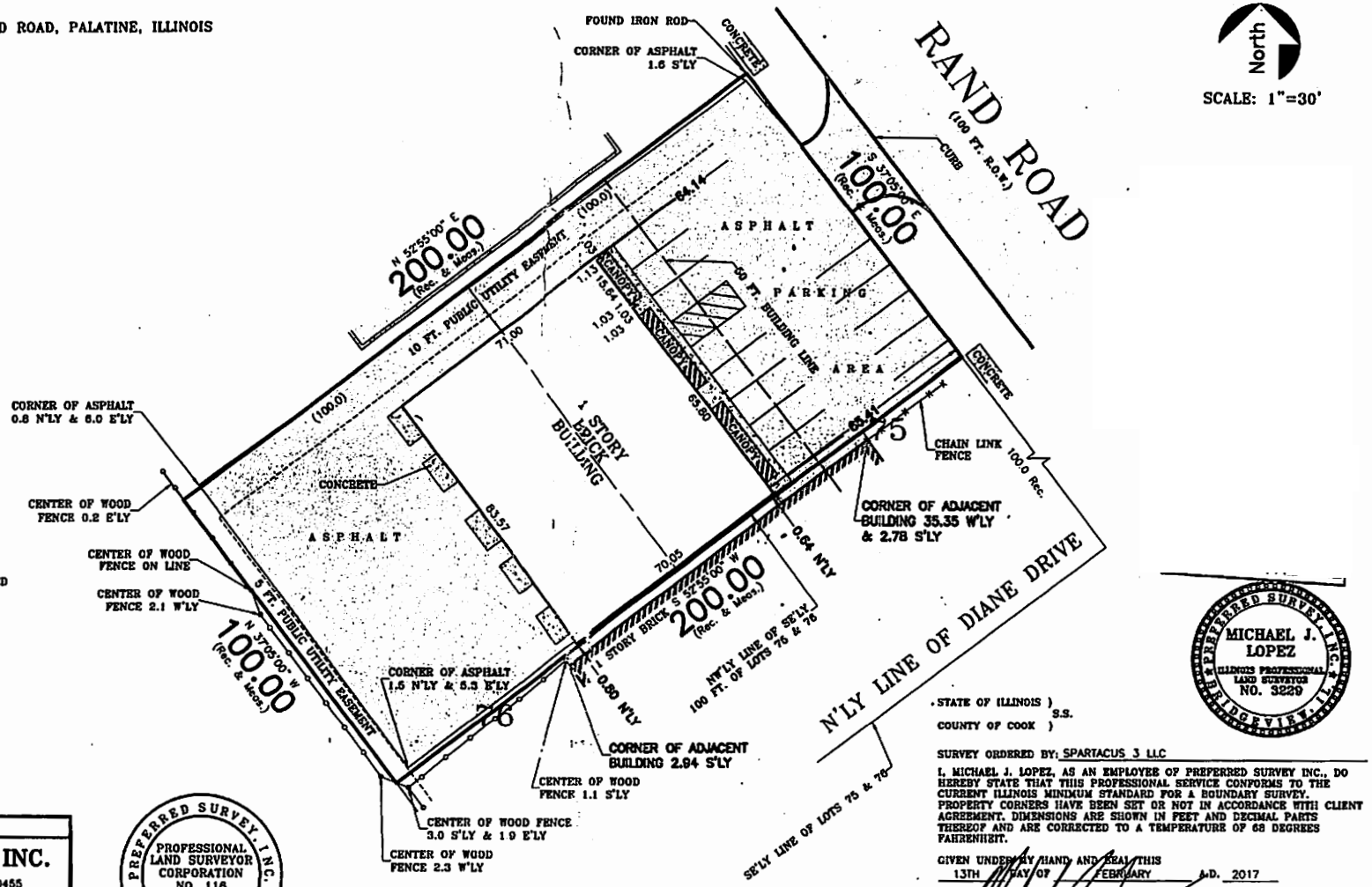
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PLAT OF SURVEY

of

LOTS 75 AND 76 (EXCEPT THE SOUTHEASTERLY 100 FEET OF SAID LOTS 75 AND 76) IN CAPRI VILLAGE, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 1, AND PART OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED 09/19/1956 AS DOCUMENT NUMBER 16691143, IN COOK COUNTY, ILLINOIS.

ADDRESS: 1910-1918 RAND ROAD, PALATINE, ILLINOIS
P.I.N. 02-02-407-009



GENERAL NOTES:

1) THE LEGAL DESCRIPTION HAS BEEN PROVIDED BY THE CLIENT OR THEIR AGENT.

2) THIS SURVEY SHOWS THE BUILDING LINES AND EASEMENTS AS INDICATED BY THE RECORDED PLAT. THIS PLAT DOES NOT SHOW ANY RESTRICTIONS ESTABLISHED BY LOCAL ORDINANCES UNLESS SUPPLIED BY THE CLIENT.

3) BASIS OF BEARING FOR THIS SURVEY IS CAPRI VILLAGE SUBDIVISION RECORDED SEPTEMBER 19TH, 1956 AS DOCUMENT NUMBER 16691143.

4) MONUMENTS; WERE NOT SET, AT THE CLIENTS REQUEST.

5) LOCATION OF SOME FEATURES MAY BE EXAGGERATED FOR CLARITY. NO INTERPOLATIONS MAY BE MADE FROM THE INFORMATION SHOWN HEREON.

6) ONLY COPIES WITH AN ORIGINAL SIGNATURE AND SEAL ARE OFFICIAL LEGAL DOCUMENTS. ALL SURVEYS ARE COPYRIGHTED MATERIALS WITH ALL RIGHTS RESERVED.

Professional Design Registration #184-002795

PREFERRED SURVEY, INC.
7845 W. 79TH STREET, BRIDGEVIEW, IL 60455
Phone 708-458-7845 / Fax 708-458-7855
www.psisurvey.com

Field Work Completed	02/09/2017	FLD CREW:	CO/TT/BR
Land Area Surveyed	20,000.0 Sq. Ft.	CAD:	IP
Drawing Revised			

PREFERRED SURVEY, INC. PROFESSIONAL LAND SURVEYOR CORPORATION NO. 116 STATE OF ILLINOIS BRIDGEVIEW, IL.

STATE OF ILLINOIS)
S.S.
COUNTY OF COOK)

SURVEY ORDERED BY: SPARTACUS 3 LLC

I, MICHAEL J. LOPEZ, AS AN EMPLOYEE OF PREFERRED SURVEY INC., DO HEREBY STATE THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARD FOR A BOUNDARY SURVEY. PROPERTY CORNERS HAVE BEEN SET OR NOT IN ACCORDANCE WITH CLIENT AGREEMENT. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

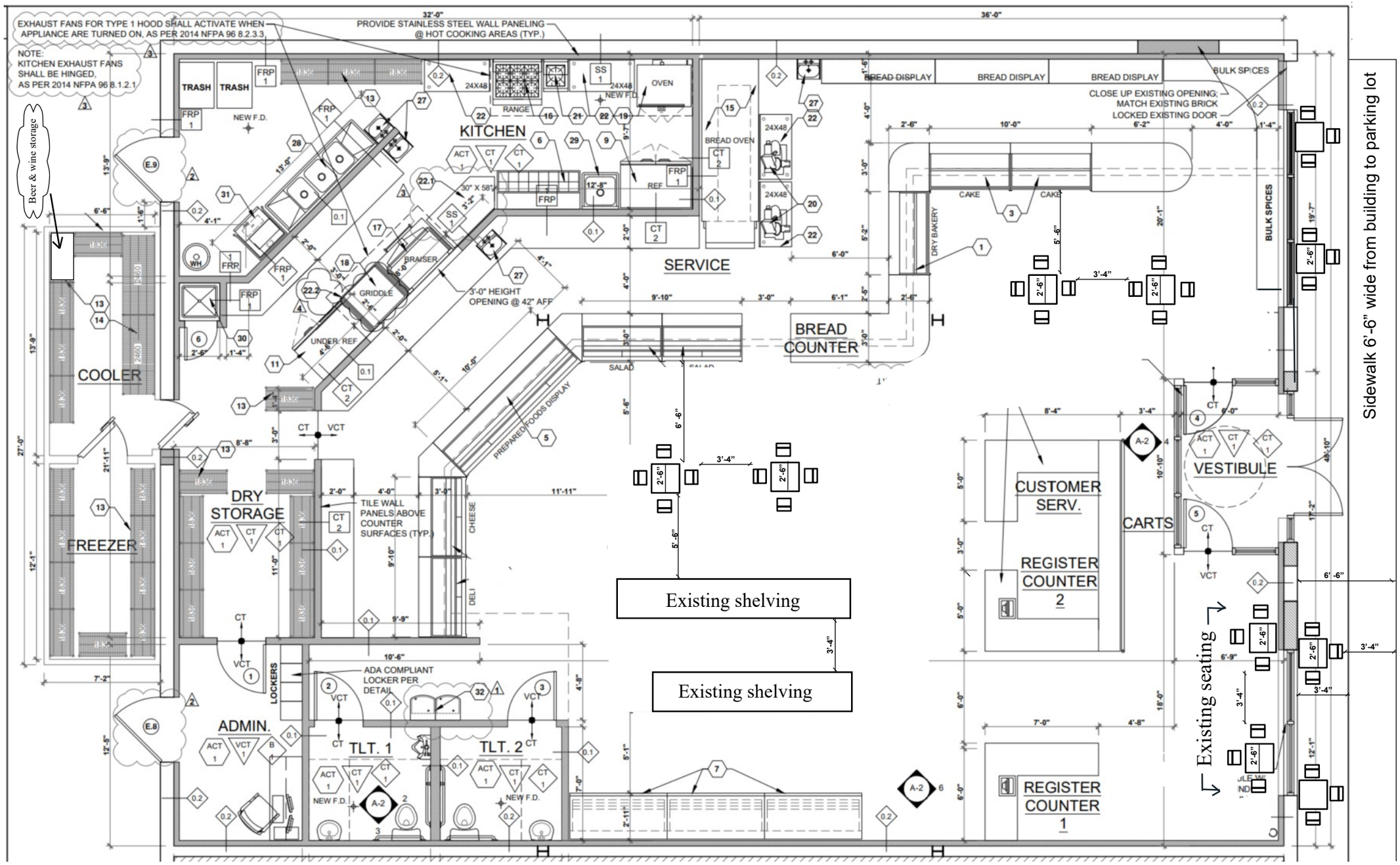
GIVEN UNDER MY HAND AND SEAL THIS 13TH DAY OF FEBRUARY A.D. 2017

MY LICSENSE EXPIRES ON 11/30/18

P.S.I. NO. 170236

PREFERRED SURVEY, INC. MICHAEL J. LOPEZ ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3229 BRIDGEVIEW, IL.

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Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

Business Plan

April 2024

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Executive Summary

Business Overview

We are Kolatek Baking Company, a well-established baking company located at 2445 N. Harlem Ave. Chicago IL and recently opened a second location at 1916 N. Rand Rd. Palatine IL 60074. Our focus is on creating artisan breads, sandwiches, pierogi, and comfort food along with a small selection of imports for our loyal customers and we are looking to add on-premises indoor and outdoor dining and offer beer and wine sales. With a team of 6 dedicated employees at the Palatine location, we cater to a diverse customer base that includes the local business lunch crowd, residents of the area, and artisan bread lovers & foodies.

Business Origins

Kolatek Baking Company has been in operation for several decades, honing our craft and perfecting our recipes. Our passion for creating delicious and unique food items drives us to constantly innovate and exceed customer expectations. Our physical location serves as a hub for food enthusiasts to indulge in our offerings.

Competitive Advantage

Our key success factors lie in the quality of our artisan breads, the creativity of our menu, and our years of experience in the industry. Our artisan breads are renowned for not only their exceptional taste and texture but for their health aspects, setting us apart from competitors. However in our Palatine location it is becoming evident we need to diversify our approach to a business that is heavily influenced by seasons. We do very well through Thanksgiving to Easter but in the past few years it has become very evident that we need to add seasonal indoor and outdoor seating between the Easter season to early fall. We will seasonally reconfigure our store front to accommodate more seating and reduce store shelf space for what is the slow season for bakeries. With our new menu we will attract customers to dine in or outside with our exciting menu items. Additionally, our menu offerings, such as our assorted sandwiches made with our fresh baked artisan breads and Polish comfort food like pierogi and potato pancakes, will cater to a wide range of tastes and preferences. Adding local and imported craft beers and a small assortment of wine will be key in this new business approach. Our space is geared toward dine in options and should seamlessly convert to adding indoor and outdoor setting. We take pride in offering a unique and delicious dining experience that will prove to attract customers coming back for more.

Financial Summary

With an expected revenue of an additional $150,000 (20 additional dine-in customers a day) and a projected future growth rate of 15%, Kolatek Baking Company is poised for success in

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the competitive food industry. Our commitment to quality, creativity, and customer satisfaction drives our financial success and sets us on a path towards continued growth and profitability. We are confident in our ability to meet and exceed financial targets while maintaining the high standards that have made us a beloved destination for food lovers in the Palatine area (evident by our glowing reviews). ```

Situation Analysis

Industry Overview

Welcome to Kolatek Baking Company, where we specialize in creating artisan breads, sandwiches, pierogi, and comfort food for our customers. As an existing business located at 1916 N. Rand Rd. Palatine IL 60074, we take pride in offering a unique selection of products that are made with high-quality ingredients and a touch of Polish tradition.

Our distribution channel is through our physical location, where customers can come in and experience the delicious aromas and flavors of our freshly baked goods. We have established ourselves as a go-to spot for those looking for a quick and satisfying lunch or a taste of Polish street food.

With a focus on providing a diverse menu that caters to different tastes and preferences, we have positioned ourselves as a destination for those seeking a taste of authentic Polish cuisine. Our commitment to quality and customer satisfaction sets us apart in the competitive food industry.

Key Market Trends

- Increasing demand for artisan and handcrafted food products
- Growing interest in ethnic and traditional cuisines
- Rising popularity of comfort foods and nostalgic dishes
- Shift towards supporting local businesses and community-based establishments
- Emphasis on fresh and high-quality ingredients in food preparation
- Providing indoor and outdoor dining options with imported beer and wine options

SWOT Analysis

Strengths

1. Our artisan breads are renown and very high quality: We take pride in our freshly baked artisan breads that are well-loved by our customers, setting us apart from competitors.

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2. Our menu is unique, delicious and very creative: We offer a diverse range of products such as pierogi, sandwiches, and Polish street food, providing customers with a one-of-a-kind dining experience.
3. We have years of experience to draw from: With a solid foundation of experience in the baking industry, we have honed our skills and knowledge to continually improve our offerings.

Weaknesses

1. High local property taxes eat into our margins: To mitigate this, we can explore cost-saving measures such as energy-efficient equipment or renegotiating lease terms and help the owner of the building appeal property tax through various channels.
2. Rand Rd is a fast moving road and our building can be easily overlooked: We can enhance our visibility through strategic signage, social media marketing, and collaborations with local businesses to attract more customers.

Opportunities

1. Increasing demand for artisan foods: As consumers seek high-quality, handcrafted products, we have the opportunity to capitalize on this trend by promoting our artisan breads and unique menu offerings.
2. Expansion into catering services: With our delicious and creative menu, we can tap into the catering market for events, parties, and corporate functions, expanding our customer base and revenue streams.
3. Collaborations with local farmers and suppliers: By sourcing ingredients locally, we can strengthen community ties, support sustainable practices, and differentiate ourselves in the market with fresh, high-quality products.
4. Offering dine in options along with imported beer and wine options that will pair well with our unique menu.
5. Online ordering and delivery services: Embracing technology and offering convenient online ordering and delivery options can attract more customers, especially during times when in-person dining may be limited.

Threats

1. Post-pandemic supply-chain issues driving prices up: To address this challenge, we can build strong relationships with suppliers, explore alternative sourcing options, and adjust menu prices strategically to maintain profitability.
2. Competition from established bakeries and restaurants: To stay competitive, we can focus on our unique menu offerings, exceptional customer service, and community engagement to differentiate ourselves and attract loyal customers.

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Marketing

Business Objectives

Short-term Objectives

- Within 1 year, increase customer awareness of our unique menu offerings through targeted social media campaigns and local advertising.
- Within 2 years, expand our customer base by 15% through partnerships with local businesses for catering opportunities.

Medium-term Objectives

- Within 3 years, establish a loyalty program to retain existing customers and incentivize repeat visits.
- Within 4 years, introduce online ordering and delivery services to reach a wider audience beyond our physical location.

Long-term Objectives

- Within 5 years, open a second location in a high-traffic area to capitalize on the growing demand for artisan and ethnic cuisine.
- Within 7 years, diversify our product line to include packaged goods for retail distribution, leveraging our brand reputation for quality and authenticity.

STP

Segmentation

- Segment 1: Local business lunch crowd
  - Customer Needs: Quick and satisfying lunch options
  - Demographics: Working professionals in the area
  - Purchasing Behavior: Regularly looking for convenient and tasty lunch options
- Segment 2: Local residents
  - Customer Needs: Fresh and high-quality comfort food
  - Demographics: Residents living near the business location
  - Purchasing Behavior: Seeking comfort food for meals at home
- Segment 3: Artisan bread lovers & foodies
  - Customer Needs: Unique and flavorful artisan breads
  - Demographics: Food enthusiasts with a passion for quality ingredients
  - Purchasing Behavior: Willing to pay a premium for artisanal products

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- Segment 4: Local event planners
  - Customer Needs: Catering options for events and gatherings
  - Demographics: Event planners and organizers in the community
  - Purchasing Behavior: Looking for a reliable and diverse catering menu

Targeting

We have chosen to target the local business lunch crowd, local residents, and artisan bread lovers & foodies as our primary segments. These segments align with our business offerings and have medium-income levels, making them ideal customers for our artisan breads, sandwiches, pierogi, and comfort food.

Positioning

As a Baking company specializing in artisan breads, sandwiches, pierogi, and comfort food, we position ourselves as a premium yet accessible option for our targeted segments. We emphasize the quality and freshness of our ingredients to appeal to the medium-income customers who value authentic and flavourful food experiences. By offering a diverse menu that caters to the specific needs of each segment, we aim to become the go-to destination for those seeking delicious and satisfying meals in the Palatine area where members of the community will have an opportunity to enjoy our food while being able to socialize over a glass of beer or wine paired to our unique menu items.

Customer Decision Process

Recognition of Need

At Kolatek Baking Company, we understand that our customers' needs are the driving force behind our business. Our primary customer groups - the local business lunch crowd, local residents, and artisan bread lovers & foodies - all have different needs that we aim to satisfy. The business lunch crowd needs quick, tasty, and filling meals during their lunch breaks. Local residents are looking for a convenient place to get high-quality bread and comfort food and have repeatedly requested for dine-in options with beer and wine availability. Artisan bread lovers & foodies are in search of unique, handcrafted bread and food items that are hard to find elsewhere and a place to enjoy them. Recognizing these needs, we strive to provide a diverse menu and a comfortable and enticing dining area that will cater to all these groups.

Information Search

When our customers are in search of a place to eat or buy bread, we want Kolatek Baking Company to be their first choice. We make sure that information about our business is easily accessible through various channels. Our physical location on N. Rand Rd. is easily recognizable and convenient for local residents and businesses. We also maintain an online

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presence through our website and social media platforms where we share information about our menu, special offers, and events.

Evaluation of Alternatives

We understand that our customers have other options when it comes to buying bread or choosing a place to eat. Therefore, we focus on differentiating ourselves from the competition. Our artisan breads are handcrafted and baked fresh daily, providing a unique taste and quality that mass-produced bread cannot match. Our sandwiches and pierogi are made with high-quality ingredients and offer a comforting taste of home. We also provide excellent customer service, creating a welcoming and friendly atmosphere that encourages customers to choose us over alternatives.

Purchase Decision

The final step in the customer decision process is the purchase decision. We aim to make this step as easy and convenient as possible for our customers. Our physical location is easily accessible, and we offer a quick and efficient service, especially during lunch hours to cater to the business crowd. We also offer a variety of payment options for the convenience of our customers.

Post-purchase Behavior

The customer decision process does not end with the purchase. We value our customers' feedback and use it to improve our products and services. We encourage our customers to share their experiences with us and others, both in person and online. We also offer a loyalty program to reward our regular customers and encourage repeat business. In conclusion, at Kolatek Baking Company, we strive to understand and meet our customers' needs at every stage of the decision process. We believe that this focus on the customer is key to our success and will continue to guide our business in the future.

4P

Product Strategy

Product Description

- Our Assorted sandwiches are made with our fresh baked artisan breads, filled with savory ingredients perfect for a quick and satisfying lunch. The sandwiches are a blend of traditional and unique flavors, offering our customers a taste of comfort and novelty in each bite.
- Our Pierogi, crepes & potato pancakes are a tribute to Polish comfort food, made fresh with high-quality ingredients. Each dish is carefully crafted to deliver an authentic Polish culinary experience.

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- Our Polish street food offerings are a fusion of popular street food items like pierogi, potato pancakes, cheese bread, and Polish sausage. We aim to bring the vibrant street food culture of Poland to our customers in Palatine.

Product Differentiation

- Our Assorted sandwiches stand out in the market due to the use of our fresh baked artisan breads. The unique texture and flavor of our breads, combined with high-quality fillings, set our sandwiches apart from the competition.
- Our Pierogi, crepes & potato pancakes are differentiated by our commitment to authenticity and quality. We use traditional Polish recipes and high-quality ingredients to ensure that our customers get a taste of true Polish comfort food.
- Our Polish street food offerings are differentiated by the variety and uniqueness of our menu. We offer a range of popular Polish street food items in one location, providing our customers with a unique and convenient dining experience.

Product Development

- We continuously strive to improve our Assorted sandwiches by experimenting with new fillings and bread types. We also take customer feedback into account to ensure that our sandwiches meet their evolving tastes and preferences.
- We are committed to maintaining the authenticity of our Pierogi, crepes & potato pancakes while also exploring innovative twists to traditional recipes. We regularly review our menu and processes to ensure that we are delivering the best possible product to our customers.
- For our Polish street food offerings, we constantly research popular street food trends in Poland and incorporate them into our menu. We also work on improving our cooking techniques and presentation to enhance the overall customer experience.

Product Branding

- Our Assorted sandwiches are branded as a premium yet accessible lunch option. We emphasize the use of fresh, high-quality ingredients and our unique artisan breads in our branding messages.
- Our Pierogi, crepes & potato pancakes are branded as authentic Polish comfort food. We highlight our commitment to traditional recipes and high-quality ingredients in our branding efforts.
- Our Polish street food offerings are branded as a unique and exciting dining experience. We use vibrant imagery and engaging descriptions in our branding to convey the energy and diversity of Polish street food culture.

Pricing Strategy

For Kolatek Baking Company, we have chosen to adopt a value-based pricing strategy. This decision is based on the unique value proposition of our business - offering artisan breads,

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sandwiches, pierogi, and comfort food, all made with high-quality ingredients and traditional recipes. Our customer segments - local business lunch crowd, local residents, and artisan bread lovers & foodies - are willing to pay a premium for authentic, flavorful, and high-quality food experiences. Therefore, a value-based pricing strategy allows us to price our products based on the perceived value they offer to these customers, rather than simply basing it on the cost of production or what our competitors are charging.

Implementing a value-based pricing strategy involves understanding our customers' needs, preferences, and willingness to pay. We will conduct regular market research and customer surveys to gather this information. Based on the insights gained, we will price our products in a way that reflects the value they offer to our customers. This could mean pricing our artisan breads and sandwiches slightly higher than the market average, but ensuring that the quality, taste, and overall food experience justify the price. We will also offer value deals, such as lunch combos or family meals, to provide more value to our customers and encourage repeat purchases.

Service Strategy

At Kolatek Baking Company, we believe that exceptional customer service is key to creating a loyal customer base and differentiating ourselves in the competitive food industry. Our service strategy is centered around providing a personalized and memorable service experience to every customer who walks into our store as well as adhering to all local, state and federal zoning and regulations concerning alcohol sales.

Our employees play a crucial role in delivering this service experience. We will invest in regular training and development programs for our employees to equip them with the skills and knowledge required to provide excellent service. This includes training on product knowledge, various governmental certifications, communication skills, handling customer complaints, and creating a welcoming and friendly store and restaurant environment.

Furthermore, we implement a customer feedback system to continuously improve our service. Customers are encouraged to share their feedback and suggestions, which we review and act upon regularly. This not only helps us identify areas for improvement but also makes our customers feel valued and listened to. Providing indoor and outdoor dining options with a finely paired beer and wine selection is a result of existing customer input.

Lastly, we understand that great service goes beyond just the in-store experience. Therefore, we will ensure that our customers receive the same level of service and attention in all their interactions with us, whether it's through our website, social media, or over the phone. By providing a consistently high level of service across all touchpoints, we aim to build strong relationships with our customers and make Kolatek Baking Company their preferred choice for artisan breads, sandwiches, pierogi, and comfort food.

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Advertising Strategy

- **Advertising Tactic: Local Business Outreach**

  Objective:

  To build relationships with local businesses who can become regular customers for business lunches and corporate events.

  Activities:

  We will conduct local business outreach by visiting nearby businesses to introduce ourselves and our offerings. We will provide samples of our artisan breads, sandwiches, pierogi, and comfort food for them to try.

  Implementation:

  Step 1: Research and list nearby businesses. Step 2: Prepare a presentation about our products and services. Step 3: Prepare samples of our products. Step 4: Visit the businesses, introduce ourselves, provide samples, and discuss potential partnerships. This implementation should be completed within a month.

- **Advertising Tactic: Social Media Campaign**

  Objective:

  To increase awareness of our products and services among foodies and artisan bread lovers in the local community.

  Activities:

  We will run a social media campaign showcasing our products, their preparation, and customer experiences. We will use platforms such as Facebook, Instagram, and Twitter to reach a wider audience.

  Implementation:

  Step 1: Create social media accounts if not already existing. Step 2: Develop a content calendar for posts. Step 3: Regularly post engaging content such as photos, videos, and customer testimonials. Step 4: Respond to comments and engage with followers. This implementation should be ongoing, with the initial setup completed within two weeks.

- **Advertising Tactic: Local Newspaper Advertisements**

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Objective:

To increase visibility among local residents and potential customers who read local newspapers.

Activities:

We will place ads in local newspapers highlighting our products and services, location, and unique selling points.

Implementation:

Step 1: Contact local newspapers for ad rates and deadlines. Step 2: Design an engaging and informative ad. Step 3: Submit the ad to the newspapers. Step 4: Monitor the ad's performance and adjust if necessary. This implementation should be completed within three weeks.

- **Advertising Tactic: Customer Loyalty Program**

Objective:

To encourage repeat business from our customers.

Activities:

We will implement a customer loyalty program where customers can earn points for every purchase, which can be redeemed for discounts or free items.

Implementation:

Step 1: Design the loyalty program structure. Step 2: Create a system to track customer purchases and points. Step 3: Promote the program to customers through in-store signage and social media. Step 4: Train staff on the loyalty program so they can promote it to customers. This implementation should be completed in one month.

- **Advertising Tactic: Food Festivals and Local Events**

Objective:

To showcase our products and attract new customers at local food festivals and events.

Activities:

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We will participate in local food festivals and events where we can set up a stall to sell our products and offer samples.

Implementation:

Step 1: Research upcoming food festivals and local events. Step 2: Register for suitable events. Step 3: Plan the menu and prepare samples. Step 4: Set up a stall and engage with attendees at the events. This implementation should be ongoing, with participation in events as they occur.

Operations

Key Activities

- **Procurement of Quality Ingredients:** We ensure the procurement of high-quality ingredients for our products. This includes sourcing the finest grains for our artisan bread, fresh vegetables, and meats for our sandwiches, and authentic Polish ingredients for our comfort food. We work closely with our suppliers to ensure the quality and freshness of all our ingredients.
- **Production of Baked Goods:** Our baking process is meticulous and dedicated to quality. Our artisan breads are baked fresh daily, ensuring that our customers always receive the freshest products. We also prepare our Polish comfort food, such as pierogi and potato pancakes, with the same level of care and precision.
- **Customer Service:** Serving our customers with warmth and professionalism is a key part of our business. We ensure our staff is well-trained to provide excellent service, from taking orders to serving meals and handling customer inquiries.
- **Maintenance of Physical Location:** We maintain our physical location at 1916 N. Rand Rd. Palatine IL 60074 to a high standard. This includes regular cleaning, ensuring the comfort of our seating areas, and maintaining a welcoming atmosphere for our customers.
- **Menu Development:** We continually develop and refine our menu based on customer feedback and trends in the food industry. This ensures that we are always offering products that meet our customers' tastes and preferences.
- **Hours of Operation:** We will be open Monday to Sunday from 9am to 9pm.
- **Table Service:** Take out and dine-in orders will be placed at the front counter. Food and beverages will be picked up at the counter by patrons and taken back to their tables. Tables will be bussed and wiped after patrons are finished by employees.
- **Parking:** Employees will continue to park next door at Collision Caliber's extensive parking lot, thus alleviating parking for clientele. The parking lot at 1910-1918 N. Rand Rd has been thus far sufficient during holiday peak traffic. Adding seasonal outdoor dining will not add to congestion or flow of traffic since it is the slow period for baked goods and customer traffic has been light during warm months.

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- **Managing Peak Patron Traffic with Shifting Seasonal Configuration:** Seasonal outdoor seating along with a new dine-in menu will be introduced during slow off-season months for baked good sales (May through September). Patron traffic will not stack on top of any heavier seasonal bakery traffic since outdoor seating will be put away for the season well before any heavier holiday traffic (Thanksgiving through Easter) and additional interior seating will make way for shelving to accommodate heavier holiday shopping. Seasonal outdoor seating along with a seasonal menu will allow Kolatek Baking Company to weather slow warm months and ensure profitability in the current location on North Rand Road year round.

Key Performance Indicators (KPIs)

- **Customer Satisfaction Rate:**
  Definition: This is the percentage of customers who rate their overall experience with our business as satisfactory or better.
  Importance: High customer satisfaction leads to repeat business and positive word-of-mouth, which can attract new customers.
  Data Collection: We collect data through customer feedback forms and online reviews.
- **Food Waste Percentage:**
  Definition: This is the percentage of food that is discarded or not sold each day.
  Importance: Minimizing food waste can reduce costs and promote sustainability.
  Data Collection: We track our food waste through inventory management systems.
- **Average Sales Per Customer:**
  Definition: This is the average amount of money each customer spends per visit.
  Importance: Increasing this figure can boost revenue and profitability.
  Data Collection: We calculate this KPI by dividing total sales by the number of customers.
- **Number of Repeat Customers:**
  Definition: This is the number of customers who return to our business after their first visit.
  Importance: Repeat customers indicate customer loyalty and satisfaction.
  Data Collection: We track this KPI through our point-of-sale system.
- **Staff Turnover Rate:**
  Definition: This is the percentage of staff who leave our business over a certain period.
  Importance: A low staff turnover rate can indicate a positive working environment and reduce recruitment and training costs.
  Data Collection: We track this KPI through our human resources records.

Quality Control

At Kolatek Baking Company, we take quality control very seriously. We understand that the quality of our products directly impacts our reputation and customer satisfaction. Therefore,

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we have implemented several measures to ensure that our artisan breads, sandwiches, pierogi, and comfort food meet the highest standards.

Firstly, we source our ingredients from reliable and certified suppliers. We believe that quality begins with the ingredients, and we spare no effort to ensure that we use only the freshest and highest quality ingredients. We also maintain a strict adherence to food safety and hygiene standards, ensuring that our products are not only delicious but also safe for consumption.

Secondly, we have a team of experienced and skilled bakers and chefs who are trained to maintain consistency in our products. They follow strict recipes and procedures to ensure that every item we produce is of the same high quality. We also conduct regular training and workshops to keep our team updated with the latest baking techniques and trends.

Lastly, we conduct regular quality audits and inspections. These audits are designed to identify any potential issues or areas for improvement. This allows us to take corrective actions promptly and ensure that our customers always receive the best products.

Implementation Plan

Our investment will be strategically distributed to enhance our operations and improve our customer satisfaction. Here is how we plan to implement our investment items:

- Investment item 1: We will allocate $10,000 to upgrade our baking equipment. This will improve our efficiency and enable us to produce more products without compromising on quality. The upgrade will be carried out in phases to ensure minimal disruption to our operations.
- Investment item 2: We will invest $6,000 in new tables for our physical location. This will improve the dining experience for our customers and encourage them to spend more time at our bakery. We will carefully select tables that are both functional and aesthetically pleasing to create a warm and inviting atmosphere.
- Investment item 3: We will channel $4,000 into an ad campaign to increase our visibility and attract more customers. We will work with a professional marketing agency to create a compelling campaign that highlights our unique offerings. The campaign will be launched on various platforms to reach a wider audience.

We believe that this implementation plan will significantly improve our operations and contribute to our growth and success.

Technology Strategy

Technology Selection

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

- Point of Sale (POS) System: We will use a POS system that is specifically designed for food service businesses. This will allow us to manage orders, track inventory, and handle payments efficiently.
- Website and Online Ordering System: To extend our reach beyond our physical location, we will develop a website with an integrated online ordering system. This will allow customers to place orders for pickup or delivery.
- Social Media Platforms: We will utilize social media platforms such as Facebook and Instagram to market our products and interact with our customers.
- Inventory Management Software: To manage our ingredients and supplies, we will use inventory management software. This will help us track usage, predict demand, and avoid wastage.

Expected Technology Contribution

- POS System: The POS system will streamline our operations by automating order taking and payment processing. It will also provide valuable data that can help us understand our sales trends and customer preferences.
- Website and Online Ordering System: The online ordering system will make it easier for customers to order our products, thereby increasing our sales. The website will also serve as a platform for us to showcase our products and share our story.
- Social Media Platforms: By using social media platforms, we can increase our brand visibility and engage with our customers. This can lead to increased customer loyalty and repeat business.
- Inventory Management Software: This software will help us maintain optimal inventory levels, reducing the risk of stockouts or wastage. It will also save us time by automating inventory tracking and reporting.

Technology Requirements

- POS System: The hardware requirements for the POS system include a touch screen monitor, cash drawer, receipt printer, and barcode scanner. The software should be compatible with our operating system and support credit card processing. A reliable internet connection is also necessary for cloud-based systems.
- Website and Online Ordering System: We have a web hosting service and a domain name for our website. The online ordering system requires a secure payment gateway and SSL certificate to protect customer information. A high-speed internet connection is also necessary.
- Social Media Platforms: We need a device with internet access to manage our social media accounts. No specific hardware or software is required.
- Inventory Management Software: The software should be compatible with our operating system and POS system. A reliable internet connection is necessary for cloud-based systems.

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

Technology Implementation

- Select a Tech Vendor: We will research and compare different vendors based on their product features, customer reviews, pricing, and customer support. We will also consider their experience in the food service industry.
- Purchase and Install Hardware: After selecting a vendor, we will purchase the necessary hardware and install it in our store. We will ensure that the hardware is set up correctly and tested before use.
- Set Up Software: We will install the software on our devices and configure it according to our needs. We will also train our staff on how to use the software effectively.
- Launch Website and Online Ordering System: We will design our website, integrate the online ordering system, and test it thoroughly before launch. We will also promote the launch on our social media platforms and in-store.
- Manage Social Media Accounts: We will create accounts on relevant social media platforms and start posting regularly. We will also engage with our followers by responding to comments and messages.

Technology Management

- Maintenance: We will schedule regular maintenance for our hardware and software to ensure their optimal performance. We will also keep our website and social media accounts updated with the latest information.
- Upgrades: We will monitor the latest technology trends and upgrade our systems as necessary. We will also take advantage of any new features or improvements offered by our vendors.
- Data Management: We will implement data backup and recovery procedures to protect our business data. We will also use the data from our POS system and social media platforms to make informed business decisions.
- Security: We will use antivirus software and firewalls to protect our systems from cyber threats. We will also ensure that our website and online ordering system are secure by regularly updating our SSL certificate and monitoring for any suspicious activity.

Digital Strategy

At Kolatek Baking Company, we understand the importance of a robust digital strategy in today's digital-centric world. We aim to leverage digital platforms to enhance our visibility, engage with our customers, and drive growth. Our digital strategy revolves around the following key elements:

- **Website Development:** We are developing a user-friendly and visually appealing website that reflects our brand identity. The website will provide detailed information

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

about our products, services, and physical location. It will also have an online ordering feature for customers who prefer to pick up their orders.

- **Search Engine Optimization (SEO):** We will optimize our website to rank high on search engine results pages for keywords related to our products and services. This will increase our visibility online and attract more customers to our website and physical location.
- **Social Media Marketing:** We have an establish strong presence on popular social media platforms such as Facebook, Instagram, and Twitter. We will regularly post engaging content related to our products and services, and interact with our followers to build a loyal community around our brand.
- **Email Marketing:** We will build an email list of customers and send them regular newsletters featuring new products, special offers, and interesting content about our artisan breads and Polish comfort food. This will keep our brand top-of-mind and encourage repeat purchases.
- **Online Advertising:** We will use Google AdWords and social media advertising to reach a wider audience. We will target our ads based on demographics, interests, and location to attract potential customers who are likely to be interested in our products and services.
- **Content Marketing:** We will create and share high-quality content that educates our audience about our products and the art of baking. This could be in the form of blog posts, videos, infographics, or e-books. This will position us as an authority in our field and attract more organic traffic to our website.
- **Online Reviews and Reputation Management:** We understand the influence of online reviews on customers' purchasing decisions. We will encourage our satisfied customers to leave positive reviews on platforms like Google and Yelp. We will also promptly address any negative feedback to improve our customer experience.
- **Mobile Marketing:** Considering the increasing use of smartphones, we will ensure our website is mobile-friendly. We will also explore the possibility of developing a mobile app that allows customers to place orders, earn loyalty points, and receive personalized offers.
- **Data Analytics:** We will use tools like Google Analytics to track our digital marketing efforts and understand our customers' behavior. This will enable us to make data-driven decisions and continually improve our digital strategy.

By implementing these tactics, we will effectively establish Kolatek Baking Company in the digital space, engage with our customers, and drive business growth. We are excited about the opportunities that digital marketing presents, and we look forward to embracing them to achieve our business goals.

Management

Management Structure

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

Organizational Hierarchy

The Kolatek Baking Company operates under a flat organizational structure. The Owner/Manager is at the top of the hierarchy, overseeing all operations and making strategic decisions. Underneath the Owner/Manager are the Baker, Cook, Sandwich Artist, Cashier, and Cleaner. Each employee has a specific role to play but is also expected to collaborate with others to ensure the smooth running of the business.

Decision-Making Process

The decision-making process at Kolatek Baking Company is largely centralized with the Owner/Manager making key decisions. However, there is a degree of decentralization as employees are encouraged to provide input and suggestions. This approach fosters a sense of ownership and responsibility among staff, resulting in a more engaged and motivated team.

Employee Roster

- **Owner/Manager:** The Owner/Manager is responsible for the overall operation of the business. Duties include strategic planning, financial management, marketing, and customer relations. The Owner/Manager also oversees staff, ensuring they are performing their roles effectively. The ideal candidate for this role should have strong leadership and business management skills, as well as experience in the food industry.
- **Baker:** The Baker is responsible for baking the artisan breads and other bakery items. Duties include preparing dough, operating baking equipment, and ensuring the quality of finished products. The Baker also assists with recipe development. The ideal candidate for this role should have professional baking experience, a passion for artisan bread, and a keen attention to detail.
- **Cook:** The Cook is responsible for preparing the Polish comfort food and street food items. Duties include ingredient preparation, cooking, and plating. The Cook also ensures the kitchen is clean and sanitary. The ideal candidate for this role should have professional cooking experience, knowledge of Polish cuisine, and strong hygiene practices.
- **Sandwich Artist:** The Sandwich Artist is responsible for preparing the assorted sandwiches. Duties include slicing bread, assembling sandwiches, and ensuring the quality of finished products. The Sandwich Artist also assists with customer service. The ideal candidate for this role should have food preparation experience, excellent customer service skills, and a passion for food.
- **Cashier:** The Cashier is responsible for handling cash transactions, taking orders, and providing customer service. Duties include operating the cash register, processing payments, and handling customer inquiries. The Cashier also assists with cleaning duties. The ideal candidate for this role should have cashier experience, excellent customer service skills, and a keen attention to detail.
- **Cleaner:** The Cleaner is responsible for maintaining the cleanliness of the business. Duties include cleaning the dining area, kitchen, and restrooms, and disposing of

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

waste. The Cleaner also assists with dishwashing duties. The ideal candidate for this role should have cleaning experience, strong hygiene practices, and the ability to work unsupervised.

Recruitment

The recruitment process at Kolatek Baking Company will focus on attracting, screening, and selecting qualified individuals for each role. The company will utilize various recruitment channels such as online job platforms, social media, and local newspapers. The recruitment process will begin with a job posting that clearly outlines the responsibilities, qualifications, and skills required for each role. The company will also seek out referrals from current employees, as they are likely to recommend individuals who fit well with the company culture.

Upon receiving applications, a thorough screening process will be conducted to shortlist candidates. This will involve reviewing resumes and conducting initial phone interviews. Selected candidates will then be invited for in-person interviews. The interview process will be rigorous, including a practical test for roles such as Baker, Cook, and Sandwich Artist, to assess their skills and passion for their craft. The final stage of the recruitment process will involve background checks and reference verification to ensure the integrity of the new hires.

Training and Development

At Kolatek Baking Company, we believe in the continuous growth and development of our employees. Therefore, we will implement a comprehensive training program for all new hires to ensure they are familiar with their roles and responsibilities, as well as the company's policies and culture. The training program will include both on-the-job training and formal training sessions. On-the-job training will be provided by experienced staff members, while formal training sessions will be conducted by external trainers or the Owner/Manager.

In addition to initial training, the company will invest in ongoing development opportunities for all employees. This could include workshops on customer service, food safety, and other relevant topics. We will also encourage employees to attend industry events and conferences to stay updated on the latest trends and techniques in the baking and food industry. Regular performance reviews will be conducted to identify areas of improvement and create individual development plans.

CSR Policy

Kolatek Baking Company is committed to operating in a socially responsible and ethical manner. We believe in giving back to our community and minimizing our environmental impact. As part of our Corporate Social Responsibility (CSR) policy, we will engage in various community initiatives such as local food drives, charity events, and sponsorship of

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

local sports teams. We will also provide opportunities for our employees to volunteer in these initiatives, fostering a culture of giving and community involvement.

Furthermore, we aim to reduce our environmental footprint by implementing sustainable practices in our operations. This includes minimizing food waste, using energy-efficient appliances, and sourcing ingredients from local, sustainable suppliers. We will also encourage our customers to bring their own reusable containers for take-out orders, and we will offer discounts as an incentive. Through these actions, Kolatek Baking Company strives to be a responsible corporate citizen, contributing positively to our community and environment.

Growth Strategy

Market Development

As Kolatek Baking Company, we are proud of the reputation we have built in Palatine, IL. Our artisan breads, sandwiches, pierogi, and comfort food have been well-received by the community. However, we believe there is potential for us to expand our reach and share our quality products with a wider audience. We are exploring the possibility of opening new stores in strategic locations. These locations will be selected based on market research, taking into account factors such as population density, demographics, and local cuisine preferences. We are confident that our unique offerings will be a welcome addition to any community.

Another avenue for market development we are considering is the enhancement of our online presence. While our business is primarily physical location-based, we recognize the growing trend and convenience of online ordering and home delivery. We aim to create a user-friendly website where customers can easily place orders and choose between in-store pick-up or home delivery. This will not only allow us to serve our existing customers better but also reach potential customers beyond our physical store's immediate vicinity.

Product Development

We take pride in our product range at Kolatek Baking Company. However, we understand the importance of continuous product development to stay relevant and competitive in the market. We plan to expand our product line to include new types of artisan bread and unique sandwich offerings. We are also looking into creating seasonal menus that incorporate local and fresh ingredients to provide our customers with innovative and exciting food experiences.

Furthermore, we are considering the introduction of gluten-free and vegan options. We recognize the growing demand for these products and believe that offering these options will not only attract a new customer base but also provide more choices for our existing customers. We will ensure that these new products maintain the high quality and taste that Kolatek Baking Company is known for.

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Partnerships

At Kolatek Baking Company, we believe in the power of collaboration. We are actively seeking partnerships with local businesses and suppliers. By sourcing our ingredients locally, we can support other local businesses while ensuring the quality and freshness of our products. We are also looking into partnering with local schools and organizations for catering services. This will not only increase our visibility in the community but also establish Kolatek Baking Company as a brand that supports the community.

Additionally, we are exploring the possibility of collaborating with online food delivery platforms. This partnership will complement our online ordering system and allow us to reach a wider audience. We are confident that these strategic partnerships will contribute significantly to Kolatek Baking Company's growth and success in the coming years.

In conclusion, our growth strategy focuses on market development, product development, and strategic partnerships. We believe that through these strategies, Kolatek Baking Company will continue to thrive and bring our delightful artisan breads, sandwiches, pierogi, and comfort food to more customers.

Finance

Initial Investment ($ usd)

Investment Item	Cost
tables	6,000
ad campaign	4,000
	0
	0
	0
	0
	0
	0
	0
	0
Total	**10,000**

First Year Income Statement ($ usd)

First Year Income Statement Jan - Jun ($ usd)

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

	Jan	Feb	Mar	Apr	May	Jun
Revenue	**7,500**	**8,166**	**8,891**	**9,681**	**10,541**	**11,477**
Cost of Goods Sold	3,000	3,266	3,556	3,872	4,216	4,591
Gross Margin	**4,500**	**4,900**	**5,335**	**5,809**	**6,325**	**6,886**
Operating Expenses						
Wages and Benefits	450	490	533	581	632	689
Marketing	375	408	445	484	527	574
Rent	0	0	0	0	0	0
General Administrative	75	82	89	97	105	115
Depreciation	150	163	178	194	211	230
Utilities	0	0	0	0	0	0
Other Expenses	75	82	89	97	105	115
Total Expenses	1,125	1,225	1,334	1,453	1,580	1,723
Earnings Before Interest and Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Income Taxes	675	735	800	871	949	1,033
Net Income	**2,700**	**2,940**	**3,201**	**3,485**	**3,796**	**4,130**

First Year Income Statement Jul - Dec ($ usd)

	Jul	Aug	Sep	Oct	Nov	Dec
Revenue	**12,496**	**13,606**	**14,815**	**16,131**	**17,564**	**19,124**
Cost of Goods Sold	4,998	5,442	5,926	6,452	7,026	7,650
Gross Margin	**7,498**	**8,164**	**8,889**	**9,679**	**10,538**	**11,474**
Operating Expenses						
Wages and Benefits	750	816	889	968	1,054	1,147
Marketing	625	680	741	807	878	956
Rent	0	0	0	0	0	0
General Administrative	125	136	148	161	176	191
Depreciation	250	272	296	323	351	382
Utilities	0	0	0	0	0	0
Other Expenses	125	136	148	161	176	191
Total Expenses	1,875	2,040	2,222	2,420	2,635	2,867
Earnings Before Interest and Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**

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	Jul	Aug	Sep	Oct	Nov	Dec
Income Taxes	1,125	1,225	1,333	1,452	1,581	1,721
Net Income	**4,498**	**4,899**	**5,334**	**5,807**	**6,322**	**6,886**

Income Statement Year 1 - 5 ($ usd)

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	**150,000**	**172,500**	**198,375**	**228,131**	**262,351**
Cost of Goods Sold	60,000	69,000	79,350	91,252	104,940
Gross Margin	**90,000**	**103,500**	**119,025**	**136,879**	**157,411**
Operating Expenses					
Wages and Benefits	9,000	10,350	11,903	13,688	15,741
Marketing	7,500	8,625	9,919	11,407	13,118
Rent	0	0	0	0	0
General Administrative	1,500	1,725	1,984	2,281	2,624
Depreciation	3,000	3,450	3,968	4,563	5,247
Utilities	0	0	0	0	0
Other Expenses	1,500	1,725	1,984	2,281	2,624
Total Expenses	22,500	25,875	29,758	34,220	39,354
Earnings Before Interest and Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Interest Expense	0	0	0	0	0
Earnings Before Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Income Taxes	13,500	15,525	17,853	20,532	23,611
Net Income	**54,000**	**62,100**	**71,414**	**82,127**	**94,446**

Risk and Mitigation Plan

- **Risk 1: Food Safety and Quality Control**
  We recognize that a significant risk to our business is the potential for food safety incidents or quality control issues. These could range from foodborne illnesses due to improper food handling to customer dissatisfaction due to inconsistent product quality.
  Mitigation: To address this risk, we will implement strict food safety and quality control protocols. This includes regular staff training on food safety practices, routine kitchen inspections, and a robust system for tracking and addressing customer feedback. We will also ensure that we source our ingredients from reliable suppliers with stringent safety standards.

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- **Risk 2: Business Interruption**
  As a physical location-based business, we are vulnerable to interruptions caused by unforeseen events such as natural disasters, power outages, or other emergencies that could temporarily halt operations.
  Mitigation: We will develop a comprehensive business continuity plan that outlines the steps to be taken in the event of such disruptions. This includes maintaining an emergency fund, having backup suppliers, and ensuring our insurance coverage is adequate to cover potential losses.
- **Risk 3: Employee Turnover**
  Given our small team of six, losing a key employee could significantly impact our operations. High turnover can also lead to inconsistent service and product quality.
  Mitigation: We will foster a positive work environment that values and rewards employee contributions. This includes providing competitive wages, offering opportunities for professional development, and creating a supportive and inclusive culture.
- **Risk 4: Market Competition**
  The food industry is highly competitive, and there is always the risk of losing customers to other bakeries or restaurants offering similar products.
  Mitigation: We will differentiate ourselves by focusing on the uniqueness and quality of our products. Our Polish comfort food and street food offerings provide a unique selling point that sets us apart. We will also engage in regular market research to stay abreast of industry trends and customer preferences.
- **Risk 5: Regulatory Compliance**
  As a food business, we are subject to various local, state, and federal regulations. Non-compliance could result in fines, penalties, or even closure of our business.
  Mitigation: We will stay updated on all relevant food safety and business regulations and ensure that all aspects of our operations are compliant. We will also engage a legal advisor specializing in food industry regulations to provide guidance and ensure we meet all regulatory requirements.

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Alex Bradshaw

From: THOMAS PYZIAK [redacted]
Sent: Friday, May 3, 2024 10:36 AM
To: Alex Bradshaw
Subject: Re: Public Hearing Notification, File No. SU-000100-2024

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Dear Mr. Bradshaw,

We recently received public notice regarding a parking variance, restaurant and liquor service for the property at 1916 N. Rand Road (File No. SU-000100-2024).

We do not plan on attending the public hearing, but would like to respond to the Planning and Zoning Commission via this email.

Both my wife and I think favorably of the expansion of Kolatek Baking Company and have no issues regarding their petition.
We, in-fact, believe this expansion will improve the small plaza image as a whole visually, get the highest use/value for the property and reduce the openings and closures, as well as, dilapidation of the smaller business units as we have oftentimes seen in the past.

The Kolatek Baking Company have been very good neighbors since they have been in business at that location.

Any questions or concerns please do not hesitate to contact us directly.

Sincerely,
Tom and Katie Pyziak
630 E. Diane Drive
[redacted]

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

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 1916 N. RAND 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 25TH day of APRIL, A.D. 20 24., and the last publication thereof was made on the 25TH day of APRIL, 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
- ☑ 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 25TH day of APRIL A.D., 20 24.

By Todd Wessell

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 25TH day of APRIL A.D., 20 24.

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

Attachment: PZC Materials - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

3. 1916 N. Rand Road

SU-000100-2024 - 1916 N. Rand Road

Notice was published in the Journal & Topics on April 25th, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Special Use Application**
2. **Proof of Ownership**
3. **Variation Application**
4. **Plat of Survey**
5. **Floor Plan**
6. **Business Plan**
7. **Letter of Support - Pyziak**
8. **Public Notice**

Mr. Bradshaw provides background:

The Subject Property is zoned B-5 Highway Business District and currently houses Kolatek Baking Co., occupying approximately 3,300 square feet. The business has been in operation since 2018, offering Polish bakery/deli items with a focus on artisan breads, sandwiches, and pierogi. Additionally, there are two other tenant spaces within the building, one currently vacant and the other housing a Mexican restaurant called A Mi Manera.

The petitioner, who has been operating the original Kolatek Baking Co. business in Chicago for several decades, proposes to utilize a portion of the existing tenant space for a dine-in seating area. This new section would focus on traditional Polish and European-style street food and would also operate with a liquor license to serve beer and wine. The proposed restaurant area would accommodate 34 seats, including 12 seasonal outdoor seats.

Sworn in petitioner: Bartlomiej Kolatek - Kolatek Baking Company

Mr. Kolatek refers to the current floor plan and explains that the shelving shown would be removed to accommodate indoor seating during off-season times. He notes that their busiest season aligns with most holidays, during which indoor seating may be temporarily removed. The indoor seating would provide customers with a comfortable space to enjoy their food, as opposed to eating in their cars or sitting on the curb. Additionally, Mr. Kolatek requests additional seating in the outdoor area during the summer months. He mentions that their business, which has been operating since 1976 and is woman-owned, is renowned for its unique Polish food and bakery items.

Chairman Wood inquires about parking concerns.

Mr. Kolatek reassures that there haven't been any parking issues. He explains that during peak times, customers can utilize the back lot, with signs directing them accordingly. Additionally, they have a verbal agreement with the neighboring business, allowing employee parking to free up space for patrons.

Attachment: DRAFT PZC Minutes - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

Mr. Kolatek doesn't anticipate traffic or parking problems. He highlights the outdoor seating during summer as an enjoyable space to indulge in European street food. He also mentions the area's diversity and the patronage from new immigrants.
Mr. Bradshaw confirms the availability of paved parking spots in the back lot.

Commissioner Friedman asks about regulations or controls for beer and wine consumption.
Mr. Bradshaw explains that regulations are handled on a case-by-case basis, with some areas in the downtown area requiring fencing for outdoor seating in the right of way. He notes that for this location, outdoor seating has wheel stops at each adjacent parking spot, alleviating concerns from staff regarding this matter.

Commissioner Fedota raises concerns about the Class G liquor license and the potential for public consumption of alcoholic beverages in the right of way.
Mr. Bradshaw reassures that this is not a concern, as the proposed outdoor seating falls within their tenant space and not in the right of way.

Chairman Wood asks if staff has conducted any assessment of the current traffic conditions at the location.
Mr. Bradshaw confirms that Staff had assessed the on-site parking during typical lunch hours and states that there are no concerns regarding parking and traffic conditions.

Chairman Wood asks if the petitioner has discussed the request with the other tenant.
Mr. Kolatek confirms they have spoken, and the other tenant supports the request. He explains that their business primarily focuses on takeout and delivery, and the additional seating would provide those customers with a comfortable dining space.

Mr. Bradshaw adds that the other restaurant in the plaza does not hold a liquor license. He specifies the proposed business hours as Monday through Saturday, 9 am to 9 pm, and mentions that there is no request for additional signage. He addresses a key issue regarding required parking, clarifying that the packet mistakenly states 33 required parking spaces, when there are actually 29 total spaces required for the entire building.

Resident - Mr. Dabeca - 645 E. Diane Dr.
Mr. Dabeca expresses deep concern about the request, emphasizing his status as a long-time resident of Palatine who built his house many years ago. He mentions that his residence is located 100 yards from the proposed business and raises significant apprehensions regarding the liquor license request.
He voices worries about the safety of his grandchildren, who visit often, expressing fears that granting the liquor license could lead to drunk and

Attachment: DRAFT PZC Minutes - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

obnoxious behavior, potentially even resulting in people urinating in his yard. Mr. Dabeca firmly states his opposition to the request, finding it unacceptable and indicating that he objects to the liquor license.
As an immigrant who has invested in America, he feels outraged by the request, viewing it as a life-or-death decision that could profoundly impact many residents if approved. Additionally, he believes that the approval of the liquor license could adversely affect his property value.
Chairman Wood clarifies that the liquor license being requested is a Class G license, which permits the sale of beer and wine only.
Mr. Bradshaw confirms the accuracy of this classification.

Mr. Dabeca expresses continued concern, noting that despite the limitations of the license to beer and wine, he fears that other hard alcohol may still be brought onto the premises without permission, leading to unwanted behavior near his residence.
Chairman Cavanaugh refers to the site map, and Mr. Bradshaw points out the petitioner's home in relation to the business, illustrating the distance between them. Mr. Cavanaugh notes that E. Diane Drive being one way.
Mr. Dabeca states cars still disobey traffic rules and come down the street, raising additional safety concerns.

Chairman Wood inquires about the fencing around Mr. Dabeca's property.
Mr. Dabeca responds that his property is not fenced and he prefers an open setup for socializing with neighbors.

Commissioner Fedota asks staff if approval for the special use would still require separate approval from the liquor commission.
Mr. Bradshaw confirms that this is indeed the case.

Mr. Kolatek addresses the concerns by highlighting the positive impact his bakery has had on the property since moving in. He mentions that there have been upgrades and beautifications to the building under his tenure. He emphasizes his commitment to maintaining the property and intends to further enhance it by adding flowers and foliage to the outside area.
Mr. Kolatek believes that his business contributes to the value of the surrounding properties and intends to continue beautifying the area. He suggests that having more businesses like his in the area would improve the ambiance, especially considering the many vacant spaces on Rand Road that are currently in disrepair.
Mr. Kolatek also mentions that his business has garnered attention from various news channels for its unique food offerings, which he believes brings prestige to the area.
Mr. Bradshaw refers to a letter of support for this request from a residential neighbor in the surrounding area.

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STAFF RECOMMENDATION:

The Petitioner is proposing to utilize a portion of their existing business for dine-in seating. The proposal to introduce limited seating for patrons should not cause substantial injury to the neighboring property values, as the envisioned outdoor seating would be in front of the building and not directly adjacent to any residential uses. Additionally, the outdoor seating would be seasonal, and should not add to congestion during the bakery's light customer traffic during the warmer months.

In regard to the Variation for parking, the Petitioner has stated in the business plan that the existing parking on the property has been sufficient during the holidays and peak traffic times. Staff has also not observed any apparent parking or traffic issues on the property. It is further anticipated that many of the customers choosing to dine-in may already be shopping at the bakery. The subject property is limited due to their being no additional space to expand, or reconfigure, the parking on-site. Therefore, Staff recommends approval of the Special Use and Variation, subject to the following conditions:

1. The Special Use and Variation shall substantially conform to the floor plan and business plan submitted by the Petitioner, Bartlomiej Kolatek, Kolatek Baking Company, except as such plans may be changed to conform to Village Codes and Ordinances.

2. A business plan, reflecting the proposed seating and alcohol service, shall be submitted as an amendment to the current Village of Palatine business license.

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

Commissioner Cavanaugh made a motion to approve subject staff's conditions; seconded by Commissioner Noonan.

DELIBERATIONS:

Commissioner Cavanaugh asserts that the request aligns with the standards and emphasizes that it does not entail any drastic changes. While acknowledging the concerns raised by the objector, he points out his own experience in the restaurant business and highlights the awareness among owners regarding the penalties associated with compromising a liquor license. He emphasizes the importance of adhering to standards and notes that the request is not for a bar or tavern. He believes the proposed closing time is suitable for a deli or sandwich shop and does not foresee it posing a risk to surrounding properties. Commissioner Cavanaugh supports the request.
Commissioner Fedota acknowledges the potential parking issue but highlights that the petitioner, being the owner of the building, has considered other tenants and has support from surrounding businesses, which allow the use of their lot for employee parking. He recognizes the petitioner's business experience and

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respect for the neighborhood, evident through updates to the building and business. Commissioner Fedota supports the request.

Chairman Wood expresses her support for the matter and empathizes with the concerns of the neighbors. She acknowledges the importance of feeling safe and secure in one's home. Chairman Wood notes that she would have concerns if the business hours were later or if this were a new business with no vested interest. However, she points out that the petitioner is well-established and a responsible business owner with a positive reputation. Therefore, supports this request.
Commissioner Schubert expresses his perspective by highlighting that while he would have concerns if the request were for a bar or tavern with live music, he finds that the current request aligns well with the intended business. He notes that as a quick-stop deli, it will not disturb the vista or the queue of the area. Commissioner Schubert acknowledges the concerns raised by objectors but ultimately does not see an issue with the request.
Commissioner Friedman voices his concerns regarding the outside seating area, particularly regarding the amount of space required for the seating and safety concerns due to the lack of separation from the parking lot. He expresses apprehension about outdoor dining and the serving of alcohol beverages in the outdoor area.

Chairman Wood summarized that this request has met the standards and was approved by a vote of 7-1. This item will tentatively go to Village Council on May 20th, 2024.

RESULT:	**RECOMMEND TO APPROVE [7 TO 1]**
MOVER:	Kevin Cavanaugh, Commissioner
SECONDER:	Patrick Noonan, Commissioner
AYES:	Noonan, Roth-Wurster, Wood, Bettenhausen, Cavanaugh, Fedota, Schubert
NAYS:	Friedman
ABSENT:	Kolososki

Attachment: DRAFT PZC Minutes - May 14, 2024 (1916 N. Rand Rd - SU VAR Liquor & Parking)

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 1916 N. RAND 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 25TH day of APRIL, A.D. 20 24., and the last publication thereof was made on the 25TH day of APRIL, 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
- ☑ 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 25TH day of APRIL A.D., 20 24.

By Todd Wessell

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 25TH day of APRIL A.D., 20 24.

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

Attachment: Public Notice (1916 N. Rand Rd - SU VAR Liquor & Parking)

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Kolatek Baking Company Located at 1916 N. Rand Road

BACKGROUND:
On this evening's agenda is a Special Use request for an existing Eastern European bakery serving various Polish and European style street foods at 1916 N. Rand Road. Owner Bartlomiej Kolatek wishes to apply for a Class G (Beer and Wine) liquor license. The proposed hours of operation are Monday through Saturday: 9:00 AM to 9:00 PM.

KEY ISSUES:
- Increase Class G Restaurant (Beer & Wine) Liquor Licenses by one.

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

RECOMMENDATION:
Approve an Ordinance increasing Class G Restaurant (Beer & Wine) Liquor Licenses by one for a total of 12.

ACTION REQUIRED:
Action is at the discretion of the Committee.

ATTACHMENTS:
- ORD Increase Class G Liquor License Kolatek Baking Company
- Business Plan
- Floor Plan
- Menu

ORDINANCE NO._____

AN ORDINANCE INCREASING THE NUMBER OF CLASS G RESTAURANT (BEER & WINE) LIQUOR LICENSES PURSUANT TO CHAPTER 3, SECTION 3-37 OF THE VILLAGE OF PALATINE CODE OF ORDINANCES FOR KOLATEK BAKING COMPANY LOCATED AT 1916 N. RAND ROAD

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

SECTION 1: That the number of Class G Restaurant (Beer & Wine) liquor licenses shall be increased by one for Kolatek Baking Company for a total of 12 Class G liquor licenses, subject to approval of the Liquor Commission.

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

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

PASSED this _____ day of _____, 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 Increase Class G Liquor License Kolatek Baking Company (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Executive Summary

Business Overview

We are Kolatek Baking Company, a well-established baking company located at 2445 N. Harlem Ave. Chicago IL and recently opened a second location at 1916 N. Rand Rd. Palatine IL 60074. Our focus is on creating artisan breads, sandwiches, pierogi, and comfort food along with a small selection of imports for our loyal customers and we are looking to add on-premises indoor and outdoor dining and offer beer and wine sales. With a team of 6 dedicated employees at the Palatine location, we cater to a diverse customer base that includes the local business lunch crowd, residents of the area, and artisan bread lovers & foodies.

Business Origins

Kolatek Baking Company has been in operation for several decades, honing our craft and perfecting our recipes. Our passion for creating delicious and unique food items drives us to constantly innovate and exceed customer expectations. Our physical location serves as a hub for food enthusiasts to indulge in our offerings.

Competitive Advantage

Our key success factors lie in the quality of our artisan breads, the creativity of our menu, and our years of experience in the industry. Our artisan breads are renowned for not only their exceptional taste and texture but for their health aspects, setting us apart from competitors. However in our Palatine location it is becoming evident we need to diversify our approach to a business that is heavily influenced by seasons. We do very well through Thanksgiving to Easter but in the past few years it has become very evident that we need to add seasonal indoor and outdoor seating between the Easter season to early fall. We will seasonally reconfigure our store front to accommodate more seating and reduce store shelf space for what is the slow season for bakeries. With our new menu we will attract customers to dine in or outside with our exciting menu items. Additionally, our menu offerings, such as our assorted sandwiches made with our fresh baked artisan breads and Polish comfort food like pierogi and potato pancakes, will cater to a wide range of tastes and preferences. Adding local and imported craft beers and a small assortment of wine will be key in this new business approach. Our space is geared toward dine in options and should seamlessly convert to adding indoor and outdoor setting. We take pride in offering a unique and delicious dining experience that will prove to attract customers coming back for more.

Financial Summary

With an expected revenue of an additional $150,000 (20 additional dine-in customers a day) and a projected future growth rate of 15%, Kolatek Baking Company is poised for success in

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

the competitive food industry. Our commitment to quality, creativity, and customer satisfaction drives our financial success and sets us on a path towards continued growth and profitability. We are confident in our ability to meet and exceed financial targets while maintaining the high standards that have made us a beloved destination for food lovers in the Palatine area (evident by our glowing reviews). ```

Situation Analysis

Industry Overview

Welcome to Kolatek Baking Company, where we specialize in creating artisan breads, sandwiches, pierogi, and comfort food for our customers. As an existing business located at 1916 N. Rand Rd. Palatine IL 60074, we take pride in offering a unique selection of products that are made with high-quality ingredients and a touch of Polish tradition.

Our distribution channel is through our physical location, where customers can come in and experience the delicious aromas and flavors of our freshly baked goods. We have established ourselves as a go-to spot for those looking for a quick and satisfying lunch or a taste of Polish street food.

With a focus on providing a diverse menu that caters to different tastes and preferences, we have positioned ourselves as a destination for those seeking a taste of authentic Polish cuisine. Our commitment to quality and customer satisfaction sets us apart in the competitive food industry.

Key Market Trends

- Increasing demand for artisan and handcrafted food products
- Growing interest in ethnic and traditional cuisines
- Rising popularity of comfort foods and nostalgic dishes
- Shift towards supporting local businesses and community-based establishments
- Emphasis on fresh and high-quality ingredients in food preparation
- Providing indoor and outdoor dining options with imported beer and wine options

SWOT Analysis

Strengths

1. Our artisan breads are renown and very high quality: We take pride in our freshly baked artisan breads that are well-loved by our customers, setting us apart from competitors.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

2. Our menu is unique, delicious and very creative: We offer a diverse range of products such as pierogi, sandwiches, and Polish street food, providing customers with a one-of-a-kind dining experience.
3. We have years of experience to draw from: With a solid foundation of experience in the baking industry, we have honed our skills and knowledge to continually improve our offerings.

Weaknesses

1. High local property taxes eat into our margins: To mitigate this, we can explore cost-saving measures such as energy-efficient equipment or renegotiating lease terms and help the owner of the building appeal property tax through various channels.
2. Rand Rd is a fast moving road and our building can be easily overlooked: We can enhance our visibility through strategic signage, social media marketing, and collaborations with local businesses to attract more customers.

Opportunities

1. Increasing demand for artisan foods: As consumers seek high-quality, handcrafted products, we have the opportunity to capitalize on this trend by promoting our artisan breads and unique menu offerings.
2. Expansion into catering services: With our delicious and creative menu, we can tap into the catering market for events, parties, and corporate functions, expanding our customer base and revenue streams.
3. Collaborations with local farmers and suppliers: By sourcing ingredients locally, we can strengthen community ties, support sustainable practices, and differentiate ourselves in the market with fresh, high-quality products.
4. Offering dine in options along with imported beer and wine options that will pair well with our unique menu.
5. Online ordering and delivery services: Embracing technology and offering convenient online ordering and delivery options can attract more customers, especially during times when in-person dining may be limited.

Threats

1. Post-pandemic supply-chain issues driving prices up: To address this challenge, we can build strong relationships with suppliers, explore alternative sourcing options, and adjust menu prices strategically to maintain profitability.
2. Competition from established bakeries and restaurants: To stay competitive, we can focus on our unique menu offerings, exceptional customer service, and community engagement to differentiate ourselves and attract loyal customers.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Marketing

Business Objectives

Short-term Objectives

- Within 1 year, increase customer awareness of our unique menu offerings through targeted social media campaigns and local advertising.
- Within 2 years, expand our customer base by 15% through partnerships with local businesses for catering opportunities.

Medium-term Objectives

- Within 3 years, establish a loyalty program to retain existing customers and incentivize repeat visits.
- Within 4 years, introduce online ordering and delivery services to reach a wider audience beyond our physical location.

Long-term Objectives

- Within 5 years, open a second location in a high-traffic area to capitalize on the growing demand for artisan and ethnic cuisine.
- Within 7 years, diversify our product line to include packaged goods for retail distribution, leveraging our brand reputation for quality and authenticity.

STP

Segmentation

- Segment 1: Local business lunch crowd
  - Customer Needs: Quick and satisfying lunch options
  - Demographics: Working professionals in the area
  - Purchasing Behavior: Regularly looking for convenient and tasty lunch options
- Segment 2: Local residents
  - Customer Needs: Fresh and high-quality comfort food
  - Demographics: Residents living near the business location
  - Purchasing Behavior: Seeking comfort food for meals at home
- Segment 3: Artisan bread lovers & foodies
  - Customer Needs: Unique and flavorful artisan breads
  - Demographics: Food enthusiasts with a passion for quality ingredients
  - Purchasing Behavior: Willing to pay a premium for artisanal products

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

- Segment 4: Local event planners
  - Customer Needs: Catering options for events and gatherings
  - Demographics: Event planners and organizers in the community
  - Purchasing Behavior: Looking for a reliable and diverse catering menu

Targeting

We have chosen to target the local business lunch crowd, local residents, and artisan bread lovers & foodies as our primary segments. These segments align with our business offerings and have medium-income levels, making them ideal customers for our artisan breads, sandwiches, pierogi, and comfort food.

Positioning

As a Baking company specializing in artisan breads, sandwiches, pierogi, and comfort food, we position ourselves as a premium yet accessible option for our targeted segments. We emphasize the quality and freshness of our ingredients to appeal to the medium-income customers who value authentic and flavorful food experiences. By offering a diverse menu that caters to the specific needs of each segment, we aim to become the go-to destination for those seeking delicious and satisfying meals in the Palatine area where members of the community will have an opportunity to enjoy our food while being able to socialize over a glass of beer or wine paired to our unique menu items.

Customer Decision Process

Recognition of Need

At Kolatek Baking Company, we understand that our customers' needs are the driving force behind our business. Our primary customer groups - the local business lunch crowd, local residents, and artisan bread lovers & foodies - all have different needs that we aim to satisfy. The business lunch crowd needs quick, tasty, and filling meals during their lunch breaks. Local residents are looking for a convenient place to get high-quality bread and comfort food and have repeatedly requested for dine-in options with beer and wine availability. Artisan bread lovers & foodies are in search of unique, handcrafted bread and food items that are hard to find elsewhere and a place to enjoy them. Recognizing these needs, we strive to provide a diverse menu and a comfortable and enticing dining area that will cater to all these groups.

Information Search

When our customers are in search of a place to eat or buy bread, we want Kolatek Baking Company to be their first choice. We make sure that information about our business is easily accessible through various channels. Our physical location on N. Rand Rd. is easily recognizable and convenient for local residents and businesses. We also maintain an online

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

presence through our website and social media platforms where we share information about our menu, special offers, and events.

Evaluation of Alternatives

We understand that our customers have other options when it comes to buying bread or choosing a place to eat. Therefore, we focus on differentiating ourselves from the competition. Our artisan breads are handcrafted and baked fresh daily, providing a unique taste and quality that mass-produced bread cannot match. Our sandwiches and pierogi are made with high-quality ingredients and offer a comforting taste of home. We also provide excellent customer service, creating a welcoming and friendly atmosphere that encourages customers to choose us over alternatives.

Purchase Decision

The final step in the customer decision process is the purchase decision. We aim to make this step as easy and convenient as possible for our customers. Our physical location is easily accessible, and we offer a quick and efficient service, especially during lunch hours to cater to the business crowd. We also offer a variety of payment options for the convenience of our customers.

Post-purchase Behavior

The customer decision process does not end with the purchase. We value our customers' feedback and use it to improve our products and services. We encourage our customers to share their experiences with us and others, both in person and online. We also offer a loyalty program to reward our regular customers and encourage repeat business. In conclusion, at Kolatek Baking Company, we strive to understand and meet our customers' needs at every stage of the decision process. We believe that this focus on the customer is key to our success and will continue to guide our business in the future.

4P

Product Strategy

Product Description

- Our Assorted sandwiches are made with our fresh baked artisan breads, filled with savory ingredients perfect for a quick and satisfying lunch. The sandwiches are a blend of traditional and unique flavors, offering our customers a taste of comfort and novelty in each bite.
- Our Pierogi, crepes & potato pancakes are a tribute to Polish comfort food, made fresh with high-quality ingredients. Each dish is carefully crafted to deliver an authentic Polish culinary experience.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

- Our Polish street food offerings are a fusion of popular street food items like pierogi, potato pancakes, cheese bread, and Polish sausage. We aim to bring the vibrant street food culture of Poland to our customers in Palatine.

Product Differentiation

- Our Assorted sandwiches stand out in the market due to the use of our fresh baked artisan breads. The unique texture and flavor of our breads, combined with high-quality fillings, set our sandwiches apart from the competition.
- Our Pierogi, crepes & potato pancakes are differentiated by our commitment to authenticity and quality. We use traditional Polish recipes and high-quality ingredients to ensure that our customers get a taste of true Polish comfort food.
- Our Polish street food offerings are differentiated by the variety and uniqueness of our menu. We offer a range of popular Polish street food items in one location, providing our customers with a unique and convenient dining experience.

Product Development

- We continuously strive to improve our Assorted sandwiches by experimenting with new fillings and bread types. We also take customer feedback into account to ensure that our sandwiches meet their evolving tastes and preferences.
- We are committed to maintaining the authenticity of our Pierogi, crepes & potato pancakes while also exploring innovative twists to traditional recipes. We regularly review our menu and processes to ensure that we are delivering the best possible product to our customers.
- For our Polish street food offerings, we constantly research popular street food trends in Poland and incorporate them into our menu. We also work on improving our cooking techniques and presentation to enhance the overall customer experience.

Product Branding

- Our Assorted sandwiches are branded as a premium yet accessible lunch option. We emphasize the use of fresh, high-quality ingredients and our unique artisan breads in our branding messages.
- Our Pierogi, crepes & potato pancakes are branded as authentic Polish comfort food. We highlight our commitment to traditional recipes and high-quality ingredients in our branding efforts.
- Our Polish street food offerings are branded as a unique and exciting dining experience. We use vibrant imagery and engaging descriptions in our branding to convey the energy and diversity of Polish street food culture.

Pricing Strategy

For Kolatek Baking Company, we have chosen to adopt a value-based pricing strategy. This decision is based on the unique value proposition of our business - offering artisan breads,

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

sandwiches, pierogi, and comfort food, all made with high-quality ingredients and traditional recipes. Our customer segments - local business lunch crowd, local residents, and artisan bread lovers & foodies - are willing to pay a premium for authentic, flavorful, and high-quality food experiences. Therefore, a value-based pricing strategy allows us to price our products based on the perceived value they offer to these customers, rather than simply basing it on the cost of production or what our competitors are charging.

Implementing a value-based pricing strategy involves understanding our customers' needs, preferences, and willingness to pay. We will conduct regular market research and customer surveys to gather this information. Based on the insights gained, we will price our products in a way that reflects the value they offer to our customers. This could mean pricing our artisan breads and sandwiches slightly higher than the market average, but ensuring that the quality, taste, and overall food experience justify the price. We will also offer value deals, such as lunch combos or family meals, to provide more value to our customers and encourage repeat purchases.

Service Strategy

At Kolatek Baking Company, we believe that exceptional customer service is key to creating a loyal customer base and differentiating ourselves in the competitive food industry. Our service strategy is centered around providing a personalized and memorable service experience to every customer who walks into our store as well as adhering to all local, state and federal zoning and regulations concerning alcohol sales.

Our employees play a crucial role in delivering this service experience. We will invest in regular training and development programs for our employees to equip them with the skills and knowledge required to provide excellent service. This includes training on product knowledge, various governmental certifications, communication skills, handling customer complaints, and creating a welcoming and friendly store and restaurant environment.

Furthermore, we implement a customer feedback system to continuously improve our service. Customers are encouraged to share their feedback and suggestions, which we review and act upon regularly. This not only helps us identify areas for improvement but also makes our customers feel valued and listened to. Providing indoor and outdoor dining options with a finely paired beer and wine selection is a result of existing customer input.

Lastly, we understand that great service goes beyond just the in-store experience. Therefore, we will ensure that our customers receive the same level of service and attention in all their interactions with us, whether it's through our website, social media, or over the phone. By providing a consistently high level of service across all touchpoints, we aim to build strong relationships with our customers and make Kolatek Baking Company their preferred choice for artisan breads, sandwiches, pierogi, and comfort food.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Advertising Strategy

- **Advertising Tactic: Local Business Outreach**

  Objective:

  To build relationships with local businesses who can become regular customers for business lunches and corporate events.

  Activities:

  We will conduct local business outreach by visiting nearby businesses to introduce ourselves and our offerings. We will provide samples of our artisan breads, sandwiches, pierogi, and comfort food for them to try.

  Implementation:

  Step 1: Research and list nearby businesses. Step 2: Prepare a presentation about our products and services. Step 3: Prepare samples of our products. Step 4: Visit the businesses, introduce ourselves, provide samples, and discuss potential partnerships. This implementation should be completed within a month.

- **Advertising Tactic: Social Media Campaign**

  Objective:

  To increase awareness of our products and services among foodies and artisan bread lovers in the local community.

  Activities:

  We will run a social media campaign showcasing our products, their preparation, and customer experiences. We will use platforms such as Facebook, Instagram, and Twitter to reach a wider audience.

  Implementation:

  Step 1: Create social media accounts if not already existing. Step 2: Develop a content calendar for posts. Step 3: Regularly post engaging content such as photos, videos, and customer testimonials. Step 4: Respond to comments and engage with followers. This implementation should be ongoing, with the initial setup completed within two weeks.

- **Advertising Tactic: Local Newspaper Advertisements**

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Objective:

To increase visibility among local residents and potential customers who read local newspapers.

Activities:

We will place ads in local newspapers highlighting our products and services, location, and unique selling points.

Implementation:

Step 1: Contact local newspapers for ad rates and deadlines. Step 2: Design an engaging and informative ad. Step 3: Submit the ad to the newspapers. Step 4: Monitor the ad's performance and adjust if necessary. This implementation should be completed within three weeks.

- **Advertising Tactic: Customer Loyalty Program**

Objective:

To encourage repeat business from our customers.

Activities:

We will implement a customer loyalty program where customers can earn points for every purchase, which can be redeemed for discounts or free items.

Implementation:

Step 1: Design the loyalty program structure. Step 2: Create a system to track customer purchases and points. Step 3: Promote the program to customers through in-store signage and social media. Step 4: Train staff on the loyalty program so they can promote it to customers. This implementation should be completed in one month.

- **Advertising Tactic: Food Festivals and Local Events**

Objective:

To showcase our products and attract new customers at local food festivals and events.

Activities:

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

We will participate in local food festivals and events where we can set up a stall to sell our products and offer samples.

Implementation:

Step 1: Research upcoming food festivals and local events. Step 2: Register for suitable events. Step 3: Plan the menu and prepare samples. Step 4: Set up a stall and engage with attendees at the events. This implementation should be ongoing, with participation in events as they occur.

Operations

Key Activities

- **Procurement of Quality Ingredients:** We ensure the procurement of high-quality ingredients for our products. This includes sourcing the finest grains for our artisan bread, fresh vegetables, and meats for our sandwiches, and authentic Polish ingredients for our comfort food. We work closely with our suppliers to ensure the quality and freshness of all our ingredients.
- **Production of Baked Goods:** Our baking process is meticulous and dedicated to quality. Our artisan breads are baked fresh daily, ensuring that our customers always receive the freshest products. We also prepare our Polish comfort food, such as pierogi and potato pancakes, with the same level of care and precision.
- **Customer Service:** Serving our customers with warmth and professionalism is a key part of our business. We ensure our staff is well-trained to provide excellent service, from taking orders to serving meals and handling customer inquiries.
- **Maintenance of Physical Location:** We maintain our physical location at 1916 N. Rand Rd. Palatine IL 60074 to a high standard. This includes regular cleaning, ensuring the comfort of our seating areas, and maintaining a welcoming atmosphere for our customers.
- **Menu Development:** We continually develop and refine our menu based on customer feedback and trends in the food industry. This ensures that we are always offering products that meet our customers' tastes and preferences.
- **Hours of Operation:** We will be open Monday to Sunday from 9am to 9pm.

Key Performance Indicators (KPIs)

- **Customer Satisfaction Rate:**
  Definition: This is the percentage of customers who rate their overall experience with our business as satisfactory or better.
  Importance: High customer satisfaction leads to repeat business and positive word-of-mouth, which can attract new customers.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Data Collection: We collect data through customer feedback forms and online reviews.

- **Food Waste Percentage:**
  Definition: This is the percentage of food that is discarded or not sold each day.
  Importance: Minimizing food waste can reduce costs and promote sustainability.
  Data Collection: We track our food waste through inventory management systems.
- **Average Sales Per Customer:**
  Definition: This is the average amount of money each customer spends per visit.
  Importance: Increasing this figure can boost revenue and profitability.
  Data Collection: We calculate this KPI by dividing total sales by the number of customers.
- **Number of Repeat Customers:**
  Definition: This is the number of customers who return to our business after their first visit.
  Importance: Repeat customers indicate customer loyalty and satisfaction.
  Data Collection: We track this KPI through our point-of-sale system.
- **Staff Turnover Rate:**
  Definition: This is the percentage of staff who leave our business over a certain period.
  Importance: A low staff turnover rate can indicate a positive working environment and reduce recruitment and training costs.
  Data Collection: We track this KPI through our human resources records.

Quality Control

At Kolatek Baking Company, we take quality control very seriously. We understand that the quality of our products directly impacts our reputation and customer satisfaction. Therefore, we have implemented several measures to ensure that our artisan breads, sandwiches, pierogi, and comfort food meet the highest standards.

Firstly, we source our ingredients from reliable and certified suppliers. We believe that quality begins with the ingredients, and we spare no effort to ensure that we use only the freshest and highest quality ingredients. We also maintain a strict adherence to food safety and hygiene standards, ensuring that our products are not only delicious but also safe for consumption.

Secondly, we have a team of experienced and skilled bakers and chefs who are trained to maintain consistency in our products. They follow strict recipes and procedures to ensure that every item we produce is of the same high quality. We also conduct regular training and workshops to keep our team updated with the latest baking techniques and trends.

Lastly, we conduct regular quality audits and inspections. These audits are designed to identify any potential issues or areas for improvement. This allows us to take corrective actions promptly and ensure that our customers always receive the best products.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Implementation Plan

Our investment will be strategically distributed to enhance our operations and improve our customer satisfaction. Here is how we plan to implement our investment items:

- Investment item 1: We will allocate $10,000 to upgrade our baking equipment. This will improve our efficiency and enable us to produce more products without compromising on quality. The upgrade will be carried out in phases to ensure minimal disruption to our operations.
- Investment item 2: We will invest $6,000 in new tables for our physical location. This will improve the dining experience for our customers and encourage them to spend more time at our bakery. We will carefully select tables that are both functional and aesthetically pleasing to create a warm and inviting atmosphere.
- Investment item 3: We will channel $4,000 into an ad campaign to increase our visibility and attract more customers. We will work with a professional marketing agency to create a compelling campaign that highlights our unique offerings. The campaign will be launched on various platforms to reach a wider audience.

We believe that this implementation plan will significantly improve our operations and contribute to our growth and success.

Technology Strategy

Technology Selection

- Point of Sale (POS) System: We will use a POS system that is specifically designed for food service businesses. This will allow us to manage orders, track inventory, and handle payments efficiently.
- Website and Online Ordering System: To extend our reach beyond our physical location, we will develop a website with an integrated online ordering system. This will allow customers to place orders for pickup or delivery.
- Social Media Platforms: We will utilize social media platforms such as Facebook and Instagram to market our products and interact with our customers.
- Inventory Management Software: To manage our ingredients and supplies, we will use inventory management software. This will help us track usage, predict demand, and avoid wastage.

Expected Technology Contribution

- POS System: The POS system will streamline our operations by automating order taking and payment processing. It will also provide valuable data that can help us understand our sales trends and customer preferences.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

- Website and Online Ordering System: The online ordering system will make it easier for customers to order our products, thereby increasing our sales. The website will also serve as a platform for us to showcase our products and share our story.
- Social Media Platforms: By using social media platforms, we can increase our brand visibility and engage with our customers. This can lead to increased customer loyalty and repeat business.
- Inventory Management Software: This software will help us maintain optimal inventory levels, reducing the risk of stockouts or wastage. It will also save us time by automating inventory tracking and reporting.

Technology Requirements

- POS System: The hardware requirements for the POS system include a touch screen monitor, cash drawer, receipt printer, and barcode scanner. The software should be compatible with our operating system and support credit card processing. A reliable internet connection is also necessary for cloud-based systems.
- Website and Online Ordering System: We have a web hosting service and a domain name for our website. The online ordering system requires a secure payment gateway and SSL certificate to protect customer information. A high-speed internet connection is also necessary.
- Social Media Platforms: We need a device with internet access to manage our social media accounts. No specific hardware or software is required.
- Inventory Management Software: The software should be compatible with our operating system and POS system. A reliable internet connection is necessary for cloud-based systems.

Technology Implementation

- Select a Tech Vendor: We will research and compare different vendors based on their product features, customer reviews, pricing, and customer support. We will also consider their experience in the food service industry.
- Purchase and Install Hardware: After selecting a vendor, we will purchase the necessary hardware and install it in our store. We will ensure that the hardware is set up correctly and tested before use.
- Set Up Software: We will install the software on our devices and configure it according to our needs. We will also train our staff on how to use the software effectively.
- Launch Website and Online Ordering System: We will design our website, integrate the online ordering system, and test it thoroughly before launch. We will also promote the launch on our social media platforms and in-store.
- Manage Social Media Accounts: We will create accounts on relevant social media platforms and start posting regularly. We will also engage with our followers by responding to comments and messages.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Technology Management

- Maintenance: We will schedule regular maintenance for our hardware and software to ensure their optimal performance. We will also keep our website and social media accounts updated with the latest information.
- Upgrades: We will monitor the latest technology trends and upgrade our systems as necessary. We will also take advantage of any new features or improvements offered by our vendors.
- Data Management: We will implement data backup and recovery procedures to protect our business data. We will also use the data from our POS system and social media platforms to make informed business decisions.
- Security: We will use antivirus software and firewalls to protect our systems from cyber threats. We will also ensure that our website and online ordering system are secure by regularly updating our SSL certificate and monitoring for any suspicious activity.

Digital Strategy

At Kolatek Baking Company, we understand the importance of a robust digital strategy in today's digital-centric world. We aim to leverage digital platforms to enhance our visibility, engage with our customers, and drive growth. Our digital strategy revolves around the following key elements:

- **Website Development:** We are developing a user-friendly and visually appealing website that reflects our brand identity. The website will provide detailed information about our products, services, and physical location. It will also have an online ordering feature for customers who prefer to pick up their orders.
- **Search Engine Optimization (SEO):** We will optimize our website to rank high on search engine results pages for keywords related to our products and services. This will increase our visibility online and attract more customers to our website and physical location.
- **Social Media Marketing:** We have an establish strong presence on popular social media platforms such as Facebook, Instagram, and Twitter. We will regularly post engaging content related to our products and services, and interact with our followers to build a loyal community around our brand.
- **Email Marketing:** We will build an email list of customers and send them regular newsletters featuring new products, special offers, and interesting content about our artisan breads and Polish comfort food. This will keep our brand top-of-mind and encourage repeat purchases.
- **Online Advertising:** We will use Google AdWords and social media advertising to reach a wider audience. We will target our ads based on demographics, interests, and location to attract potential customers who are likely to be interested in our products and services.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

- **Content Marketing:** We will create and share high-quality content that educates our audience about our products and the art of baking. This could be in the form of blog posts, videos, infographics, or e-books. This will position us as an authority in our field and attract more organic traffic to our website.
- **Online Reviews and Reputation Management:** We understand the influence of online reviews on customers' purchasing decisions. We will encourage our satisfied customers to leave positive reviews on platforms like Google and Yelp. We will also promptly address any negative feedback to improve our customer experience.
- **Mobile Marketing:** Considering the increasing use of smartphones, we will ensure our website is mobile-friendly. We will also explore the possibility of developing a mobile app that allows customers to place orders, earn loyalty points, and receive personalized offers.
- **Data Analytics:** We will use tools like Google Analytics to track our digital marketing efforts and understand our customers' behavior. This will enable us to make data-driven decisions and continually improve our digital strategy.

By implementing these tactics, we will effectively establish Kolatek Baking Company in the digital space, engage with our customers, and drive business growth. We are excited about the opportunities that digital marketing presents, and we look forward to embracing them to achieve our business goals.

Management

Management Structure

Organizational Hierarchy

The Kolatek Baking Company operates under a flat organizational structure. The Owner/Manager is at the top of the hierarchy, overseeing all operations and making strategic decisions. Underneath the Owner/Manager are the Baker, Cook, Sandwich Artist, Cashier, and Cleaner. Each employee has a specific role to play but is also expected to collaborate with others to ensure the smooth running of the business.

Decision-Making Process

The decision-making process at Kolatek Baking Company is largely centralized with the Owner/Manager making key decisions. However, there is a degree of decentralization as employees are encouraged to provide input and suggestions. This approach fosters a sense of ownership and responsibility among staff, resulting in a more engaged and motivated team.

Employee Roster

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

- **Owner/Manager:** The Owner/Manager is responsible for the overall operation of the business. Duties include strategic planning, financial management, marketing, and customer relations. The Owner/Manager also oversees staff, ensuring they are performing their roles effectively. The ideal candidate for this role should have strong leadership and business management skills, as well as experience in the food industry.
- **Baker:** The Baker is responsible for baking the artisan breads and other bakery items. Duties include preparing dough, operating baking equipment, and ensuring the quality of finished products. The Baker also assists with recipe development. The ideal candidate for this role should have professional baking experience, a passion for artisan bread, and a keen attention to detail.
- **Cook:** The Cook is responsible for preparing the Polish comfort food and street food items. Duties include ingredient preparation, cooking, and plating. The Cook also ensures the kitchen is clean and sanitary. The ideal candidate for this role should have professional cooking experience, knowledge of Polish cuisine, and strong hygiene practices.
- **Sandwich Artist:** The Sandwich Artist is responsible for preparing the assorted sandwiches. Duties include slicing bread, assembling sandwiches, and ensuring the quality of finished products. The Sandwich Artist also assists with customer service. The ideal candidate for this role should have food preparation experience, excellent customer service skills, and a passion for food.
- **Cashier:** The Cashier is responsible for handling cash transactions, taking orders, and providing customer service. Duties include operating the cash register, processing payments, and handling customer inquiries. The Cashier also assists with cleaning duties. The ideal candidate for this role should have cashier experience, excellent customer service skills, and a keen attention to detail.
- **Cleaner:** The Cleaner is responsible for maintaining the cleanliness of the business. Duties include cleaning the dining area, kitchen, and restrooms, and disposing of waste. The Cleaner also assists with dishwashing duties. The ideal candidate for this role should have cleaning experience, strong hygiene practices, and the ability to work unsupervised.

Recruitment

The recruitment process at Kolatek Baking Company will focus on attracting, screening, and selecting qualified individuals for each role. The company will utilize various recruitment channels such as online job platforms, social media, and local newspapers. The recruitment process will begin with a job posting that clearly outlines the responsibilities, qualifications, and skills required for each role. The company will also seek out referrals from current employees, as they are likely to recommend individuals who fit well with the company culture.

Upon receiving applications, a thorough screening process will be conducted to shortlist candidates. This will involve reviewing resumes and conducting initial phone interviews. Selected candidates will then be invited for in-person interviews. The interview process will

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

be rigorous, including a practical test for roles such as Baker, Cook, and Sandwich Artist, to assess their skills and passion for their craft. The final stage of the recruitment process will involve background checks and reference verification to ensure the integrity of the new hires.

Training and Development

At Kolatek Baking Company, we believe in the continuous growth and development of our employees. Therefore, we will implement a comprehensive training program for all new hires to ensure they are familiar with their roles and responsibilities, as well as the company's policies and culture. The training program will include both on-the-job training and formal training sessions. On-the-job training will be provided by experienced staff members, while formal training sessions will be conducted by external trainers or the Owner/Manager.

In addition to initial training, the company will invest in ongoing development opportunities for all employees. This could include workshops on customer service, food safety, and other relevant topics. We will also encourage employees to attend industry events and conferences to stay updated on the latest trends and techniques in the baking and food industry. Regular performance reviews will be conducted to identify areas of improvement and create individual development plans.

CSR Policy

Kolatek Baking Company is committed to operating in a socially responsible and ethical manner. We believe in giving back to our community and minimizing our environmental impact. As part of our Corporate Social Responsibility (CSR) policy, we will engage in various community initiatives such as local food drives, charity events, and sponsorship of local sports teams. We will also provide opportunities for our employees to volunteer in these initiatives, fostering a culture of giving and community involvement.

Furthermore, we aim to reduce our environmental footprint by implementing sustainable practices in our operations. This includes minimizing food waste, using energy-efficient appliances, and sourcing ingredients from local, sustainable suppliers. We will also encourage our customers to bring their own reusable containers for take-out orders, and we will offer discounts as an incentive. Through these actions, Kolatek Baking Company strives to be a responsible corporate citizen, contributing positively to our community and environment.

Growth Strategy

Market Development

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

As Kolatek Baking Company, we are proud of the reputation we have built in Palatine, IL. Our artisan breads, sandwiches, pierogi, and comfort food have been well-received by the community. However, we believe there is potential for us to expand our reach and share our quality products with a wider audience. We are exploring the possibility of opening new stores in strategic locations. These locations will be selected based on market research, taking into account factors such as population density, demographics, and local cuisine preferences. We are confident that our unique offerings will be a welcome addition to any community.

Another avenue for market development we are considering is the enhancement of our online presence. While our business is primarily physical location-based, we recognize the growing trend and convenience of online ordering and home delivery. We aim to create a user-friendly website where customers can easily place orders and choose between in-store pick-up or home delivery. This will not only allow us to serve our existing customers better but also reach potential customers beyond our physical store's immediate vicinity.

Product Development

We take pride in our product range at Kolatek Baking Company. However, we understand the importance of continuous product development to stay relevant and competitive in the market. We plan to expand our product line to include new types of artisan bread and unique sandwich offerings. We are also looking into creating seasonal menus that incorporate local and fresh ingredients to provide our customers with innovative and exciting food experiences.

Furthermore, we are considering the introduction of gluten-free and vegan options. We recognize the growing demand for these products and believe that offering these options will not only attract a new customer base but also provide more choices for our existing customers. We will ensure that these new products maintain the high quality and taste that Kolatek Baking Company is known for.

Partnerships

At Kolatek Baking Company, we believe in the power of collaboration. We are actively seeking partnerships with local businesses and suppliers. By sourcing our ingredients locally, we can support other local businesses while ensuring the quality and freshness of our products. We are also looking into partnering with local schools and organizations for catering services. This will not only increase our visibility in the community but also establish Kolatek Baking Company as a brand that supports the community.

Additionally, we are exploring the possibility of collaborating with online food delivery platforms. This partnership will complement our online ordering system and allow us to reach a wider audience. We are confident that these strategic partnerships will contribute significantly to Kolatek Baking Company's growth and success in the coming years.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

In conclusion, our growth strategy focuses on market development, product development, and strategic partnerships. We believe that through these strategies, Kolatek Baking Company will continue to thrive and bring our delightful artisan breads, sandwiches, pierogi, and comfort food to more customers.

Finance

Initial Investment ($ usd)

Investment Item	Cost
tables	6,000
ad campaign	4,000
	0
	0
	0
	0
	0
	0
	0
	0
Total	**10,000**

First Year Income Statement ($ usd)

First Year Income Statement Jan - Jun ($ usd)

	Jan	Feb	Mar	Apr	May	Jun
Revenue	**7,500**	**8,166**	**8,891**	**9,681**	**10,541**	**11,477**
Cost of Goods Sold	3,000	3,266	3,556	3,872	4,216	4,591
Gross Margin	**4,500**	**4,900**	**5,335**	**5,809**	**6,325**	**6,886**
Operating Expenses						
Wages and Benefits	450	490	533	581	632	689
Marketing	375	408	445	484	527	574
Rent	0	0	0	0	0	0
General Administrative	75	82	89	97	105	115
Depreciation	150	163	178	194	211	230
Utilities	0	0	0	0	0	0

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

	Jan	Feb	Mar	Apr	May	Jun
Other Expenses	75	82	89	97	105	115
Total Expenses	1,125	1,225	1,334	1,453	1,580	1,723
Earnings Before Interest and Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**3,375**	**3,675**	**4,001**	**4,356**	**4,745**	**5,163**
Income Taxes	675	735	800	871	949	1,033
Net Income	**2,700**	**2,940**	**3,201**	**3,485**	**3,796**	**4,130**

First Year Income Statement Jul - Dec ($ usd)

	Jul	Aug	Sep	Oct	Nov	Dec
Revenue	**12,496**	**13,606**	**14,815**	**16,131**	**17,564**	**19,124**
Cost of Goods Sold	4,998	5,442	5,926	6,452	7,026	7,650
Gross Margin	**7,498**	**8,164**	**8,889**	**9,679**	**10,538**	**11,474**
Operating Expenses						
Wages and Benefits	750	816	889	968	1,054	1,147
Marketing	625	680	741	807	878	956
Rent	0	0	0	0	0	0
General Administrative	125	136	148	161	176	191
Depreciation	250	272	296	323	351	382
Utilities	0	0	0	0	0	0
Other Expenses	125	136	148	161	176	191
Total Expenses	1,875	2,040	2,222	2,420	2,635	2,867
Earnings Before Interest and Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**
Interest Expense	0	0	0	0	0	0
Earnings Before Taxes	**5,623**	**6,124**	**6,667**	**7,259**	**7,903**	**8,607**
Income Taxes	1,125	1,225	1,333	1,452	1,581	1,721
Net Income	**4,498**	**4,899**	**5,334**	**5,807**	**6,322**	**6,886**

Income Statement Year 1 - 5 ($ usd)

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	**150,000**	**172,500**	**198,375**	**228,131**	**262,351**
Cost of Goods Sold	60,000	69,000	79,350	91,252	104,940
Gross Margin	**90,000**	**103,500**	**119,025**	**136,879**	**157,411**

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

	Year 1	Year 2	Year 3	Year 4	Year 5
Operating Expenses					
Wages and Benefits	9,000	10,350	11,903	13,688	15,741
Marketing	7,500	8,625	9,919	11,407	13,118
Rent	0	0	0	0	0
General Administrative	1,500	1,725	1,984	2,281	2,624
Depreciation	3,000	3,450	3,968	4,563	5,247
Utilities	0	0	0	0	0
Other Expenses	1,500	1,725	1,984	2,281	2,624
Total Expenses	22,500	25,875	29,758	34,220	39,354
Earnings Before Interest and Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Interest Expense	0	0	0	0	0
Earnings Before Taxes	**67,500**	**77,625**	**89,267**	**102,659**	**118,057**
Income Taxes	13,500	15,525	17,853	20,532	23,611
Net Income	**54,000**	**62,100**	**71,414**	**82,127**	**94,446**

Risk and Mitigation Plan

- **Risk 1: Food Safety and Quality Control**
  We recognize that a significant risk to our business is the potential for food safety incidents or quality control issues. These could range from foodborne illnesses due to improper food handling to customer dissatisfaction due to inconsistent product quality.
  Mitigation: To address this risk, we will implement strict food safety and quality control protocols. This includes regular staff training on food safety practices, routine kitchen inspections, and a robust system for tracking and addressing customer feedback. We will also ensure that we source our ingredients from reliable suppliers with stringent safety standards.
- **Risk 2: Business Interruption**
  As a physical location-based business, we are vulnerable to interruptions caused by unforeseen events such as natural disasters, power outages, or other emergencies that could temporarily halt operations.
  Mitigation: We will develop a comprehensive business continuity plan that outlines the steps to be taken in the event of such disruptions. This includes maintaining an emergency fund, having backup suppliers, and ensuring our insurance coverage is adequate to cover potential losses.
- **Risk 3: Employee Turnover**
  Given our small team of six, losing a key employee could significantly impact our operations. High turnover can also lead to inconsistent service and product quality.
  Mitigation: We will foster a positive work environment that values and rewards employee contributions. This includes providing competitive wages, offering

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

opportunities for professional development, and creating a supportive and inclusive culture.

- **Risk 4: Market Competition**
  The food industry is highly competitive, and there is always the risk of losing customers to other bakeries or restaurants offering similar products.
  Mitigation: We will differentiate ourselves by focusing on the uniqueness and quality of our products. Our Polish comfort food and street food offerings provide a unique selling point that sets us apart. We will also engage in regular market research to stay abreast of industry trends and customer preferences.
- **Risk 5: Regulatory Compliance**
  As a food business, we are subject to various local, state, and federal regulations. Non-compliance could result in fines, penalties, or even closure of our business.
  Mitigation: We will stay updated on all relevant food safety and business regulations and ensure that all aspects of our operations are compliant. We will also engage a legal advisor specializing in food industry regulations to provide guidance and ensure we meet all regulatory requirements.

Attachment: Business Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Attachment: Floor Plan (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Business Plan

March 2024

Attachment: Menu (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Menu

Crepes / Blintzes

Blueberry & Sweet Cream Crepes / Served cold (3 pieces)	$4.19
Strawberry & Sweet Cream Crepes / Served cold (3 pieces)	$5.19
Sweet Cheese Blintzes / Pan fried (3 pieces)	$5.39
Chicken & Mushroom Blintzes / Pan fried (3 pieces)	$6.69
BBQ Beef Blintzes / Pan fried with side of coleslaw (3 pieces)	$2.59

Zapiekanki (Mushroom Pizza Bread)

Cheese Zapiekanka	$4.19
Cheese, Peppers & Onions Zapiekanka	$5.19
Cheese, Bacon & Ham Zapiekanka	$5.39
Cheese, Peppers Onions, Bacon & Ham Zapiekanka	$6.69

Add any Special Sauce or combination of sauces

Attachment: Menu (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Hot Dogs & Polish Sausage (Pork, Beef or Veal)

EuroDawg / Grilled hot dog in a toasted brioche sleeve with choice of special sauce	$4.19
Maxwell Street Polish / Grilled Polish sausage, grilled onions, mustard on a poppy seed bun	$5.19
Cleveland Polish Boy / Grilled Polish sausage, Coleslaw, spicy BBQ sauce & topped with fries on a brioche bun	$5.39
Amsterdam Dog / Hot dog in cheesy pizza bread	$6.69
BIG-os Dog / Hot dog, grilled onions, Bigos (sauerkraut stew), yellow mustard in a brioche bun	$4.69
Southside Dinger / Grilled hot dog or sausage, grilled peppers, grilled onions, mustard on a brioche bun	$4.19
Tijuana Dog / Grilled bacon wrapped hot dog, grilled peppers onions & jalapeno in a brioche bun	$4.69
Hawaiian Polish / Grilled Polish sausage in a toasted brioche sleeve, zesty garlic lemon sauce, mango salsa	$5.99

Add Fries (Fresh Cut) $2.59

Special Sauces

- Creamy Garlic
- Remoulade (creamy, tangy, hint of spice & sweet)
- Awesome Sauce (smokey, creamy & giardiniera-y)
- Boss Sauce (Awesome Sauce just more spicy)
- Garlic Lemon Sauce
- Polish Ketchup / Regular or Spicy
- Mustard Sauce

Attachment: Menu (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Potato Pancakes

Potato Pancakes / (3 pieces)	$4.19
Potato Pancakes Parmesan / Topped with marinara sauce, mozzarella & parmesan cheese (3 pieces)	$5.19
Highlander Potato Pancakes / with beef goulash (3 pieces)	$5.39
Potato Pancake Brunch / with marinated salmon & dill cream (3 pieces)	$6.69

Pierogi

Potato & Cheese Pierogi / Pan fried with onions & bacon (12 pieces)	$4.19
Sauerkraut & Mushroom Pierogi / Pan fried with onions & bacon (12 pieces)	$5.19
Roast Pork Pierogi / Pan fried with onions & bacon (12 pieces)	$5.39
Sweet Cheese Pierogi / Pan fried with sweet cream (12 pieces)	$6.69
Blueberry Pierogi / Pan fried with brown sugar & sweet cream (12 pieces)	$4.69
Seasonal Fruit Pierogi / Pan fried with brown sugar & sweet cream (12 pieces)	$4.19

Attachment: Menu (1916 N. Rand Rd - Inc Class G Liq. Kolatek Baking Co.)

Consider an Ordinance Granting a Special Use for a Tattoo Business to Operate as a Unique Use at 574 W. Colfax Street

BACKGROUND:
The Petitioner is proposing to open a tattoo business and would occupy a single office within an existing tenant space. Therefore, the Petitioner is requesting approval of the following:

> **Special use to permit a tattoo business, as a Unique Use, at the subject property.**

KEY ISSUES:
- The Subject Property is an existing multi-tenant building in the Colfax Street manufacturing district. The proposed floor plan illustrates the use of a single office, within the 574 W. Colfax tenant space. The tenant space also has access to a check-in/waiting room, a storage/break room, and a bathroom.
- Per the submitted business plan, 1 - 3 clients are anticipated per day and the hours of operation would be 12 PM - 8 PM Monday to Saturday. Clients are required to make appointments, with appointments starting at 12 PM, 3 PM, and 6 PM. The parking requirement will not change for the property with the proposed tattoo business use. The Petitioner is working with the property owner to determine if there is space available on the existing monument sign for the business name. If there is not any available signage space on that sign, per Code, the business would be allowed to have nameplate signage on the access door to the tenant space, which is approximately 100 feet from W. Colfax Street.
- The business plan also addresses cleanliness and sterilization, with most of the tattooing supplies being disposable and thrown away in biohazard collection bins and collected by an appropriate agency. The tattoo machine itself is cleaned regularly, with a small UV Sanitation Box. The Petitioner also maintains a current bloodborne pathogen certification. All tattoo uses in the State of Illinois are required to register with the Illinois Department of Public Health. Additionally, the Cook County Department of Public Health inspects tattoo uses and investigates any complaints about their operation.
- The subject use is not contemplated by the Zoning Ordinance, and there is no history of approved tattoo businesses as Special Uses within the Village. Nevertheless, Staff believes that the proposed use complies with the Special Use requirements and would not be injurious to the surrounding properties. Ultimately, this is a policy matter for the Village Council to determine.

ALTERNATIVES:
1. Approve the Special Use to permit a tattoo business as a unique use at the subject property.
2. Do not approve the Special Use to permit a tattoo business as a unique use at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	None.
Vote:	The PZC voted unanimously to approve the Special Use to

permit a tattoo business at the subject property. Staff recommends action at the discretion of the Village Council.

ACTION REQUIRED:
A motion to approve the ordinance granting a Special Use to permit a tattoo business as a unique use at the subject property.

ATTACHMENTS:

- Aerial Map
- ORD SU 574 W Colfax St
- EXHIBIT - Floorplan
- EXHIBIT - Business Plan
- PZC Materials - May 14, 2024
- DRAFT PZC Minutes - May 14, 2024
- Public Notice

GISConsortium

574 W. Colfax Street



Attachment: Aerial Map (574 W. Colfax Street - SU Tattoo)

0 50 100 ft

Print Date: 4/5/2024

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.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE
574 W. COLFAX STREET

WHEREAS, pursuant to a petition and public hearing on May 14, 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 Special Use to permit a tattoo business as a Unique Use at the subject property pursuant to Section 12.01 (h) (19) of the Palatine Zoning Ordinance, on the following legally described property:

PARCEL 1: LOT 5 IN C. NEAL'S SUBDIVISION OF PART OF THE EAST HALF OF THE WEST HALF OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED APRIL 18, 1960 AS DOCUMENT 17831552, IN COOK COUNTY, ILLINOIS.

PARCEL: EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 1 OVER THE PRIVATE ROAD AS SHOWN ON C. NEAL'S SUBDIVISION AFORESAID, IN COOK COUNTY, ILLINOIS.

Commonly known as 574 W. Colfax Street (02-15-102-071-0000 and 02-15-102-072-0000).

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: Special Use to permit a tattoo business as a unique use at the subject property pursuant to Section 12.01 (h) (19) of the Palatine Zoning Ordinance, is hereby granted, subject to the following conditions:

1. **The Special Use shall substantially conform to the Floor Plan and Business**

Attachment: ORD SU 574 W Colfax St (574 W. Colfax Street - SU Tattoo)

Plan submitted by the Petitioner, Luke Kozlowski, TA2HOOLIGAN, LLC, except as such plans may be changed to conform to the Village Codes and Ordinances.

2. **In conjunction with the business license application, the Petitioner shall submit a current registration with the Illinois Department of Public Health and the other requisite certifications associated with the tattoo studio.**

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

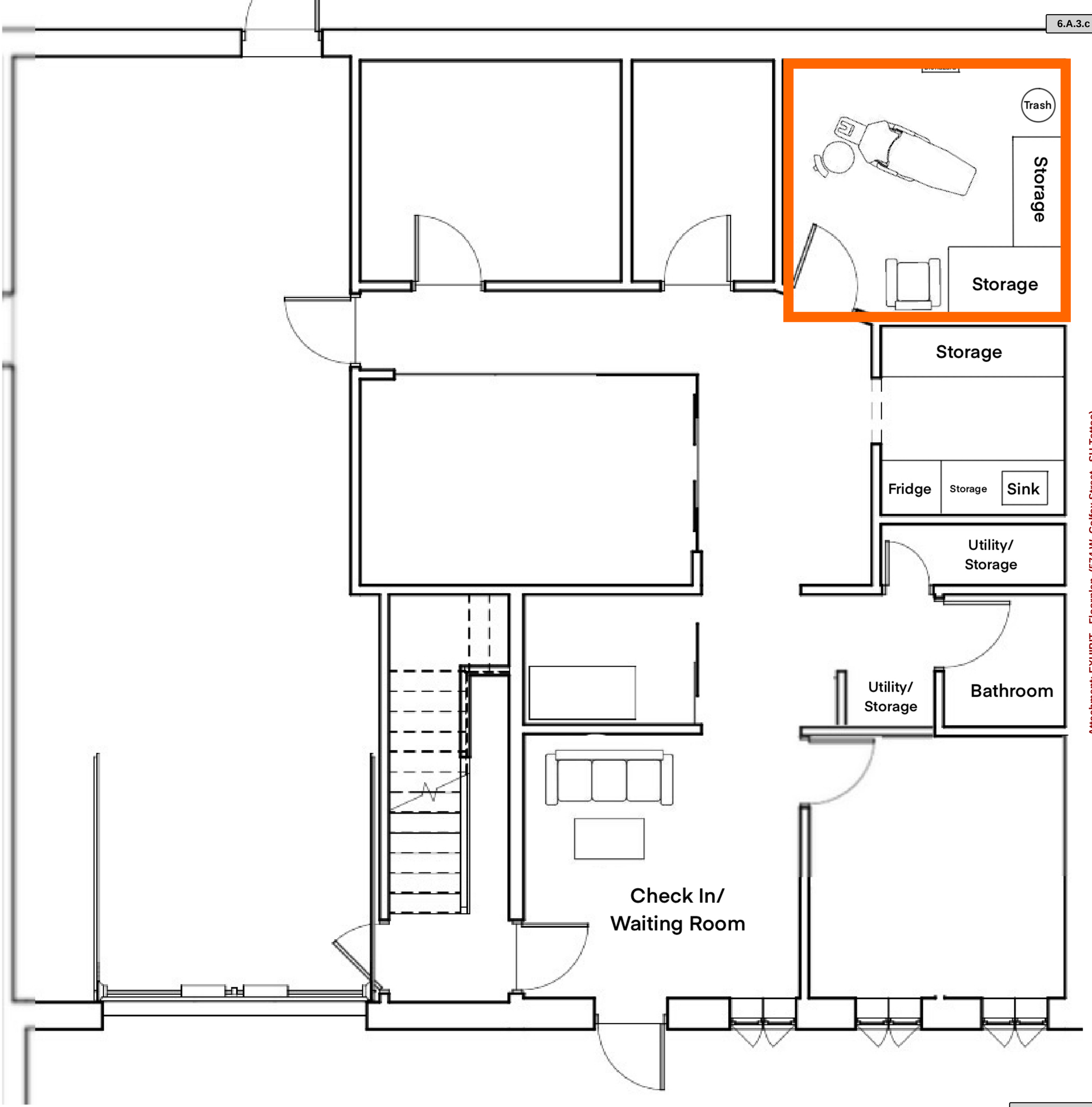
_____
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____day of _____, 2024

_____
Village Clerk

Attachment: ORD SU 574 W Colfax St (574 W. Colfax Street - SU Tattoo)



Attachment: EXHIBIT - Floorplan (574 W. Colfax Street - SU Tattoo)

TA2HOOLIGAN, LLC

Executive Summary

- **Mission Statement:**
  - At TA2HOOLIGAN, LLC, our mission is to provide a safe, welcoming, and artistic environment where individuals can express themselves through the timeless art of tattooing. We strive to deliver exceptional and personalized tattoo experiences, guided by a skilled artist who passionately collaborates with clients to bring their unique visions to life. With a commitment to professionalism, creativity, and hygiene, we aim to not only create beautiful body art but also to foster a community that celebrates self-expression and creativity.

- **Business Overview:**
  - TA2HOOLIGAN, LLC is a vibrant and modern tattoo studio currently located in Chicago,Illinois, looking to expand to an additional location in Palatine, Illinois to cater to existing suburban clients. Established in 2021, our studio is dedicated to providing high-quality tattoo services in a clean, welcoming, and creative environment. We offer a diverse range of tattoo styles, from traditional to contemporary, ensuring that each client's unique vision is brought to life with precision and artistry.
    At TA2HOOLIGAN, LLC, we prioritize client satisfaction and safety above all else. Our studio adheres to strict hygiene standards, using disposable and sterilized equipment for every tattoo session. We provide thorough consultations to understand our clients' ideas and preferences, offering expert advice and creative input to ensure the best possible tattoo design and placement.
    In addition to our commitment to exceptional tattoo artistry, we strive to create a positive and inclusive experience for every client who walks through our doors. Our studio fosters a welcoming and non-judgmental atmosphere, where individuals from all walks of life can feel comfortable expressing themselves through body art.

- **Product/Service Offering:**
  - **Custom Tattoo Design:** Our artists work closely with clients to create custom tattoo designs that reflect their individual style, personality, and preferences. From intricate black and grey realism to vibrant color illustrations, we have the expertise to execute a wide range of artistic concepts.
  - **Traditional Tattooing:** Embracing the timeless artistry of traditional tattooing, our studio offers classic designs inspired by various cultural and historical motifs. Whether it's bold Americana, Japanese irezumi, or Old School Sailor Jerry designs, we pay homage to traditional tattooing while infusing it with modern flair.
  - **Realism:** Our artists specialize in creating lifelike realism tattoos and portraits that capture the essence and detail of their subjects. Using advanced shading and highlighting techniques, we transform photographs and ideas into stunning and emotive tattoo art.
  - **Fine Line and Micro Tattoos:** For those seeking delicate and intricate designs, we offer fine line and micro tattoos that showcase meticulous detail and precision. Whether it's

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

minimalist linework or tiny illustrative pieces, our artists excel in creating small-scale tattoos that make a big impact.

- **Cover-up and Rework:** We understand that tattoos are a lifelong commitment, which is why we offer cover-up and rework services to transform existing tattoos into new works of art. Our artists excel in creatively incorporating existing tattoos into fresh designs or revitalizing old tattoos with enhanced detailing and color.
- **Consultations and Aftercare:** We prioritize client satisfaction and safety throughout the tattooing process, starting with thorough consultations to discuss design ideas, placement, and any questions or concerns. Additionally, we provide detailed aftercare instructions to ensure proper healing and longevity of the tattoo.
- At TA2HOOLIGAN, LLC, we are committed to delivering exceptional tattoo experiences that exceed our clients' expectations. Whether it's a small and meaningful tattoo or a large-scale custom design, we approach each project with creativity, professionalism, and a dedication to craftsmanship.

• Target Market:

- At TA2HOOLIGAN, LLC, we cater to a diverse range of individuals who appreciate quality tattoo artistry and seek a welcoming and professional environment for their tattoo experiences. Our target market includes:
  - **Art Enthusiasts**: Individuals who have a passion for art and see tattooing as a form of self-expression and wearable art. They appreciate the creativity and skill involved in tattoo design and are looking for talented artists who can bring their ideas to life with precision and flair.
  - **Tattoo Collectors:** Experienced tattoo enthusiasts who already have one or more tattoos and are seeking to add to their collection. They value high-quality tattoo work and are willing to invest in custom designs and intricate details to enhance their existing body art.
  - **First-Time Tattoo Clients:** Individuals who are considering getting their first tattoo and are seeking a professional and supportive environment for their tattoo experience. They may have questions or concerns about the tattooing process and are looking for knowledgeable artists who can provide guidance and reassurance.
  - **Cover-Up and Rework Clients:** Individuals who have existing tattoos that they wish to cover up, refresh, or enhance with additional artwork. They seek experienced artists who excel in cover-up and rework techniques and can creatively transform their existing tattoos into new designs they'll love.
  - By targeting these diverse segments of the population, TA2HOOLIGAN, LLC aims to create a vibrant and inclusive community of tattoo enthusiasts who share a passion for artistic expression and craftsmanship.

• Unique Selling Proposition (USP):

- At TA2HOOLIGAN, LLC, we pride ourselves on being more than just a tattoo studio – we are a creative sanctuary where artistry, professionalism, and community converge to deliver an unparalleled tattoo experience. Our unique selling proposition is rooted in three key pillars:
  - **Artistic Excellence:** We are home to a singular artist who is exceptionally talented and versatile, who is passionate about their craft. With diverse backgrounds and styles ranging from traditional to contemporary, our artist possesses the expertise to bring any tattoo vision to life with precision and creativity. Whether it's a custom design, realism, or intricate fine line work, our commitment to artistic excellence ensures that every tattoo is a masterpiece.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Client-Centric Approach:** At TA2HOOLIGAN, LLC, we prioritize the needs and preferences of our clients above all else. From the moment they walk through our doors, they are greeted with warmth, respect, and attentive service. We understand that getting a tattoo is a personal and meaningful experience, which is why we offer thorough consultations to discuss design ideas, placement, and any concerns. Our artist collaborates closely with clients throughout the tattooing process, ensuring that their vision is realized to perfection.
- **Community and Inclusivity:** We believe that tattooing is not just about the art on the skin, but also about the connections and sense of belonging it fosters within our community. TA2HOOLIGAN, LLC is a welcoming and inclusive space where individuals from all walks of life can come together to celebrate self-expression and creativity. Whether you're a first-time tattoo client or a seasoned collector, you'll find a supportive and non-judgmental environment where you can express yourself authentically.
- In summary, our unique selling proposition lies in our unwavering commitment to artistic excellence, client-centric approach, and fostering a vibrant and inclusive community. At TA2HOOLIGAN, LLC, we don't just tattoo – we create lasting works of art that resonate with meaning and emotion, leaving a lasting impression on both our clients and our community.

- **Financial Highlights:**
  - **Revenue Growth:** Over the past 2 years, TA2HOOLIGAN, LLC has demonstrated consistent revenue growth, driven by an expanding client base and increased demand for our tattoo services. Our strategic marketing efforts, positive word-of-mouth referrals, and strong online presence have contributed to steady revenue increases year over year.
  - **Profitability:** TA2HOOLIGAN, LLC maintains a healthy level of profitability, with strong gross margins resulting from our competitive pricing strategy and efficient operational processes. By optimizing our supply chain management and controlling operating expenses, we have been able to maximize profitability while delivering exceptional tattoo experiences to our clients.
  - **Investment in Quality:** We are committed to investing in the highest quality equipment, supplies, and talent to ensure that every tattoo produced at TA2HOOLIGAN, LLC meets the highest standards of excellence. Our dedication to quality not only enhances the overall client experience but also contributes to long-term profitability through repeat business and positive customer reviews.
  - **Financial Stability:** TA2HOOLIGAN, LLC maintains a strong financial position with prudent financial management practices, including maintaining adequate cash reserves, managing accounts receivable effectively, and staying current with financial obligations. This financial stability enables us to weather economic downturns and pursue growth opportunities as they arise.
  - **Future Growth Prospects:** Looking ahead, TA2HOOLIGAN, LLC is well-positioned for continued growth and success in the tattoo industry. We plan to expand our client base through targeted marketing initiatives, strategic partnerships, and community engagement efforts. Additionally, we will explore opportunities to diversify our revenue streams by introducing new services and expanding our geographic reach.
  - Overall, TA2HOOLIGAN, LLC is proud of its financial achievements and remains committed to continued growth, profitability, and delivering exceptional value to our clients.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Business Description

- **Business Concept:** Ta2HOOLIGAN,LLC is a single artist boutique tattoo studio dedicated to providing a unique and personalized tattoo experience for each client. Our studio is founded on the belief that tattooing is not just about the art on the skin, but also about the meaningful connections and transformative experiences it fosters. We aim to create a welcoming and inclusive space where individuals can express themselves authentically and leave with a tattoo that resonates with personal significance. To allow four us to foster that experience we run our studio on a by appointment only basis.

Key elements of our business concept include:

- **Artistic Excellence**: At TA2HOOLIGAN, LLC, we pride ourselves on our commitment to artistic excellence. We are home to an artist who is exceptionally talented and versatile, who is passionate about their craft. With diverse backgrounds and styles ranging from traditional to contemporary, our artist possesses the expertise to bring any tattoo vision to life with precision and creativity. Whether it's a custom design, realism, or intricate fine line work, our commitment to artistic excellence ensures that every tattoo is a masterpiece.
- **Client-Centric Approach:** We believe in putting our clients first and ensuring that their tattoo experience is nothing short of exceptional. From the moment they walk through our doors, they are greeted with warmth, respect, and attentive service. We offer thorough consultations to understand our clients' ideas and preferences, providing expert advice and guidance every step of the way. Our goal is to collaborate closely with our clients to create tattoos that not only look beautiful but also hold personal meaning and significance.
- **Hygiene and Safety:** TA2HOOLIGAN, LLC prioritizes the health and safety of our clients above all else. We adhere to strict hygiene protocols and industry best practices to ensure a clean and safe tattooing environment. Our studio is equipped with state-of-the-art sterilization equipment, and our artist uses disposable needles and single-use ink caps for every tattoo session. We utilize Medical Sharps containers as a means to ensure the safety of our clients and those around us, by disposing of biohazard material properly, to be collected by a medical waste disposal service at a later date. We are committed to maintaining the highest standards of hygiene and safety to provide our clients with peace of mind.
- **Community and Inclusivity:** TA2HOOLIGAN, LLC is more than just a tattoo studio – we are a community hub where individuals from all walks of life can come together to celebrate self-expression and creativity. We embrace diversity and inclusivity, creating a welcoming and non-judgmental space where everyone is encouraged to be themselves. Whether you're a first-time tattoo client or a seasoned collector, you'll find a supportive and inclusive community at TA2HOOLIGAN, LLC.
- **Continuous Learning and Growth:** We are passionate about our craft and committed to continuous learning and growth. Our artist regularly attends workshops, seminars, and conventions to stay updated on the latest tattooing techniques and trends. By investing in our artistic development, we ensure that we can offer our clients the highest quality tattoo artistry and stay at the forefront of the industry.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- Overall, TA2HOOLIGAN, LLC is not just a place to get a tattoo – it's an experience. We are dedicated to providing our clients with personalized and meaningful tattoo experiences that they will cherish for a lifetime.

- **Industry Analysis:** The tattoo industry has experienced significant growth and evolution in recent years, driven by shifting societal attitudes towards tattooing as a form of self-expression and body art. This industry analysis provides an overview of key trends, challenges, and opportunities within the tattoo studio sector.

Market Size and Growth:

- The tattoo industry has seen steady growth globally, with increasing demand for tattoo services across various demographics.
- According to IBISWorld, the tattoo industry in the United States alone generates over $1.6 billion in revenue annually, with a projected annual growth rate of 3.6%.

Changing Perceptions and Acceptance:

- Tattoos have become more mainstream and socially accepted, leading to a broader customer base that includes individuals from diverse age groups and professions.
- Millennials and Gen Z consumers, in particular, view tattoos as a means of self-expression and personal storytelling, contributing to the industry's growth.

Technological Advancements:

- Technological advancements have revolutionized the tattooing process, with innovations such as tattoo machines, ink formulations, and aftercare products enhancing the quality and safety of tattoo services.
- The availability of digital design tools and tattoo simulation software has also empowered clients to visualize their tattoo ideas more effectively, leading to greater customization and collaboration between artists and clients.

Regulatory Environment:

- The tattoo industry is subject to various health and safety regulations aimed at ensuring hygiene standards and preventing the spread of infectious diseases.
- Tattoo studios must adhere to licensing requirements, sterilization protocols, and bloodborne pathogen training to maintain compliance with local health regulations.

Competitive Landscape:

- The tattoo studio sector is highly fragmented, with a mix of independent studios, boutique shops, and chain franchises competing for market share.
- Competition within the industry is primarily driven by factors such as artistic reputation, service quality, pricing, and customer experience.

Opportunities for Differentiation:

- Tattoo studios can differentiate themselves by offering unique artistic styles, personalized client experiences, and specialized services such as cover-up tattoos, cosmetic tattooing, and body piercing.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- Emphasizing cleanliness, professionalism, and adherence to safety standards can also provide a competitive advantage in an increasingly discerning market.

Challenges and Considerations:

- Tattoo studios face challenges related to managing artist schedules, maintaining inventory, and navigating fluctuating demand cycles.
- Economic downturns and public health crises, such as the COVID-19 pandemic, can impact consumer spending on discretionary services like tattooing, necessitating strategic adaptation and contingency planning.

Future Outlook:

- The tattoo industry is expected to continue growing as tattooing becomes more socially acceptable and mainstream.
- Advancements in tattoo technology, increasing cultural diversity, and evolving consumer preferences will shape the future landscape of the tattoo studio sector.

In summary, the tattoo studio industry presents opportunities for growth and innovation, driven by changing societal attitudes towards tattooing and advancements in technology. Successful tattoo studios will need to prioritize artistic excellence, client satisfaction, and adherence to health and safety standards to thrive in an increasingly competitive market

- **Market Needs:**
  - **Artistic Expertise:**
    - Clients seek tattoo studios that employ skilled and versatile artists capable of bringing their unique visions to life with precision and creativity.
    - There is a demand for artists who specialize in various tattoo styles, from traditional to contemporary, to cater to diverse aesthetic preferences.
  - **Customization and Personalization:**
    - Clients desire personalized tattoo experiences that reflect their individuality and hold personal meaning.
    - There is a need for tattoo studios that offer thorough consultations and collaborative design processes to ensure that each tattoo is tailored to the client's preferences and lifestyle.
  - **Hygiene and Safety Standards**:
    - Clients prioritize cleanliness, hygiene, and adherence to safety protocols when choosing a tattoo studio.
    - There is a demand for studios that maintain strict sterilization practices, use high-quality disposable equipment, and prioritize the health and safety of both clients and artists.
  - **Positive Client Experience:**
    - Clients seek tattoo studios that provide a welcoming, professional, and non-judgmental environment for their tattoo experience.
    - There is a need for studios that prioritize customer service, communication, and transparency throughout the tattooing process to ensure a positive and memorable experience for clients.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Education and Guidance:**
  - Clients value studios that offer educational resources and guidance on tattoo aftercare, including proper healing techniques and skincare.
  - There is a need for studios that provide comprehensive aftercare instructions and ongoing support to help clients care for their tattoos and ensure optimal healing and longevity.
- **Community and Connection:**
  - Clients seek tattoo studios that foster a sense of community and connection, where they can share their tattoo experiences and connect with like-minded individuals.
- **Accessibility and Inclusivity:**
  - Clients value tattoo studios that are inclusive and accessible to individuals from all walks of life, regardless of age, gender, race, or background.
  - There is a need for studios that prioritize diversity, inclusivity, and cultural sensitivity to create a welcoming and accepting space for clients of diverse identities and experiences.

By addressing these market needs, a tattoo studio can differentiate itself, attract a loyal client base, and establish a strong reputation within the industry.

- **Market Trends:**
  - **Rise in Acceptance and Mainstream Appeal:**
    - Tattoos have become increasingly accepted and mainstream, transcending cultural and generational boundaries.
    - The growing acceptance of tattoos as a form of self-expression has led to a broader and more diverse client base seeking tattoo services.
  - **Customization and Personalization:**
    - There is a growing trend towards custom and personalized tattoo designs that reflect individual preferences, stories, and aesthetics.
    - Clients are seeking unique and meaningful tattoos that are tailored to their personalities, experiences, and values.
  - **Popularity of Fine Line and Minimalist Tattoos:**
    - Fine line and minimalist tattoo styles are experiencing a surge in popularity, particularly among younger demographics.
    - These delicate and intricate designs offer a subtle yet impactful form of self-expression and are favored for their aesthetic simplicity and versatility.
  - **Demand for Realism Tattoos:**
    - Realism tattoos, characterized by lifelike detail and shading, continue to be in high demand among clients seeking highly personalized and emotive tattoo art.
    - Advances in tattooing techniques and equipment have enhanced the ability of artists to create realistic and intricate portraits on skin.
  - **Interest in Cultural and Symbolic Tattoos:**
    - There is a growing interest in tattoos inspired by cultural symbols, heritage, and traditions, reflecting a desire for deeper connections to identity and heritage.
    - Clients are drawn to tattoos that symbolize cultural pride, spirituality, and meaningful life experiences, showcasing a diverse range of cultural influences and symbols.
  - **Focus on Health and Safety:**

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- With increased awareness of health and safety considerations, clients are prioritizing tattoo studios that uphold strict hygiene standards and adhere to industry best practices.
- Tattoo studios that invest in state-of-the-art sterilization equipment, use high-quality disposable materials, and maintain clean and sanitary environments are preferred by clients.

- **Innovation in Tattoo Technology:**
  - Technological advancements in tattoo equipment, ink formulations, and aftercare products are driving innovation and improving the tattooing experience.
  - Advanced tattoo machines, digital design tools, and innovative aftercare solutions are enhancing the precision, safety, and longevity of tattoo art.

By staying abreast of these market trends, tattoo studios can adapt their offerings, engage with clients effectively, and position themselves for success in an evolving industry landscape.

- **Competitive Analysis:**
  - **Competitor A:** Unbreakable Ink, Rolling Meadows

  - Strengths: Known for their specialization in realism and portrait tattoos, highly skilled artists, strong online presence with a large social media following.
  - Weaknesses: Limited availability for new clients due to high demand, higher pricing compared to some competitors.

- **Competitor B:** Studio M Tattoos, Arlington Heights

  - Strengths: Offers a wide range of tattoo styles, including traditional, neo-traditional, and Japanese, affordable pricing options, convenient location in a high-traffic area.
  - Weaknesses: Mixed reviews regarding customer service and artist availability, less emphasis on personalized consultations.

2. **Comparative Analysis:**

- **Artistic Expertise:** TA2HOOLIGAN, LLC distinguishes itself with a highly skilled and versatile artist who specialize in a diverse range of tattoo styles, including realism, traditional, fine line, and custom designs. This breadth of expertise allows TA2HOOLIGAN, LLC to cater to a wide range of client preferences and requests.
- **Customization and Personalization:** TA2HOOLIGAN, LLC sets itself apart by offering personalized tattoo experiences that prioritize client collaboration and customization. Thorough consultations and collaborative design processes ensure that each tattoo is tailored to the client's individual preferences, ensuring a unique and meaningful end result.
- **Hygiene and Safety Standards:** TA2HOOLIGAN, LLC prioritizes the health and safety of its clients and artists by maintaining strict hygiene protocols and adherence to safety standards. The studio invests in state-of-the-art sterilization equipment, uses high-quality

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

disposable materials, and upholds industry best practices to ensure a clean and safe tattooing environment.

- **Client Experience:** TA2HOOLIGAN,LLC differentiates itself through its commitment to providing a positive and memorable client experience. From the moment clients walk through the door, they are greeted with warmth, respect, and attentive service. The studio fosters a welcoming and non-judgmental atmosphere where clients feel comfortable expressing themselves authentically.

3. **Competitive Advantage:**

- **Artistic Excellence and Versatility:** TA2HOOLIGAN, LLC stands out with its artist who excels in various tattoo styles, ensuring that clients can find an artist who resonates with their aesthetic preferences and vision.
- **Personalized Client Experience:** By prioritizing personalized consultations and collaborative design processes, TA2HOOLIGAN, LLC creates unique tattoo experiences that reflect the individuality and preferences of each client.
- **Commitment to Health and Safety:** TA2HOOLIGAN, LLC maintains strict hygiene standards and adherence to safety protocols, providing clients with peace of mind and confidence in the studio's commitment to their well-being.
- **Community and Inclusivity:** TA2HOOLIGAN, LLC fosters a welcoming and inclusive environment where clients from all backgrounds feel accepted and valued, contributing to a strong sense of community and belonging.

In conclusion, TA2HOOLIGAN, LLC distinguishes itself in the competitive landscape through its artistic excellence, personalized client experience, commitment to health and safety, and emphasis on community and inclusivity. These factors contribute to TA2HOOLIGAN, LLC's competitive advantage and position it as a top choice for clients seeking exceptional tattoo services.

Marketing Plan

- **Target Market:** At TA2HOOLIGAN, LLC, we cater to a diverse range of individuals who appreciate quality tattoo artistry and seek a welcoming and professional environment for their tattoo experiences. Our target market includes:
  - **Art Enthusiasts**: Individuals who have a passion for art and see tattooing as a form of self-expression and wearable art. They appreciate the creativity and skill involved in tattoo design and are looking for talented artists who can bring their ideas to life with precision and flair.
  - **Tattoo Collectors:** Experienced tattoo enthusiasts who already have one or more tattoos and are seeking to add to their collection. They value high-quality tattoo work and are willing to invest in custom designs and intricate details to enhance their existing body art.
  - **First-Time Tattoo Clients:** Individuals who are considering getting their first tattoo and are seeking a professional and supportive environment for their tattoo experience. They may have questions or concerns about the tattooing process and are looking for knowledgeable artists who can provide guidance and reassurance.
  - **Cover-Up and Rework Clients:** Individuals who have existing tattoos that they wish to cover up, refresh, or enhance with additional artwork. They seek experienced artists who

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

excel in cover-up and rework techniques and can creatively transform their existing tattoos into new designs they'll love.

- By targeting these diverse segments of the population, TA2HOOLIGAN, LLC aims to create a vibrant and inclusive community of tattoo enthusiasts who share a passion for artistic expression and craftsmanship.

• Marketing Strategies:

- **Online Presence and Social Media Marketing:**
- Establish a strong online presence through a professionally designed website that showcases the studio's portfolio, artist profiles, and client testimonials.
- Leverage social media platforms such as Instagram, Facebook, and TikTok to share high-quality images and videos of tattoo art, behind-the-scenes glimpses, artist interviews, and client stories.
- Engage with followers by responding to comments, hosting Q&A sessions, and running interactive polls and contests to foster community engagement.
- **Search Engine Optimization (SEO) and Local Listings:**
  - Optimize the studio's website for relevant keywords related to tattooing, artistic styles, and geographic location to improve search engine visibility.
  - Claim and optimize local business listings on platforms like Google My Business, Yelp, and Bing Places to enhance local search visibility and attract nearby clients.
- **Content Marketing and Blogging:**
  - Create informative and engaging content on topics related to tattoo art, design inspiration, aftercare tips, and tattoo culture to position the studio as a thought leader in the industry.
  - Maintain a blog on the studio's website featuring articles, tutorials, artist spotlights, and client stories to provide value to visitors and attract organic traffic.
- **Email Marketing and Newsletters:**
  - Build an email list of clients and subscribers interested in receiving updates, promotions, and exclusive offers from the studio.
  - Send regular newsletters featuring new tattoo designs, artist features, upcoming events, and special promotions to keep subscribers engaged and encourage repeat business.
- **Partnerships and Collaborations:**
  - Establish partnerships with local businesses, influencers, and community organizations to cross-promote services, host joint events, and expand the studio's reach.
  - Collaborate with complementary businesses such as hair salons, clothing boutiques, or music venues to offer package deals or exclusive discounts to shared clientele.
- **Referral Programs and Loyalty Rewards:**
  - Implement a referral program that rewards clients for referring friends and family to the studio with discounts, freebies, or exclusive perks.
  - Offer a loyalty rewards program where clients earn points or discounts for each tattoo session, encouraging repeat business and building customer loyalty.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Professional Networking and Industry Events:**
  - Attend tattoo conventions, industry trade shows, and networking events to connect with other artists, suppliers, and industry professionals.
  - Participate in local art festivals, craft fairs, and community events to showcase tattoo art and engage with potential clients in person.
- **Online Reviews and Testimonials:**
  - Encourage satisfied clients to leave positive reviews and testimonials on platforms like Google, Yelp, and Facebook to build social proof and credibility.
  - Respond promptly and professionally to all reviews, whether positive or negative, to demonstrate the studio's commitment to customer satisfaction and service excellence.

By implementing these marketing strategies, TA2HOOLIGAN, LLC can effectively promote its tattoo services, attract new clients, and foster a loyal customer base while establishing itself as a reputable and sought-after tattoo studio in the industry.

- ## Sales Strategy:
- **Consultative Selling Approach:**
  - Adopt a consultative selling approach focused on understanding the needs, preferences, and goals of each client.
  - Provide personalized consultations where clients can discuss their tattoo ideas, artistic preferences, placement options, and any concerns they may have.
- **Portfolio Showcase:**
  - Showcase a diverse portfolio of tattoo designs and styles to inspire clients and showcase the artistic capabilities of the studio's tattoo artists.
  - Create a visually appealing portfolio book or digital gallery on the studio's website and social media platforms to highlight past work and demonstrate the range of artistic styles available.
- **Educational Sales Process:**
  - Educate clients about the tattooing process, including pre-tattoo preparation, tattoo design considerations, tattoo aftercare, and healing timelines.
  - Provide detailed information about hygiene and safety practices followed by the studio to reassure clients and address any concerns they may have.
- **Upselling and Cross-Selling Opportunities:**
  - Identify upselling and cross-selling opportunities to enhance the client experience and increase sales.
  - Offer additional services such as tattoo aftercare products to complement the client's tattoo experience.
- **Promotional Sales and Discounts:**
  - Implement promotional sales and discounts during seasonal events, holidays, or special occasions to attract new clients and incentivize repeat business.
  - Offer package deals or discounted rates for multiple tattoo sessions, group bookings, or referrals to encourage clients to book additional appointments.
- **Customer Relationship Management (CRM):**
  - Implement a customer relationship management (CRM) system to track client preferences, appointment history, and communication interactions.
  - Use CRM data to personalize client interactions, send targeted promotions, and follow up with clients to ensure satisfaction and encourage repeat business.
- **Online Booking and Scheduling:**

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

    - Offer online booking and scheduling options through the studio's website or mobile app to streamline the appointment booking process and improve accessibility for clients.
    - Provide clear instructions for scheduling appointments, including availability, deposit requirements, and cancellation policies, to facilitate a smooth booking experience.
- **Follow-Up and Aftercare Support:**
    - Follow up with clients after tattoo sessions to ensure satisfaction and address any post-tattoo concerns or questions they may have.
    - Provide comprehensive aftercare instructions and support to clients to facilitate proper healing and ensure the longevity of their tattoos.
- **Feedback and Continuous Improvement:**
    - Encourage clients to provide feedback on their tattoo experience through surveys, reviews, or testimonials.
    - Use client feedback to identify areas for improvement, refine sales and service processes, and enhance the overall client experience.

By implementing these sales strategies, TA2HOOLIGAN, LLC can effectively engage with clients, showcase its artistic capabilities, and drive sales while delivering exceptional tattoo experiences and fostering long-term client relationships.

- **Customer Relationship Management:**
    - Establish and maintain a centralized client database containing detailed information about each client, including contact details, appointment history, tattoo preferences, and special requests.
    - Use a CRM software platform to organize and manage client data efficiently, ensuring easy access to information and facilitating personalized client interactions.
- **Appointment Scheduling and Reminders:**
    - Implement an online booking system integrated with the studio's website and social media platforms to allow clients to schedule appointments conveniently.
    - Send automated appointment reminders via email or SMS to clients to minimize no-shows and ensure timely arrival for scheduled tattoo sessions.
- **Personalized Consultations:**
    - Conduct personalized consultations with each client to discuss their tattoo ideas, artistic preferences, placement options, and any concerns they may have.
    - Take detailed notes during consultations and update client profiles with relevant information to tailor future interactions and tattoo designs to the client's preferences.
- **Follow-Up Communication:**
    - Follow up with clients after tattoo sessions to ensure satisfaction and address any post-tattoo concerns or questions they may have.
    - Send personalized thank-you notes or emails expressing gratitude for their business and inviting them to share their feedback on their tattoo experience.
- **Feedback Collection and Analysis:**
    - Collect feedback from clients through surveys, reviews, or testimonials to gather insights into their tattoo experience and satisfaction levels.
    - Analyze feedback data to identify areas for improvement, address client concerns, and enhance the overall client experience.
- **Client Engagement and Education:**

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

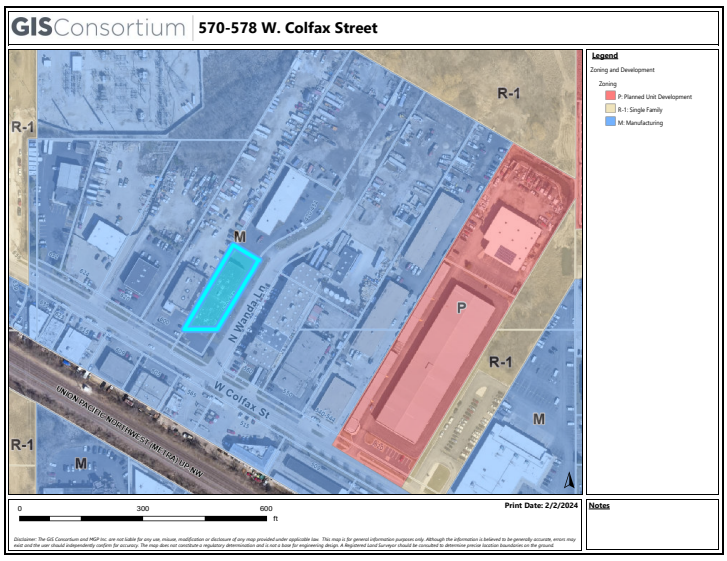
- Engage with clients through regular communication channels, including email newsletters, social media updates, and blog posts, to share relevant tattoo-related content, artist spotlights, and studio news.
- Provide educational resources and tips on tattoo aftercare, design inspiration, and industry trends to empower clients and enhance their tattoo knowledge.

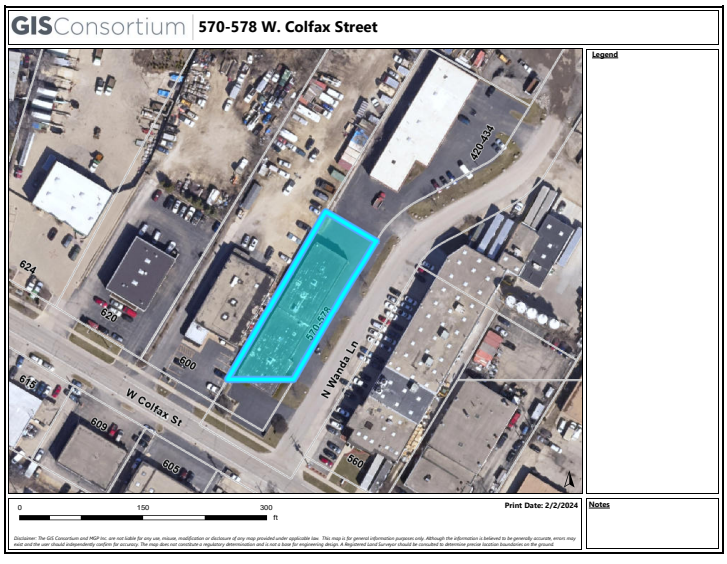
- **Client Loyalty and Rewards Program:**
  - Implement a client loyalty program to reward repeat business and encourage client retention.
  - Offer loyalty rewards such as discounts, freebies, or exclusive perks for clients who book multiple tattoo sessions or refer friends and family to the studio.

By implementing this CRM plan, TA2HOOLIGAN, LLC can effectively manage client relationships, enhance the client experience, and foster long-term loyalty and satisfaction among its clientele

Operations Plan

- **Location:** 574 W Colfax St
Palatine, IL 60067 United States

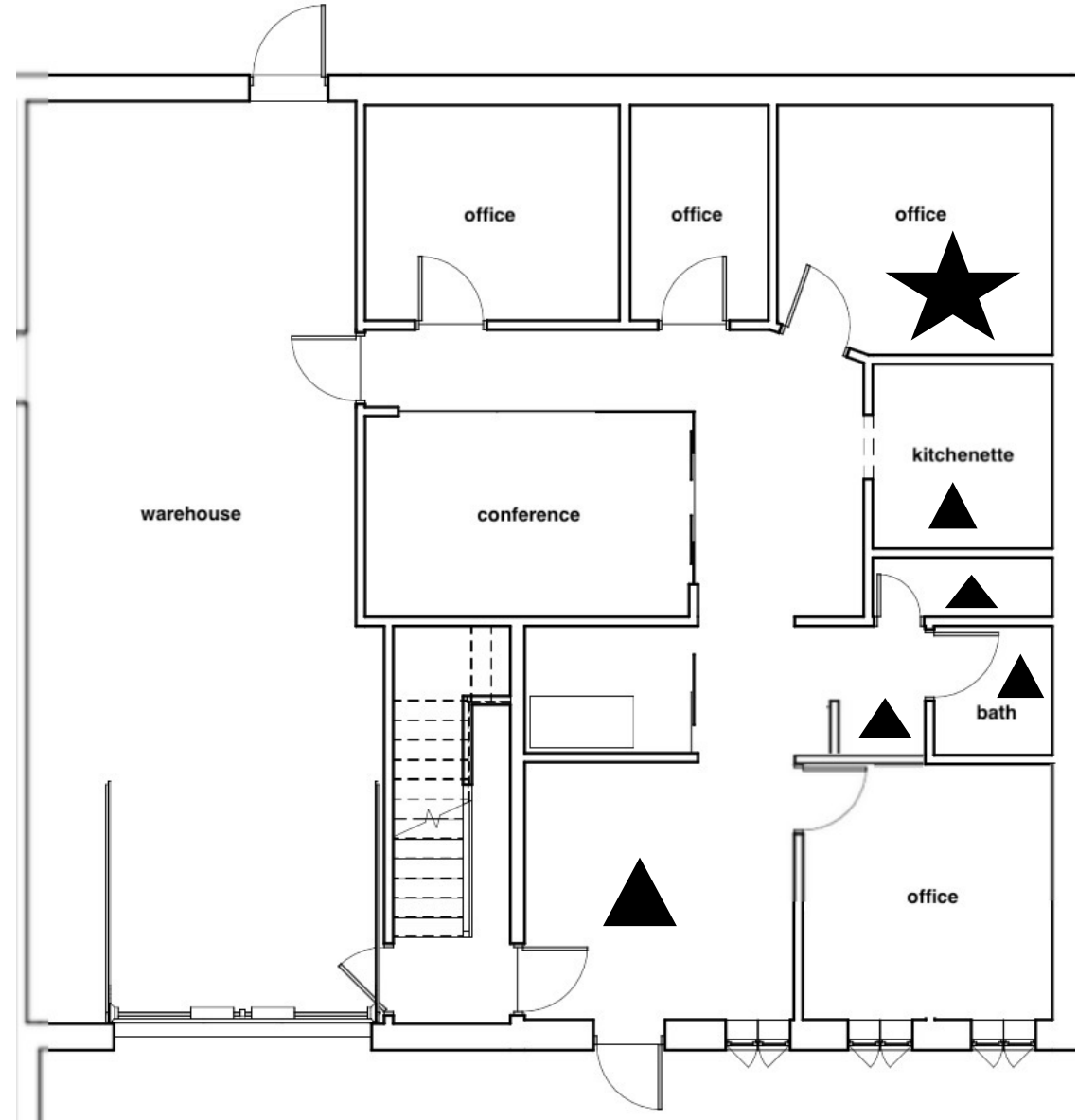


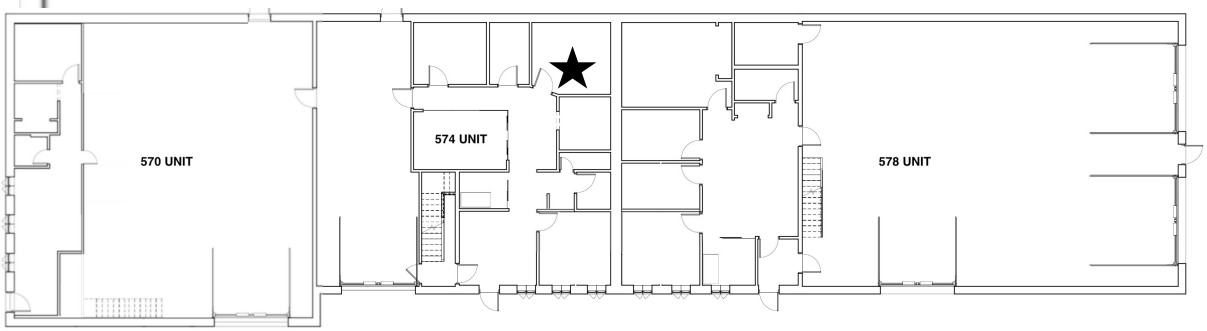


Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Facilities:** TA2HOOLIGAN, LLC has reached an agreement to rent out an office space in UNIT 574 at 574 W Colfax St Palatine, IL 60067 United States. Occupying the back right corner office in UNIT 574 (STAR). Also, allowing for access to the Waiting room and common areas. Such as the Bathroom, Kitchenette and storage areas(Triangle).

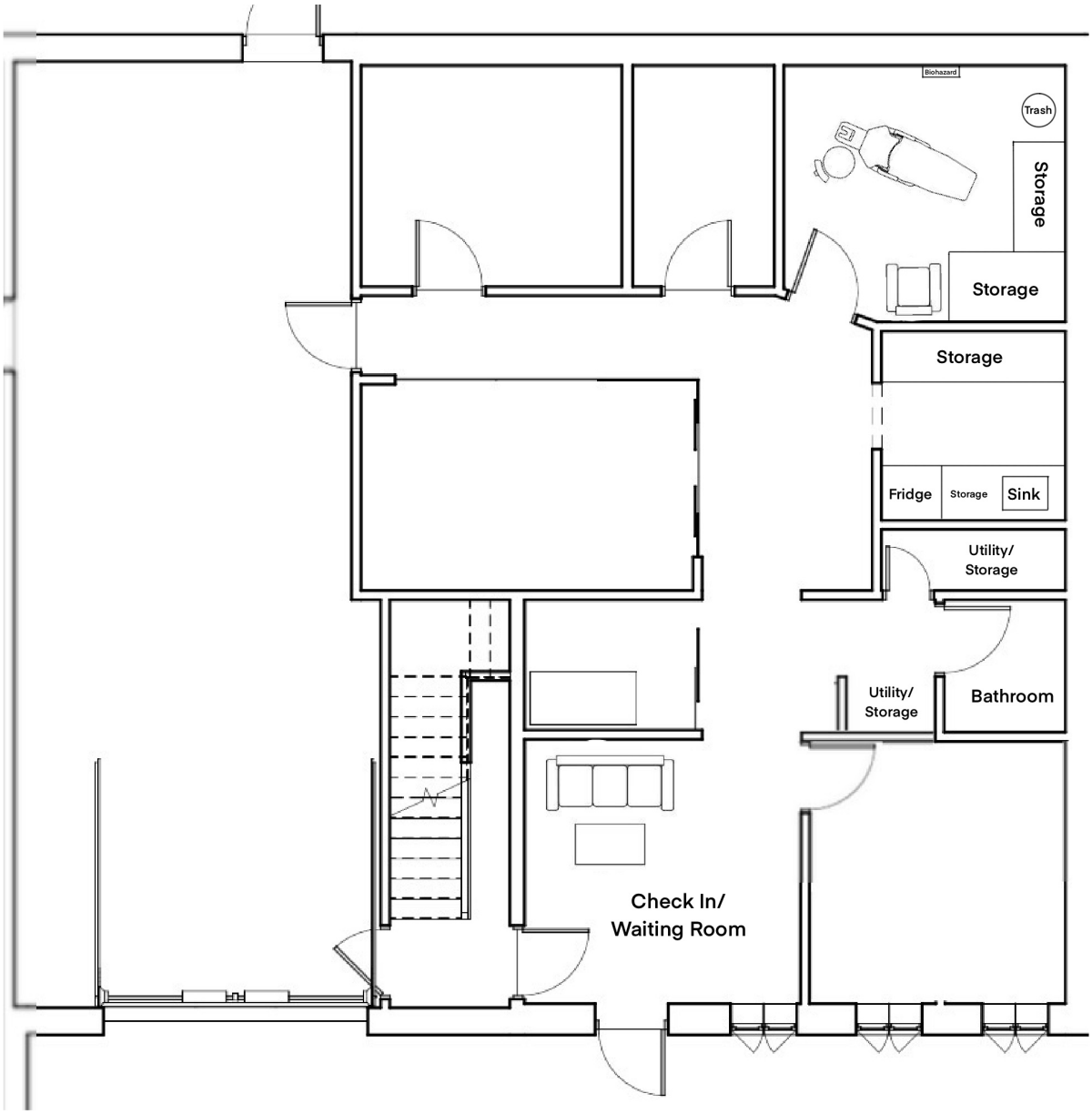
- **Hours of Operation**
- Open: Monday - Saturday 12P.M. to 8P.M.
- By appointment only, with appointments starting at 12P.M., 3P.M. and 6P.M.
- On average 1-3 Clients per day





Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Floor Plan:



Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Studio Layout and Design:**
  - Design the studio layout to optimize space utilization and workflow efficiency, ensuring a comfortable and functional environment for both clients and artists.
  - Allocate separate areas for tattoo stations, waiting area, and sterilization, to facilitate smooth operations and maintain hygiene standards.
- **Tattoo Station:**
  - Install individual tattoo stations equipped with ergonomic chairs or tables, adjustable lighting, and ample workspace for artists to perform tattoo sessions comfortably and efficiently.
  - Ensure adequate ventilation and air circulation in each tattoo station to maintain a comfortable and hygienic environment for clients and artists.
- **Waiting Area:**
  - Create a welcoming and comfortable waiting area for clients, featuring comfortable seating, reading materials, and artwork displays to enhance the overall client experience.
  - Provide amenities such as complimentary beverages, Wi-Fi access, and charging stations to accommodate clients while they wait for their appointments.

- **Sterilization:**
  - All supplies used by the artist are disposable, and will be grown away into biohazard collection bins, to be collected by the appropriate biohazard collection agency.
  - Due to improvements in the tattoo industry, gone are the days of large Ultrasonic Cleaners for sanitation purposes. Nowadays, with most of the supplies being disposable, the only object that needs to be cleaned regularly is the Tattoo Machine itself. This can be done with a small 3”x8” UV Sanitation Box.
  - Implement strict hygiene protocols and infection control measures in the sterilization to maintain a safe and sanitary tattooing environment for clients and artists.
- **Biohazardous Waste Management:**
  - Supplies that are disposable are to be stored in a medical sharps container. To be picked up on a reoccurring monthly basis.
  - Services will be OSHA compliant, EPA compliant, and HIPAA compliant.
  - Disposal services have been requested from a local business named BioMedical Waste Solutions, serving the entire Northwest suburbs of Chicago.
- **BioMedical Waste Solutions, LLC**
  - BioMedical Waste Solutions, LLC, offers a complete line of disposal and compliance services for either small health care facilities or large health care systems. Medical Waste Disposal services individually tailored to your location’s specific needs.

    - Sharps Disposal by Mail services to help small health practices and rural locations dispose of their medical waste in an affordable, compliant mail disposal system.
    - OSHA Medical Compliance packages to educate and ensure your practice is compliant with all OSHA guidelines and regulations.
- **Storage and Inventory Management:**
  - Allocate designated storage areas for tattoo supplies, equipment, and inventory to ensure organization, accessibility, and security.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

    - Implement inventory management systems and procedures to track stock levels, reorder supplies, and prevent stockouts or overstocking of essential tattooing materials.
- **Accessibility and Safety Features:**
    - Ensure compliance with building codes and accessibility standards to accommodate clients with disabilities and mobility limitations.
    - Install safety features such as fire extinguishers, emergency exits, first aid kits, and evacuation plans to ensure the safety and well-being of clients and staff in case of emergencies.
- **Ambiance and Décor:**
    - Decorate the studio with artwork, murals, and décor elements that reflect the studio's brand identity and artistic style, creating a visually appealing and inspiring atmosphere for clients and artists.
    - Use lighting, color schemes, and furnishings to create a comfortable and inviting ambiance that enhances the overall client experience and promotes relaxation during tattoo sessions.

By implementing this facilities plan, TA2HOOLIGAN, LLC can create a functional, comfortable, and aesthetically pleasing environment that supports the studio's operations, enhances the client experience, and fosters a positive and productive work environment for artists and staff.

- **Production Process:** By Appointment Only
- **Client Consultation:**
    - The production process begins with a client consultation, where the tattoo artist meets with the client to discuss their tattoo ideas, artistic preferences, and desired tattoo placement.
    - During the consultation, the artist listens to the client's vision, offers design suggestions, and provides guidance on tattoo size, style, and placement to ensure the client's expectations are met.
- **Design Development:**
    - Based on the client's input and preferences gathered during the consultation, the tattoo artist develops a custom tattoo design tailored to the client's specifications.
    - The artist may create sketches, digital mockups, or stencil designs to present to the client for approval and feedback before finalizing the tattoo design.
- **Stencil Application:**
    - Once the tattoo design is approved by the client, the artist creates a stencil or transfer of the design using transfer paper and stencil gel.
    - The stencil is applied to the client's skin in the desired tattoo placement area, providing a precise outline for the artist to follow during the tattooing process.
- **Tattooing Process:**
    - With the stencil in place, the tattoo artist begins the tattooing process using a tattoo machine equipped with sterilized needles and ink.
    - The artist carefully follows the outline of the stencil, gradually filling in the design with shading, coloring, and detailing to bring the tattoo to life.
    - Throughout the tattooing process, the artist maintains open communication with the client, ensuring their comfort and satisfaction with the tattoo design and progress.
- **Aftercare Instructions:**

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

    - Upon completion of the tattoo session, the artist provides the client with detailed aftercare instructions to promote proper healing and long-term tattoo maintenance.
    - The artist explains the importance of keeping the tattoo clean, moisturized, and protected from sun exposure during the healing process, as well as any specific aftercare products or recommendations.
- **Follow-Up and Touch-Up Sessions:**
    - After the initial tattoo session, the artist may schedule follow-up appointments for touch-up sessions or additional detailing, if necessary.
    - During follow-up sessions, the artist addresses any areas of the tattoo that may require adjustments or enhancements, ensuring the client's complete satisfaction with the final result.
- **Client Satisfaction and Feedback:**
    - Throughout the production process, the tattoo studio prioritizes client satisfaction and feedback, encouraging open communication and collaboration between clients and artists.
    - The studio solicits feedback from clients after each tattoo session to gauge satisfaction levels, address any concerns or issues, and continuously improve the quality of service and client experience.

By following this production process, TA2HOOLIGAN, LLC ensures a seamless and personalized tattooing experience for clients, from initial consultation to final touch-up sessions, while maintaining a focus on quality, creativity, and client satisfaction

- **Quality Control:** At TA2HOOLIGAN, LLC, we are committed to maintaining the highest standards of quality and excellence in every aspect of our tattooing services. Our quality control measures are designed to ensure that each client receives a safe, hygienic, and exceptional tattooing experience that exceeds their expectations.
    - **Hygiene and Sterilization:** We adhere to strict hygiene and sterilization protocols to create a clean and safe tattooing environment for both clients and artists. Our studio is equipped with state-of-the-art sterilization equipment, and we follow industry best practices to sterilize all tattoo equipment and surfaces before and after each tattoo session.
    - **Artistic Excellence:** Our team of talented and experienced tattoo artists is dedicated to delivering artwork of the highest caliber. We take pride in our craftsmanship and attention to detail, ensuring that each tattoo design is executed with precision, creativity, and artistic flair.
    - **Client Satisfaction:** We prioritize client satisfaction and strive to exceed our clients' expectations with every tattoo session. From personalized consultations to thorough aftercare instructions, we are committed to providing a positive and memorable experience for each client.
    - **Continuous Improvement:** We continuously evaluate and improve our processes and procedures to enhance the quality of our services and the overall client experience. We welcome feedback from our clients and use it to identify areas for improvement and implement necessary changes.
    - **Compliance and Safety:** We are committed to complying with all relevant health and safety regulations and maintaining a safe and compliant tattooing environment. Our studio undergoes regular inspections and audits to ensure that we meet or exceed industry standards for health, safety, and cleanliness.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

- **Professionalism and Ethics:** We conduct ourselves with professionalism, integrity, and ethical conduct in all aspects of our business. Our team members are trained to uphold the highest standards of professionalism and to treat every client with respect, dignity, and confidentiality.

At TA2HOOLIGAN, LLC, quality is not just a goal; it is a fundamental principle that guides everything we do. We are dedicated to delivering exceptional tattooing services that reflect our commitment to quality, creativity, and client satisfaction.

- **Suppliers:** Tattoo studios typically source their supplies from specialized tattoo supply companies and distributors. These suppliers offer a wide range of products specifically designed for the tattoo industry, including tattoo machines, needles, ink, tattooing equipment, sterilization supplies, aftercare products, and other tattooing essentials.

Some common suppliers and distributors of tattoo studio supplies include:

- Eternal Ink
- Intenze Tattoo Ink
- World Famous Tattoo Ink
- FK Irons
- Cheyenne Professional Tattoo Equipment
- Hustle Butter Deluxe
- Dynamic Color Company
- Electrum Tattoo Stencil Primer
- Inkjecta Tattoo Machines
- TATSoul
- Hildbrandt Tattoo Supply
- Amazon
- Kingpin Tattoo Supply
- Painful Pleasures
- Eikon Device
- True Tubes
- Kwadron Needles
- Tattoo Goo
- Saniderm Tattoo Aftercare
- Stencil Stuff

These suppliers offer a variety of products to meet the needs of tattoo studios, ranging from high-quality tattoo ink and needles to essential sterilization and aftercare supplies. Tattoo studios may choose to establish relationships with multiple suppliers to access a broader range of products and ensure a consistent supply of essential tattooing materials.

Management Team

- **Founders/Key Management:** Luke Kozlowski is the visionary behind TA2HOOLIGAN, LLC, a tattoo studio born out of a passion for artistry, creativity, and self-expression. With a lifelong fascination with tattooing and a deep appreciation for the rich cultural heritage of tattoo art, Luke Kozlowski embarked on a journey to create a space where clients could experience the transformative power of tattoos in a welcoming and inclusive environment. Apprenticing over 5 years ago in Chicago, Luke learned the ins and outs of the tattoo industry in a highly competitive market, giving him the skills and expertise he has today.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Driven by a relentless pursuit of excellence and a commitment to pushing artistic boundaries, Luke Kozlowski brings a unique blend of creativity, innovation, and business acumen toTA2HOOLIGAN, LLC. With a background in fine arts and design, Luke Kozlowski channels their artistic talents and entrepreneurial spirit into building TA2HOOLIGAN, LLC into a reputable and sought-after destination for tattoo enthusiasts and art lovers alike.

As the founder of TA2HOOLIGAN, LLC, Luke Kozlowski is deeply involved in every aspect of the studio's operations, from overseeing artistic direction and client relations to managing business development and strategic growth initiatives. Luke Kozlowski is dedicated to creating an environment where talented artists can thrive, clients feel empowered to express themselves authentically, and the art of tattooing is celebrated as a form of self-expression and personal empowerment.

Key Management:

1. **Sole Tattoo Artist:** Luke Kozlowski

Luke Kozlowski is the creative force behind TA2HOOLIGAN, LLC's artistic vision, leading to deliver exceptional tattooing experiences to clients. With 5 years of experience in the tattoo industry and a diverse portfolio showcasing expertise in various tattoo styles, Luke brings a wealth of knowledge, skill, and creativity to TA2HOOLIGAN, LLC. As the sole tattoo artist, he oversees quality assurance to ensure that every tattoo created at TA2HOOLIGAN, LLC meets the highest standards of excellence.

2. **Studio Manager:** Luke Kozlowski

Luke Kozlowski is the driving force behind TA2HOOLIGAN, LLC's day-to-day operations, overseeing studio management, client relations, and administrative tasks to ensure smooth and efficient studio operations. With a background in business management and a passion for customer service, Luke is dedicated to creating a positive and welcoming atmosphere for clients and staff alike. From managing appointment bookings and scheduling to handling client inquiries and resolving issues, Luke plays a pivotal role in ensuring that TA2HOOLIGAN, LLC remains a trusted and reputable destination for tattoo enthusiasts.

3. **Head of Marketing and Branding:** Luke Kozlowski

Luke Kozlowski is responsible for TA2HOOLIGAN, LLC's marketing strategy, brand development, and promotional initiatives to elevate the studio's visibility and attract new clients. With a background in marketing and a passion for creative storytelling, Luke leverages digital marketing, social media, and community engagement to showcase TA2HOOLIGAN, LLC's unique artistic offerings and build meaningful connections with clients and the broader tattoo community. By crafting compelling brand narratives and engaging content, Luke plays a vital role in positioning TA2HOOLIGAN, LLC as a leading authority in tattoo artistry and self-expression.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Luke Kozlowski

Palatine, Illinois, United States

lukekozlowski17@gmail.com

linkedin.com/in/ta2hooligan

Summary

Dependable and highly motivated Tattoo Artist in the Chicago Looking for the best opportunities to to better himself mentally, financially, and physically.

Experience

Tattoo Artist
Ta2Hooligan, LLC
Aug 2019 - Present (4 years 7 months)

Screen Printer
AOV, LLC
Aug 2018 - Nov 2018 (4 months)

Busboy
Tap House Grill Addictive Food/Creative Brews
Apr 2016 - Jan 2018 (1 year 10 months)

Sales Associate
Zumiez
Aug 2015 - Jan 2016 (6 months)

Telemarketer
Quality Customer Service & Sales (QCSS)
Mar 2015 - Jan 2016 (11 months)

Grocery Clerk
Mariano's
Apr 2015 - Aug 2015 (5 months)

Education

Harvard Business School Online
Other; Certificate in Entrepreneurship Essentials
Sep 2023 - Oct 2023

University of Colorado Boulder



Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:
Bloodborne Pathogens
Infectious Disease Control
Best Practices / Precautions

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

Luke Kozlowski

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 1 year. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#:**E9DD5F**

Completion: **February 22, 2024**
Instructor: **Paul J. Scruton**

COURSE PROVIDED BY:
NationalCPRFoundation™

Signature:

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

State of Illinois
Illinois Department of Public Health

Establishment's name, address and phone number

_____

_____

_____

What to Know Before Getting a Tattoo

While a tattoo may only take a few minutes to acquire, it is permanent. You should understand the risks and research the process before gettin a tattoo. Tattooing involves breaking the skin, one of your body's main protective barriers. This means you may be more susceptible to skin and blood infections. Specific risks include:

Bloodborne diseases. If the equipment used to do your tattoo is contaminated with the blood of an infected person, you can contract number of serious bloodborne diseases. These include hepatitis C, hepatitis B, tetanus and HIV, the virus that causes AIDS.

Skin infections. The use of unsterile equipment or re-used ink can result in skin infections, ranging from minor to potentially serious antibiotic resistant infections. Symptoms may include redness, swelling, or pus-like drainage.

Granulomas. Bumps may form around the site of the tattoo as a reaction to the ink.

Scars and keloids. The ink may cause scars and keloids (raised, ridged areas caused by overgrowth of scar tissue).

Allergic reactions. The ink may cause an itchy rash at the tattoo site.

Swelling or burning. Tattooed areas may swell or burn during Magnetic resonance imaging (MRI) exams.

Additional topics to discuss with your body art professional include their Bloodborne Pathogen Training, the establishment's proficiency requirements, and the establishment's autoclave monthly spore test results.

If **abnormal** itching, irritation, redness, swelling or fever should appear, please contact a physician immediately. These could be signs of a potentially serious medical condition that should be addressed.

To ensure that your body art procedure heals properly, we ask that you disclose if you have or have had any of the following conditions. Disclosure does not legally prevent you from having a body art procedure.

Yes	*No*	*Diabetes*
Yes	*No*	*History of hemophilia (bleeding)*
Yes	*No*	*History of skin diseases, skin lesions, or skin sensitivities to soaps, disinfectants, etc.*
Yes	*No*	*History of allergies or adverse reactions to pigments, dyes or other skin sensitivities such as latex*
Yes	*No*	*History of epilepsy, seizures, fainting or narcolepsy*
Yes	*No*	*Use of medications, such as anticoagulants that thin the blood and/or interfere with blood clotting*
Yes	*No*	*Human immunodeficiency virus (HIV)*
Yes	*No*	*Hepatitis*

Please list any other information that might be relevant to your body art procedure:

_____

_____

Client name _____

Client signature _____

Artist name _____

Artist signature _____

Date _____

Copy of client's photo identification *if* collected

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

The Illinois Department of Public Health
Division of Food, Drugs and Dairies
Springfield, Illinois • 217-785-2439

Printed by Authority of the State of Illinois
P.O. #5210321 2.5M 8/09

IOCT0177-10

BODY ART ESTABLISHMENT REGISTRATION or TANNING FACILITY PERMIT APPLICA

Date Received by IDPH	Illinois Department of Public Health Division of Environmental Health 525 W Jefferson St. Springfield IL 62761 Phone 217-785-2439 Fax 217-782-0943 TTY (hearing impaired) 800-547-0466 Email dph.bodyart@illinois.gov or dph.tan@illinois.gov	*Permit or Registration Number* _____ FM#_____ Fee Paid $_____

Purpose of Application (check one)

☐ New
☐ Change of Ownership
☐ Change of Location Effective:_____List Previous Address Here:_____

_____

I am applying for the following registration/permit (check one). I understand fees are due with application submittal.

Check Here	***Registration or Permit Type***	***You Must Complete Section(s)***	***Fee***
	Body Art **Permanent** Business	1 & 2	Base $500 See *
	Body Art **Mobile** Business	1 & 2	Base $500 See *
	Body Art **Temporary** Event	3	Flat $250
	Tanning Facility	1 & 4	Flat $250

IMPORTANT: The registration or permit fee is due at time of application submission. This is a non-refundable fee. Checks or money orders should be made out to the Illinois Department of Public Health. The application and review process from when we receive the application to when you should have the inspector contact you to set up the inspection is APPROXIMATELY 4 to 6 weeks. This is dependent upon the number of applications received for review, the completeness of your application, and the schedule of the inspector responsible for your area.

* The Body Art permanent and mobile business registration fee is **$500**. This fee includes one work station. If you have more than one workstation, an additional **$50** per work station is required. For example, if you have a total of 3 work stations, your fee will be $600 ($500 + 2 x $50 = $600).
To calculate your body art fee: $500 + (Total number of work stations after the first one x $50) = Fee Due

Mail this completed application and fee to: **Illinois Department of Public Health**
Division of Environmental Health
525 W. Jefferson Street (Floor 3)
Springfield, IL. 62761

SECTION 1

** Denotes Mandatory Information*

Legal Name of Business*		***Start date***
Doing Business As (if applicable)		
Physical Facility Address*		***County****
City*	***State****	***Zip code (+ 4 if known)****
Business Phone No. (include area code)*	***Emergency/Cell Phone No.***	
Facility Email Address (please print clearly)*	***Web Address***	
Days and hours of Operation		

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Section 1 cont.

Owner and/or Operator of Business

Owner or Operator First and Last Name*		***Age****
Owner or Operator Address*		
City*	***State****	***Zip code (+ 4 if known)****
Owner Phone No. (include area code)*	***Owner Email Address****	

Ownership Type *(Check applicable box and complete information)*

	Sole Proprietor/Individual List Name:
	Partnership/Multiple Owners List Name of Each Owner:
	Government
	Non-Profit
	Cooperative List exact full cooperate name:
	Limited Liability Company (LLC)* List complete name of LLC and FEIN:
	Corporation List Complete name of Corp and FEIN:
*If either a LLC or Corporation, list the registered agent on file with the Secretary of State here:	

Mailing Address

Check here _____ if the mailing address is the same as the physical address (do not have to re-type below).
Check here _____ if the mailing address is the same as the owner's address (do not have to re-type below).

Mailing Address		
City	***State***	***Zip code (+ 4 if known)***

Certification Statement

This application must be signed by the owner, if an individual; by one of the partners, if a partnership; or by an officer of the company or corporation.

I affirm that I am the owner, partner or officer of the firm name as shown on page one, that I am authorized on the part of said applicant to verify and file with the Illinois Department of Public Health this application, and that I have a full working knowledge of the matters set forth herein and that all of same are true in substance and fact.

Print Name: _____

Signature: _____

Title: _____ Date: _____

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

SECTION 2 Body Art Establishment

List Equipment used for tattoo and/or body piercing services such as sterilizers, tattoo machines, cleaning systems, Autoclave, etc. Do not include disposable supplies.

Type	Year of manufacture if available

List Number of Work Stations located in business: _____

If mobile, list home base address of establishment: _____
_____
_____

IMPORTANT ADDITIONAL REQUIREMENTS for BODY ART ESTABLISHMENTS

Along with this application, you **MUST** attach the four documents described below. See ***Appendix A*** for detailed requirements/instructions.

- Operational Procedures
- Establishment Floor Plan
- Aftercare Instructions
- Parental Consent Form (applicable to piercing services only)

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

SECTION 3 Body Art Temporary Event

Complete all information to avoid delay in registration.

Event Name		
Reason for event: Educational, Trade Show, Product Demonstration		
Address		
City	Zip	County
Date(s) of Events		Number of Workstations
Business or Booth Name		
List all artists working in Booth (attach additional sheet if needed) Name_____ Age_____ _____ _____ _____ _____ _____		
Contact Name		Telephone Number (_____)_____-_____
Contact Email		
SIGNATURE OF APPLICANT		
Permanent Business Contact Information		
Name	Address	
City	State	Zip
Telephone (_____) _____-_____		

IMPORTANT REQUIREMENTS FOR BODY ART **TEMPORARY EVENT**

Proof of OSHA compliant blood borne pathogen training MUST be available for all artists upon inspection on the opening day of event.

Each individual business/booth must apply separately.

The operator must identify the location of hand sinks accessible to the artists (not located within a bathroom).

See ***Appendix B*** for Temporary Establishment Registration Information.

If there are any questions or concerns, please call 217/785-2439 or email dph.bodyart@illinois.gov

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

SECTION 4 Tanning Facility Application

Primary Operation of Facility (check box and complete description if "Other")

	Tanning Facility		Health Club		Hotel/Motel
	Beauty Salon		Barber Shop		Residence
	Other; Describe Here:				

Please provide **complete** information for **each piece** of tanning **equipment** in this facility. Types of equipment may include bed canopy, bed bench, stand-up booth, free-standing facial unit, etc.

Room ID	Manufacturer	Model	Serial Numbers	Year of Manufacturer	Equipment Type

Attach Additional Sheet(s) if more equipment information is to be provided.

IMPORTANT ADDITIONAL REQUIREMENTS for TANNING FACILITIES

Along with this application, you **MUST** attach the facility generated **OPERATING PROCEDURES** using the outline provided in ***Appendix C*** (Note: all points on the provided outline must be addressed to be considered complete.)

If there are any questions or concerns, please call 217/785-2439 or email dph.tan@illinois.gov

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

APPENDIX A, B and C

Appendix A; Body Art Operational Procedures/Floor Plan/Aftercare Instructions

Appendix B; Temporary Establishment Registration Information

Appendix C; Tanning Facility Written Operating Procedures

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Appendix A

The Body Art Establishment Registration application requires applicants to submit copies of Operational Procedures, Establishment Floor Plan, Aftercare Instructions and a parental consent form (only in cases where piercing is available for minors).

Attachment 1: Operational Procedures
Please describe the following procedures for your Body Art facility in the provided space and then return this form with your application. If you do not have enough room feel free to attach additional information.
Sterilization methods used for all reusable Items (State 100% disposable if applicable).
Testing methods used to ensure all sterilized items remain sterilized. Include spore testing company and frequency if applicable.
Methods used for maintaining records for all procedures performed, ie: name, date, photos, etc.
Methods used to ensure client is 18 years of age, ie: make copy of state issued ID.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Methods for collection of parental consent if client is a minor requesting piercing procedure (please also attach parental consent form) or mark N/A if no piercing available.
Methods used for preparing site where tattoo going to be located.
Methods for aftercare procedure and client instructions.
Workstation cleanup methods after procedure is completed, including product used to sterilize surfaces.
Methods used to deal with a possible emergency (example - call 911).
For Reference: Body Art Code 797.800, 797.900, 797.1000

Attachment 2: Floor Plan of Establishment
Please attach a floor plan of your establishment that includes the following elements:
• Aerial view of facility • Entrance and Exits • Location of workstations • Location of hand sinks (1 per 6 stations), must be separate from restrooms. • Sterilization area (If applicable) • Washroom • Storage Room

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

The attachment does not require an architectural drawing or blue print and can include additional features if desired.
For Reference: Body Art Code: 797.1100 B, G, H

Attachment 3: Aftercare Instructions
Please provide the aftercare instructions given to a client after their procedure. The instructions should include directions on using any washes, salves or creams, the rinse schedule and the actions that need to be taken if problems arise as a result of the procedure.

Attachment 4: Parental Consent
Please include a copy of the consent form used to obtain the parental consent for minors when Body Piercing procedures are made available. *If this service is not available, a consent form shall not be required.*

All questions should be sent to dph.bodyart@illinois.gov

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

APPENDIX B

Section 797.1400 Temporary Establishment Registration Information

A temporary certificate of registration may be issued by the Department for educational, trade show or product demonstration purposes that include body art procedures. The temporary certificate of registration shall be valid for a maximum of 14 calendar days. (Section 20 of Act)

Refer to the Body Art Legal Base for complete list of requirements.

1. A body art establishment who wishes to obtain a temporary certificate of registration shall submit a temporary certificate of registration application for review to the Department at least 30 days prior to the event.
2. A temporary certificate of registration non-refundable fee of $250 shall be paid for each booth at each event. All body artist shall be 18 years of age and over.
3. The Department shall not issue the temporary certificate of registration if the holder of a temporary certificate of registration fails to comply with all requirements of the Body Art Legal Base.
4. An inspection of the location identified on the temporary certificate of registration application shall be required prior to the performance of any body art procedures. The inspector will contact the responsible party listed on the application prior to the event to set up the required inspection time.
5. The establishment shall be contained in a completely enclosed location.
6. The temporary certificate of registration shall be prominently posted along with the warning statement provided by the Department (see Section 797.600(c)).
7. Copies of documentation of proof of Blood borne pathogen training for all artists are required to be available for review during inspection.
8. Conveniently located hand-washing facilities with liquid soap, paper towels and hot and cold water under adequate pressure shall be provided. Drainage in accordance with local plumbing codes is to be provided. Alcohol-based single-use hand wipes shall be available in each work station to augment the hand-washing requirements of this Section.
9. The establishment shall provide instrument sterilizing equipment in compliance with this Part, on which a spore test has been performed 30 or fewer days prior to the date of the event, **or** only single-use prepackaged sterilized equipment shall be allowed.
10. In performing body art procedures, the body artist/apprentice shall wear single-use medical grade gloves. Gloves shall be changed if they become contaminated by contact with any non-clean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed before the next pair of gloves is donned.
11. Sharps ready for disposal shall be disposed of in approved sharps disposal containers. Storage of regulated waste on site shall comply with the regulations in 29 CFR 1910.1030
12. No person shall perform any tattoo procedure upon a person under the age of 18 years that is prohibited by Sections 12-10 through 12-10.2(c) of the Criminal Code of 1961. Age verification shall be obtained by government issued identification containing a birth date and photograph
13. In other procedures, such as piercing, the parent or legal guardian shall sign a consent form.
14. Any body artist can refuse service to any individual, at any time, and for any reason.
15. Contact Body Art Program staff at dph.bodyart@illinois.gov with questions. *Revised 02/18*

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

All Tanning facilities are required to submit a written copy of their operating procedures to be used in the facility as well as an attachment to the facility's application for a permit. Please include the following form with your answers attached to the application for permit.

Operational Procedures
Please describe the following procedures for your Tanning facility in the provided space and then return with this form with your application. If you do not have enough room feel free to attach additional information.
The procedure for an operator to ensure that all clients are at least annually offered a written copy of the warning
The procedure for proving and documenting whether the client is 18 years of age or over and able to tan.
The procedure the facility follows to handle the presence of children that accompany a client.
The procedure the operator must follow to obtain client information on prescription and nonprescription medications, consumed or used prior to the start of each tanning session, and the procedure for informing clients about photosensitizing substances.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

The facility procedure for dealing with pregnant women who wish to tan.

6.A.3.d

The operators' method for ensuring and documenting that clients have not used services of any tanning facility in the preceding twenty-four hours.

The system for maintain complete and accurate records on clients' use of tanning Facility. Details on what information is collected and in what format. If electronic, procedures should describe data storage and back-up methods.

The operator's procedures for instructing clients on how to use the training equipment.

The procedure for determine and recording the client's appropriate skin type, using the IDPH provided skin type chart.

The procedure for thoroughly documenting and promptly reporting tanning injuries as specified in Tanning Facilities Code, Section 795.200

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

The procedures for conducting regularly scheduled maintenance of the tanning equipment, particularly as required by the manufacturer of each tanning unit.
Procedures for the accurate preparation of the facility's sanitizing solution and a description of how it is to be tested and stored in properly labeled containers. Are step by step procedures provided to the operator
A thorough procedure of equipment cleaning procedures by facility operators. Operators are responsible for cleaning and sanitizing tanning equipment after each use. No clients are responsible for cleaning.
A thorough description of eyewear sanitizing procedures (if the facility provides reusable eyewear for its clients. Are step by step procedures provided to the operator?
The procedure for cleaning and sanitizing the restroom which must be cleaned and sanitized at least once a day. The specific tasks described and who is responsible for each task must also be included.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

The procedures for the operator to preform while assisting the inspector during an Inspection. The operator must have access to all information required by the inspector including the client records, the operators' training records, and the compatibility documentation for lamp replacement.
A thorough description of the training method (the "What" and "How") to be used for each operator, covering the ten areas described in tanning facilities code. Operators may not be left unattended until training is complete.
For Reference: Tanning Facilities Code: 795.180, 795.150(a), 795.200

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

Body Art Establishment Fee Structure

Submit registration fee of $500.00 US dollars for the establishment and one work station. An additional $50.00 US dollars is needed for each additional work station (over one). Refer to the examples below when calculating your Body Art Establishment fee.

Establishments with:

1 work station	$ 500.00
2 work stations	$ 550.00
3 work stations	$ 600.00
4 work stations	$ 650.00
5 work stations	$ 700.00
6 work stations	$ 750.00
7 work stations	$ 800.00
8 work stations	$ 850.00
9 work stations	$ 900.00
10 work stations	$ 950.00
11 work stations	$1000.00
12 work stations	$1050.00
13 work stations	$1100.00
14 work stations	$1150.00
15 work stations	$1200.00

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TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER m: FOOD DRUGS AND COSMETICS
PART 797 BODY ART CODE

- Section 797.100 Definitions
- Section 797.200 Incorporated and Referenced Materials
- Section 797.300 General Requirements
- Section 797.400 Operational Requirements
- Section 797.500 Exemptions
- Section 797.600 Public Notification Requirements
- Section 797.700 Disclosure of Pre-existing Conditions
- Section 797.800 Preparation and Care of the Body Art Area
- Section 797.900 Disinfection and Sterilization Procedures
- Section 797.1000 Requirements for Single-Use Items
- Section 797.1100 Requirements for Premises
- Section 797.1200 Establishment Certificate of Registration Requirements
- Section 797.1300 Body Artist Proficiency Requirements
- Section 797.1400 Temporary Certificate of Registration Requirements
- Section 797.1500 Enforcement
- Section 797.1600 Procedures for Suspension, Revocation, or Refusal to Issue a Certificate of Registration
- Section 797.1700 Violations and Fines

AUTHORITY: Implementing and authorized by the Tattoo and Body Piercing Establishment Registration Act [410 ILCS 54].

SOURCE: Adopted at 33 Ill. Reg. 246, effective December 26, 2008.

Section 797.100 Definitions

The following shall be the accepted definitions of the terms used in this Part:

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

"Act" means Tattoo and Body Piercing Establishment Registration Act [410 ILCS 54].

"Aftercare" means oral and written instructions given to the client, specific to the body art procedures rendered, about caring for the body art and surrounding area. These instructions will include information about when to seek medical treatment, if necessary.

"Antiseptic" means an agent that reduces disease-causing microorganisms on human skin or mucosa.

"Apprentice" means an individual who works under the supervision of a body artist and performs body art activities.

"Autoclave" means an apparatus that is registered and listed with the federal Food and Drug Administration for sterilizing articles by using superheated steam under pressure.

"Body Art" means the practice of physical body adornment, including, but not limited to, the following techniques: body piercing, tattooing, cosmetic tattooing, branding and scarification. This definition does not include practices that are considered medical procedures by the Illinois State Medical Board, such as implants under the skin, which shall not be performed in a body art establishment. Nor does this definition include piercing of the non-cartilaginous portion or lobe of the ear with pre-sterilized single-use stud-and-clasp ear-piercing systems.

"Body Artist" means a person who conducts or practices body art activities and/or procedures.

"Body Art Establishment" or *"Establishment" means a body-piercing operation, a tattooing operation,* body modification establishment *or a combination of* all *operations in a*

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

multiple-type establishment, whether public or private, temporary or permanent in nature or location, profit or not for profit. (Section 10 of the Act)

"Body Piercing" means penetrating the skin to make a hole, mark, or scar that is generally permanent in nature, including, but not limited to, micro-dermal anchors, acts of suspension and sub-dermal/trans-dermal implants. *"Body piercing" does not include practices that are considered medical procedures or the puncturing of the* non-cartilaginous portion *or lobe of the ear using a pre-sterilized, single-use stud-and-clasp ear piercing system.* (Section 10 of the Act)

"Certificate of Registration" means written permission by the Department to operate a body art establishment. Approval is given in accordance with this Part and is separate from any other licensing requirement that may exist within communities or political subdivisions comprising the jurisdiction.

"Change of Ownership" means any of the following:

In the case of a body art establishment owned by a corporation, the transfer of the facility by the corporation to another corporation, to a partnership or association, or to a natural person. Transfer of stock in a corporation does not constitute change of ownership.

In the case of a body art establishment owned by a partnership or association, the transfer of the facility by the partnership or association to another partnership or association, to a corporation, or to a natural person. Transfer of interest in the partnership or association or substitution of any or all partners or

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

members of the association does not constitute change of ownership.

In the case of a body art establishment owned by a natural person, the transfer of the facility to any corporation, partnership, association or other natural person, whether or not the owner retains any interest in the facility.

"Clean" or "Cleaning" means the removal of foreign materials from objects, normally accomplished with detergent, water and mechanical action.

"Client" means the person, customer, or patron whose skin will be tattooed, modified *or pierced.* (Section 10 of the Act)

"Cosmetic Tattooing" (see "Tattooing").

"Dentist" means a person licensed to practice dentistry in this State pursuant to the Illinois Dental Practice Act [225 ILCS 25].

"Department" means the Illinois Department of Public Health or its designated agent.

"Director" means the Director of Public Health or his or her designee. (Section 10 of the Act)

"Disclosure Warning Statement" means a sign or poster that is provided by the Department that advises the public of the potential health risks of body art services.

"Disinfect" or "Disinfection" means a process that provides an effective concentration of a United States Environmental Protection Agency registered chemical for enough contact time as specified by the manufacturer to reduce bacterial

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count, including pathogens, to a safe level (when disease organisms that may be present are destroyed so as to prevent transfer) on equipment surfaces and in toilet and hand-washing facilities.

"Ear Piercing" means the puncturing of the non-cartilaginous portion or lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system, following manufacturer's instructions. Under no circumstances shall ear piercing studs and clasps be used anywhere on the body other than the non-cartilaginous portion and lobe of the ear.

"Equipment" means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in connection with the procedures of body art.

"Good Hygienic Practices" means practices conducive to maintaining health and preventing disease, especially through cleanliness. Good hygienic practices include, but are not limited to, restrictions on eating, drinking and the use of tobacco products in the establishment; maintaining a high degree of personal cleanliness; hand washing and proper hand washing techniques; use of single-use disposable gloves; preventing employees from contaminating work surfaces; and availability of hand washing facilities and supplies.

"Hand-Washing Sink" means a sink equipped with hot and cold running water under pressure, tempered by means of a mixing valve or combination faucet, activated by wrist blade or knee control or other hands-free means, used solely for washing hands, arms and other portions of the body.

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"Hot Water" means water that attains and maintains the temperature of not less than 120 degrees F.

"Imminent Health Hazard" means any hazard to the public health when the evidence shows that a product or practice creates or may create a public health situation, including, but not limited to, a lack of water or electricity, lack of sterilization, infections that are epidemiologically associated with a body art establishment, or the occurrence of a single case of a life-threatening illness that is epidemiologically associated with a body art establishment.

"Instruments Used for Body Art" means hand pieces, needles, needle bars, and other instruments that may come in contact with a client's body or may be exposed to body fluids during body art procedures.

"Invasive" means entry into the body either by incision or insertion of an instrument into or through the skin or mucosa, or by any other means intended to puncture, break or compromise the skin or mucosa.

"Jewelry" means any personal ornament inserted into a pierced area. The ornament shall be free of nicks, scratches or irregular surfaces and must have been properly sterilized prior to use.

"Mobile Body Art Establishment" or "Mobile Body Art Unit" means a mobile establishment or unit that is self-propelled or otherwise movable from place to place and is self-sufficient for utilities such as gas, water, electricity and liquid waste disposal.

"Operator" means an individual, partnership, corporation, association, or other entity engaged in the business of owning,

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managing, or offering services of body art. (Section 10 of the Act)

"Person" means any individual, corporation, partnership, firm, association, society, trust, estate, public or private institution, group, agency, political subdivision of this State, any other state or political subdivision or agency of that state, and any legal successor, representative, agent or agency of a person.

"Physician" means a person licensed under the Medical Practice Act of 1987 [225 ILCS 60] to practice medicine in all of its branches.

"Potable Water" means water that is safe for human consumption and meets the water quality standards of the Primary Drinking Water Standards (35 Ill. Adm. Code 611).

"Procedure Surface" means any surface of a work area, including, but not limited to, the procedure chair that comes into contact with the client's body during a body art procedure, skin preparation of the area adjacent to and including the body art procedure, or any associated work area that may require disinfecting.

"Regulated Waste" means any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; sharps and any wastes containing blood and other potentially infectious materials, as defined in 29 CFR 1910.1030 (Bloodborne Pathogens).

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"Scarification" means to create a design on the skin by means of shallow cuts or skin removal that are sometimes rubbed with a colorant or irritant to enhance the resulting scar tissue.

"Sharps" means any objects (sterile or contaminated) that may purposefully or accidentally cut or penetrate the skin or mucosa, including, but not limited to, pre-sterilized single-use needles, scalpel blades, and razor blades.

"Sharps Disposal Container" means a puncture-resistant, leak-proof container that can be closed for handling, storage, transportation and disposal and that is labeled with the international biohazard symbol.

"Single Use" means products or items that are intended for one-time, one-person use and are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, tattoo needles, scalpel blades, stencils, ink cups and protective gloves.

"Standard Precautions" means infection prevention and control measures that apply to all clients regardless of condition or presumed infection status (see 77 Ill. Adm. Code 690.1010(a)(1)).

"Sterile" means free of all living organisms, including spores.

"Sterilization" means the use of a physical or chemical process to destroy all living organisms, including spores.

"Sterilization Packaging" means packaging materials, including, but not limited to, bags, packs, pouches or tubing designed for steam sterilization use. The sterilization packaging shall

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allow penetration of steam to allow sterilization and to maintain the sterility of the item after sterilization.

"Sterilize" means to destroy all living organisms including spores. (Section 10 of the Act)

"Sterilizer" means equipment used to sterilize body art devices, equipment and supplies by direct exposure to a selected sterilization agent validated by a sterile indicator strip.

"Tattooing" means any method of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture the skin, resulting in permanent coloration of the skin or mucosa. This term includes all forms of cosmetic tattooing.

"Tempered Water" means water ranging in temperature from 85 degrees F to, but not including, 120 degrees F.

"Temporary Body Art Establishment" means any place or premise operating for educational, trade show or product demonstration purposes at a fixed location where a body artist/apprentice performs body art procedures for no more than 14 days consecutively in conjunction with a single event or celebration.

"Temporary Certificate of Registration" means a certificate of registration issued by the Department *for educational, trade show, or product demonstration purposes only. The temporary certificate of registration shall be valid for a maximum of 14 calendar days.* (Section 20 of the Act)

"Ultrasonic Unit" means a unit used for cleaning soiled and/or used instruments before they are sterilized, using the emission of high frequency sound waves.

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"Violation" means a finding of violation of a Section of the Act or this Part by a court of competent jurisdiction in this State, or by the Director in a Final Order issued pursuant to the Act, or by a notice of warning issued in accordance with this Part.

"Work Station" means an area where body art procedures are performed.

Section 797.200 Incorporated and Referenced Materials

a) The following materials are incorporated or referenced in this Part:

1) Illinois Statutes and Administrative Rules:

A) Criminal Code of 1961 [720 ILCS 5]

B) Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100)

C) Illinois Plumbing Code (77 Ill. Adm. Code 890)

D) Control of Communicable Diseases Code (77 Ill. Adm. Code 690)

E) Electrologist Licensing Act [225 ILCS 412]

F) Acupuncture Practice Act [225 ILCS 2]

G) Administrative Review Law [735 ILCS 5/ Art. III]

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H) Illinois Food, Drug and Cosmetic Act [410 ILCS 620]

I) Public Area Sanitary Practice Code (77 Ill. Adm. Code 895)

J) Drinking Water Systems Code (77 Ill. Adm. Code 900)

K) Private Sewage Disposal Code (77 Ill. Adm. Code 905)

L) Illinois Water Well Construction Code (77 Ill. Adm. Code 920)

2) Federal Regulations:

Bloodborne Pathogens, Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1030(g)(2) (July 2005)

3) Federal Guidelines:

A) Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers, in Morbidity and Mortality Weekly Report (MMWR), June 23, 1989, Vol. 38, No. S-6

B) Recommendations for Preventing Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Patients During Exposure-Prone Invasive Procedures, in MMWR, July 12, 1991, Vol. 40, No. RR-8

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b) All incorporations by reference of federal regulations and guidelines refer to the materials on the date specified and do not include any amendments or editions subsequent to the date specified.

c) Copies of all incorporated materials are available for inspection and copying by the public at the Department's Central Office, Division of Food, Drugs, and Dairies, 525 West Jefferson Street, Springfield, Illinois 62761.

Section 797.300 General Requirements

The following information shall be kept on file on the premises of a body art establishment and shall be available for inspection by the Department:

a) Body Artist/Apprentice information

1) Full names and exact duties;

2) Date of birth;

3) Home address;

4) Home and work telephone numbers;

5) Identification photographs;

6) Current places of employment;

7) Training documentation/certificates; and

8) Proof of completion of a bloodborne pathogen training program compliant with Bloodborne Pathogens, OSHA, 29 CFR 1910.1030.

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b) Establishment Information

1) Name of Establishment;

2) Hours of Operation;

3) Owner's name and home address;

4) A copy of the operation procedure (see Section 797.300(c));

5) Owner's telephone numbers; and

6) A complete description of all body art procedures performed.

c) Emergency Procedures Information

The owner or operator of a body art establishment shall prepare, maintain and implement an operation procedure that meets the following requirements:

1) The operation procedure shall provide for response to the occurrence of any sudden, serious and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of health, to believe that the sick or injured person requires urgent or unscheduled medical care.

2) The operation procedure shall include a method to address emergency situations, including, but not limited to, adverse reactions, anaphylactic reactions, and accidental needle sticks.

3) The operation procedure shall include procedures to be used when blood, plasma, serum or body fluids, such as semen, saliva, breast milk, vaginal secretions and

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

any fluid contaminated with blood, are exposed to:

A) mucous membranes, including eye, mouth or other mucous membranes;

B) broken or non-intact skin;

C) abraded or irritated skin; or

D) skin surfaces that are otherwise compromised.

4) The operation procedure shall describe methods for obtaining appropriate medical care in the event of such an exposure and designate personnel to be notified in the event of an emergency.

5) The operation procedure must be maintained in the body art establishment in a location accessible to all employees.

c) The establishment shall also keep on file a copy of this Part.

Section 797.400 Operational Requirements

a) It shall be unlawful for any person to perform body art procedures unless such procedures are performed in a body art establishment with a current certificate of registration.

b) A body artist/apprentice shall be a minimum of 18 years of age.

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c) Eating or drinking by anyone other than a client is prohibited in the area where body art is performed.

d) Smoking is prohibited in the body art establishment.

e) *Body* art *procedures must not be performed, without medical clearance, on skin surfaces where sunburn, rash, acne, infection, open lesions, or other questionable skin lesions exist and must not be performed on any person who is impaired by drugs or alcohol.* (Section 27 of Act) Medical clearance must be in the form of a written and signed statement by a physician.

f) The body artists/apprentice shall maintain a high degree of personal cleanliness, conform to good hygienic practices, and wear clean clothes when performing body art procedures. Before performing body art procedures, body artists/apprentices shall thoroughly wash their hands for a minimum of 20 seconds in tempered running water with liquid soap, then rinse hands and dry with disposable paper towels. This shall be done as often as necessary to remove contaminants.

g) In performing body art procedures, the body artist/apprentice shall wear single-use medical grade gloves. Gloves shall be changed if they become contaminated by contact with any non-clean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed before the next pair of gloves is donned. Under no circumstances shall a single pair of gloves be used on more than one person. The use of single-use, medical grade gloves does not preclude or substitute for hand-washing procedures as part of a good personal hygiene program.

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h) If, while performing a body art procedure, the body artist's/ apprentice's glove is pierced, torn or otherwise compromised, the procedure in subsection (f) shall be repeated immediately. The contaminated gloves shall be immediately discarded, and the hands washed thoroughly (see subsection (e)) before a fresh pair of gloves is applied. Any item or instrument used for body art that is contaminated during the procedure shall be replaced immediately with a new disposable item or a new sterilized instrument or item before the procedure resumes.

i) Regulated waste that may release liquid blood or body fluids when compressed, or may release dried blood or body fluids when handled, shall be placed in an approved bag marked with the international biohazard symbol. The regulated waste shall then be disposed of in compliance with 29 CFR 1910.1030. Sharps ready for disposal shall be disposed of in approved sharps disposal containers. Storage of regulated waste on site shall comply with the regulations in 29 CFR 1910.1030, and storage of regulated waste awaiting pick-up shall not exceed 30 days.

j) Waste that does not release liquid blood or body fluids when compressed or does not release dried blood or body fluids when handled may be placed in a covered receptacle and disposed of through normal disposal methods.

k) No person shall perform any tattoo procedure upon a person under the age of 18 years that is prohibited by Sections 12-10 through 12-10.2(c) of the Criminal Code of 1961. Age verification shall be obtained by government issued identification containing a birth date and photograph. In any procedure other than tattooing, the parent or legal guardian shall sign a consent form in the presence of an

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operator/body artist. The consent form shall indicate that the parent or legal guardian has read and understood the disclosure warning statement required under Section 797.600(c).

l) Before the oral cavity of a person under 18 years of age may be pierced, the written consent form signed by the parent or legal guardian must contain a provision in substantially the following form:

I understand that the oral piercing of the tongue, lips, cheeks, or any other area of the oral cavity carries serious risk of infection or damage to the mouth and teeth, or both infection and damage to those areas, that could result in but is not limited to nerve damage, numbness, and life threatening blood clots. (Section 12-10.1 of the Criminal Code of 1961)

m) Any skin or mucosal surface that is to receive a body art procedure shall be free of rash, irritation or any visible infection.

n) No body artist/apprentice affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or acute respiratory infection, possibly manifested by fever, chills and/or a chronic productive cough, shall work in any area of a body art establishment in any capacity in which that person could contaminate body art equipment, supplies or working surfaces with body substances or pathogenic organisms.

o) Any body artist can refuse service to any individual, at any time, and for any reason.

Section 797.500 Exemptions

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The following practices, occupations and persons are exempted from this Part:

a) *The practice of electrology as defined in the Electrologist Licensing Act* [225 ILCS 412] (Section 10 of the Act);

b) *The practice of acupuncture as defined in the Acupuncture Practice Act* [225 ILCS 2]) (Section 10 of the Act);

c) *The use, by a physician licensed to practice medicine in all its branches, of colors, dyes, or pigments for the purpose of obscuring scar tissue or imparting color to the skin for cosmetic, medical, or figurative purposes* (Section 10 of the Act); and

d) Individuals who pierce only the non-cartilaginous portion or lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system.

Section 797.600 Public Notification Requirements

a) Written public education materials, provided by the Department, shall be offered and explained to all clients prior to receiving body art procedures.

b) Verbal and written instructions for the aftercare of the body art shall be provided to each client.

c) The written public education materials shall advise the client to consult a physician or dentist as appropriate at the first sign of infection. The written public education materials shall also contain the name, address and phone number of the establishment. These documents shall be signed and dated by both parties, with a copy given to the client, and the operator shall retain the original with all other required records for a period of no less than one year. In

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addition, all establishments shall prominently display a disclosure warning poster, provided by the Department, that advises the public of the potential health risks of body art services.

d) The operator and/or body artist shall report in writing to the Department all infections or diseases, resulting from a body art procedure, that required medical attention. The written report shall be sent to the Department by mail or facsimile within 24 hours after receiving a report that medical attention was required. The report shall include:

1) The name, address and phone number of the affected individual;

2) The date of the body art procedure;

3) Identification of the body artist/apprentice who performed the service;

4) The name, address and certificate of registration number of the body art establishment involved;

5) The anatomical location, condition and description of the affected site;

6) The name, address and phone number of the affected individual's health care provider;

7) The date that medical attention was sought; and

8) Any other information considered relevant to the situation.

Section 797.700 Disclosure of Pre-existing Conditions

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The body artist/apprentice shall request information from all clients as follows:

"To ensure that your body art procedure heals properly, we ask that you disclose if you have or have had any of the following conditions. Disclosure does not prevent you from having a body art procedure.

a) Diabetes;

b) History of hemophilia (bleeding);

c) History of skin diseases, skin lesions or skin sensitivities to soaps, disinfectants, etc.;

d) History of allergies or adverse reactions to pigments, dyes or other skin sensitivities such as, but not limited to, latex;

e) History of epilepsy, seizures, fainting or narcolepsy;

f) Medications used, such as anticoagulants that thin the blood and/or interfere with blood clotting;

g) Human immunodeficiency virus (HIV);

h) Hepatitis;

i) Any other information that would aid us in evaluating your body art healing process."

Section 797.800 Preparation and Care of the Body Art Area

a) Before a body art procedure is performed, the immediate skin area and the areas of skin surrounding the location of the body art procedure shall be washed with liquid soap and water or a skin antiseptic. If shaving is necessary, single-use disposable razors shall be used. Following shaving,

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the skin and surrounding area shall be washed with liquid soap and water or a skin antiseptic. The single-use disposable razor and washing pad shall be discarded after a single use.

b) If bleeding occurs, all products used to check the flow of blood or to absorb blood shall be single use and shall be disposed of immediately after use in appropriate covered containers. (See definition of "regulated waste" in Section 797.100.)

Section 797.900 Disinfection and Sterilization Procedures

a) All non-disposable instruments used for body art shall be cleaned after each use by scrubbing with an appropriate soap or disinfectant solution and hot water, or by following the manufacturer's instructions, to remove blood and tissue residue, and shall then be placed in an ultrasonic unit operated in accordance with manufacturer's instructions.

b) After cleaning, all non-disposable instruments used for body art shall be packed individually in sterilization packaging and subsequently sterilized (see subsection (c)). All sterilization packaging shall contain either a sterilization indicator or internal temperature indicator. Sterilization packaging shall be dated with an expiration date not to exceed six months or in accordance with manufacturer's instructions. If sterilization packaging is compromised or expired, the instrument shall be removed, repackaged and re-sterilized.

c) All cleaned non-disposable instruments used for body art shall be sterilized in an autoclave that meets the criteria specified in subsection (i). The autoclave shall be used, cleaned and maintained according to manufacturer's instruction. The operator shall retain on-site a copy of the

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manufacturer's recommended procedures for the operation of the sterilization unit and a daily temperature log for each day's use. If the body art establishment uses only single-use disposable instruments and products, and uses sterile single-use needles and tubes, an autoclave shall not be required.

d) After sterilization, the instruments used for body art procedures shall be stored in a dry, clean cabinet or tightly covered container reserved for the storage of such instruments.

e) All instruments shall remain stored in sterile packages until just prior to the performance of a body art procedure. When assembling instruments used for body art procedures, the operator shall wear single-use disposable medical grade gloves and use aseptic techniques to ensure that the instruments and the gloves are not contaminated.

f) All inks, pigments, needles and equipment shall be specifically manufactured for performing body art procedures and shall be used according to manufacturer's instructions. Single-use needles, specifically manufactured for body art, may be purchased and used to construct a needle bar by the body artist.

g) Pigment shall be reconstituted using only distilled or sterile water or a glycerin product.

h) Immediately before a tattoo is applied, the quantity of the ink to be used shall be transferred from the ink bottle and placed into single-use containers. Upon completion of the tattoo, these single-use containers and their contents shall be discarded.

i) Each certificate of registration holder shall demonstrate, by monthly spore destruction tests, that the autoclave used is

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capable of attaining sterilization. These tests shall be verified through an independent laboratory. Test records shall be retained on-site by the operator for a period of one year.

Section 797.1000 Requirements for Single-Use Items

a) Single-use items shall not be used on more than one client for any reason. After use, all single-use needles, razors and other sharps shall be immediately disposed of in approved sharps disposal containers.

b) All products applied to the skin, including body art stencils, shall be single-use and disposable. Petroleum jellies, soaps and other products used in the application of stencils shall be dispensed and applied to the area to be tattooed with gauze or in a manner to prevent contamination of the original container and its contents.

c) Single-use items must be stored in a clean, covered location, in a manner to prevent any contamination.

Section 797.1100 Requirements for Premises

a) All walls, floors and procedure surfaces of a body art establishment shall be smooth, free of open holes and cracks, and washable. Walls, floors and ceilings shall be in good repair and maintained in a clean condition. All procedure surfaces, including client chair/benches, shall be of such construction as to be easily cleaned and disinfected after each client. All procedure surfaces shall be cleaned and disinfected after each procedure. The body art establishment shall be maintained in a clean and sanitary condition at all times.

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b) All body art establishments shall be completely separated, by solid partitions or by walls extending from floor to ceiling, from any room used for human habitation, any food establishment or room where food is prepared, any hair salon, or any other such activity that may cause potential contamination of work surfaces.

c) Effective measures shall be taken by the operator/body artist/ apprentice to protect against the presence of insects, vermin and rodents in the establishment. Exterior doors shall be self-closing and tight fitting. If windows open, they shall have tight-fitting screens.

d) Each body art establishment shall have an area that may be screened from public view for clients requesting privacy. Dividers, curtains or partitions, at a minimum, shall be available to separate multiple work stations.

e) The establishment shall be well ventilated and provided with an artificial light source equivalent to at least 20 foot candles.

f) No animals of any kind shall be allowed in a body art establishment, except service animals used by persons with disabilities. Fish aquariums shall be allowed in waiting rooms and non-procedural areas.

g) A separate hand-washing sink (see Section 797.100) shall be readily accessible to the operators within the body art establishment. The hand sink shall be supplied with liquid soap and disposable paper towels. One hand sink shall serve no more than six stations.

h) Each body art establishment shall have a minimum of one hand-washing sink, excluding any service sinks, and one toilet facility. The toilet facility shall be equipped with a hand-

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washing sink, as well as liquid soap and paper towels in dispensers. Toilet facilities shall have tight fitting, self-closing doors. Such doors shall not be left open except during cleaning or maintenance. A supply of toilet tissue shall be provided at each toilet at all times. Toilet facilities shall also be equipped with mechanical ventilation to the outside air.

i) At least one covered waste receptacle shall be provided at each work station, lavatory facility, and toilet facility. Receptacles in the work station shall be emptied daily, and solid waste shall be removed from the premises at least weekly. All refuse containers shall be cleanable, and kept clean. Waste receptacles shall be kept uncovered during use and covered while not in use.

j) All instruments and supplies shall be stored in clean, dry, covered containers. The dirty contaminated equipment, including the autoclave and ultrasonic units, along with cleaning supplies and cleaning equipment, shall be stored in an area separate from the procedure area. This area shall not be publicly accessible.

k) If reusable cloth items are used, they shall be mechanically washed with detergent and dried after each use. The cloth items shall be stored in a dry, clean environment until used.

l) In addition to complying with all of the requirements of this Part, mobile body art vehicles and body artists/apprentices working from a mobile body art establishment shall also comply with the following requirements:

1) Body art shall be performed only from an enclosed vehicle such as a trailer or mobile home. No body art

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procedures shall be performed outside of the enclosed vehicle.

2) Potable water shall be maintained for the mobile body art establishment at all times during operation.

3) All liquid wastes shall be stored in a storage tank with a capacity at least 50 percent greater than the capacity of the on-board potable water supply. Liquid wastes shall be disposed of in accordance with State and federal laws.

4) A toilet facility, equipped with a hand sink, shall be available within the mobile body art establishment. The hand sink shall be supplied with hot and cold running water, under pressure, to a mixing-type faucet, as well as liquid soap and paper towels in dispensers. Toilet facilities shall have tight fitting, self-closing doors. The doors shall not be left open except during cleaning or maintenance. A supply of toilet tissue shall be provided at each toilet at all times. Toilet facilities shall also be equipped with mechanical ventilation to the outside air.

Section 797.1200 Establishment Certificate of Registration Requirements

a) The operator of a body art establishment shall maintain a current certificate of registration from the Department, to be renewed annually. The owner shall file an application with the Department using an application provided by the Department and shall include all of the following information:

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1) *The applicant's name, address, telephone number, and age.* To qualify for the certificate of registration, the applicant shall be *at least 18 years of age*;

2) *The name, address, and phone number of the establishment*;

3) *The type and year of manufacture of equipment proposed to be used for body art,* if available;

4) A floor plan of the premises, showing the location of required facilities and work stations;

5) *The sterilization and operational procedures to be used by the establishment* (Section 15 of the Act);

6) The total number of work stations located in the establishment. This number shall include all work stations, whether utilized or not.

b) With each annual certificate of registration application, the applicant shall submit a $500 non-refundable fee. The $500 non-refundable fee shall satisfy the cost of the certificate of registration and the registration of one work station. For each additional work station located in the facility, applicants shall submit, at the time of application, an additional $50 non-refundable fee.

c) Any attempt to obtain a certificate of registration by means of fraud, misrepresentation or concealment is prohibited.

d) *The certificate of registration issued by the Department shall be conspicuously displayed within the sight of clients upon entering the establishment.*

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e) *Registration is valid for a single location and only for the operator named on the certificate. Registration is not transferable.* (Section 35 of Act)

f) *In the event of a change of ownership, the new owner must apply for a certificate of registration prior to* the opening *of the property.* (Section 40 of Act)

Section 797.1300 Body Artist Proficiency Requirements

a) The operator shall hire only body artists who have complied with the body artist proficiency requirements of this Part.

b) No person shall conduct body art procedures without first demonstrating proficiency and knowledge of this Part.

c) The operator shall determine that each body artist possesses knowledge of the following subjects:

1) Anatomy;

2) Infectious disease control, including waste disposal, hand-washing techniques, sterilization equipment operation and methods, and sanitization/ disinfection/sterilization methods and techniques; and

3) Skin diseases, disorders and conditions (including diabetes).

d) Body artists/apprentices shall maintain documentation of completion of "Bloodborne Pathogen Training", as required by OSHA (29 CFR 1910.1030) at the body art establishment.

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e) A list of all body artists who have complied with this Section and all other provisions of this Part shall be posted in a prominent and conspicuous area of the establishment.

Section 797.1400 Temporary Certificate of Registration Requirements

a) *A temporary certificate of registration may be issued by the Department for educational, trade show or product demonstration purposes that include body art procedures. The temporary certificate of registration shall be valid for a maximum of 14* consecutive *calendar days.* (Section 20 of Act)

b) The establishment shall be contained in a completely enclosed non-mobile facility (e.g., inside a permanent building).

c) An operator who wishes to obtain a temporary certificate of registration for his or her establishment/booth shall submit a temporary certificate of registration application for review by the Department at least 30 days prior to the event. The application shall specify:

1) Inclusive dates during which the temporary certificate of registration is needed (not to exceed 14 consecutive calendar days per event), without reapplication;

2) Compliance with body artist proficiency requirements as specified in Section 797.1300;

3) The address where the temporary certificate of registration will be used.

d) A temporary certificate of registration shall not be issued unless the applicant has paid a non-refundable fee of $250.

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e) A temporary certificate of registration shall not be transferable from one place or person to another.

f) Compliance with all of the requirements of this Part includes, but is not limited to, the following:

1) Conveniently located hand-washing sink with liquid soap, paper towels and hot and cold water under adequate pressure shall be provided. Drainage in accordance with local plumbing codes is to be provided. Alcohol-based single-use hand wipes shall be available in each work station to augment the hand-washing requirements of this Section;

2) There shall be at least 20 foot candles of light at the level where the body art procedure is being performed; and

3) The establishment shall provide a sterilizer in compliance with this Part, on which a spore test has been performed 30 or fewer days prior to the date of the event, or use only single-use prepackaged sterilized equipment.

g) A temporary certificate of registration issued by the Department is required prior to the performance of any body art procedures.

h) Body art procedures shall not be performed before the Department has inspected the location identified on the temporary certificate of registration application.

i) If the holder of a temporary certificate of registration fails to comply with the requirements of the Act or this Part, the Department shall suspend the temporary certificate of registration.

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j) The temporary certificate of registration and the disclosure warning poster (see Section 797.600(c)) provided by the Department shall be prominently posted.

Section 797.1500 Enforcement

a) The Department shall inspect any establishment, mobile body art establishment/unit, or any other place that it believes is required to apply for a certification of registration under the Act and this Part, as often as necessary to ensure compliance with this Part. The initial inspection of a mobile body art establishment shall take place at a location identified by the Department. Additional inspections may be performed at any event where the mobile body art establishment is scheduled to operate.

b) If the Department is denied access to any establishment, mobile body art establishment/unit, or any other place that it believes is required to apply for certification of registration under the Act and this Part, the Department shall request intervention of local, county or State law enforcement agencies to seek a court order or warrant to investigate and enter the establishment, mobile body art establishment/unit, or any other place. Any person or entity preventing the Department from carrying out its duties under the Act or this Part shall be guilty of a violation of the Act and shall be subject to penalties.

c) If the Department suspects that a communicable disease is or may be transmitted by an operator/apprentice, by use of unapproved or malfunctioning equipment, or by unsanitary or unsafe conditions and practices or other imminent health hazard that may adversely affect the health of the public, upon written notice to the owner or

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operator, the Department shall do any or all of the following:

1) Issue an order excluding any or all operators/apprentices from the body art establishment who are responsible, or appear to be responsible, for the transmission of a communicable disease until the Department determines there is no further risk to public health;

2) Issue an order to immediately suspend the certificate of registration of the establishment until the Department determines that there is no further risk to the public health. The order shall state the cause for the action.

Section 797.1600 Procedures for Suspension, Revocation, or Refusal to Issue a Certificate of Registration

A certificate of registration may be denied, suspended, or revoked, or the renewal of a certificate of registration may be denied, for any of the following reasons:

a) Any single violation of the Act or this Part;

b) *Conviction of an applicant or registrant of an offense arising from false, fraudulent, deceptive or misleading advertising. The record of conviction or a certified copy shall be conclusive evidence of the conviction;*

c) *Revocation of a certificate of registration during the previous 5 years or surrender or expiration of the certificate of registration during the pendency of action by the Department to revoke or suspend the certificate of registration during the previous 5 years, if, before the certificate of registration was issued to the individual*

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applicant, a controlling owner or controlling combination of owners of the applicant, or any affiliate of the individual applicant or controlling owner of the applicant or affiliate of the applicant, was a controlling owner of the prior certificate of registration. (Section 45 of the Act)

Section 797.1700 Violations and Fines

a) In addition to any other action authorized by the Act or this Part, the Department may assess fines, in addition to denying, suspending and revoking certificates of registration, against a person for any violation of any provision of the Act or this Part.

b) A fine *not to exceed $1,000 per day for each day the registrant remains in violation* shall be issued for any violation of the Act or this Part. (Section 80 of Act)

c) A violation is a failure to adhere to any of the provisions of the Act or this Part. A violation shall also include any of the following:

1) Failure to abide by any stop operation or stop use order issued under this Part;

2) Failure to notify the Department of any incident, accident or public health emergency involving any equipment or operator, as required in Section 797.600;

3) Failure to allow the Department to perform inspections and investigations in accordance with Section 30 of the Act and Section 797.1500;

4) Use of autoclave or body art equipment in a manner inconsistent with its labeling or directions;

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5) Performing a body art procedure in a faulty, careless or negligent manner;

6) Performing a body art procedure in violation of the certificate of registration requirements of Section 15 of the Act;

7) Performing a body art procedure in violation of an order issued by the Department;

8) Failure to use methods or materials suitable for body art;

9) Performing a body art procedure on a person under the age of 18 years, in violation of the Criminal Code of 1961;

10) Allowing a certificate of registration to be used by another person;

11) Aiding or abetting a person in evading any provision of the Act;

12) Failure to comply with the operator proficiency requirements of Section 797.1300;

13) Failure to comply with waste removal requirements of Section 797.400;

14) Failure to maintain client records as required by Sections 797.600(c) and 797.900(i);

15) Failure to maintain premises in sanitary condition as required by Section 797.1100;

16) Failure to establish and maintain records of monthly autoclave spore destruction tests in accordance with Section 797.700(i);

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17) Failure to renew a certificate of registration in accordance with Section 35 of the Act;

18) Failure to notify the Department of a change in business ownership in accordance with Section 40 of the Act and Section 797.1200 of this Part;

19) Failure to provide information to the Department upon request in accordance with Section 55 of the Act;

20) Failure to display or provide a current permit, in accordance with Section 35 of the Act.

Section 797.1750 Administrative Hearings

a) All hearings shall be conducted pursuant to the Act and the Department's Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100) or Section 50(d) of the Act.

b) The Department shall serve notice of fine and/or penalty assignments, and provide an opportunity for hearing.

c) If a person fails to request a hearing within the time provided in the notice, the person shall be deemed to have waived the right to an administrative hearing, and the fine, pursuant to Section 797.1700 and/or action pursuant to Section 797.1600, shall be due immediately upon issuance of a final order by the Department.

d) All fines and/or actions that are upheld in whole or in part by final order of the Department shall be due in full at the conclusion of the time period for filing for administrative review pursuant to the Administrative Review Law, unless the person has, within that time, filed proceedings in administrative review specifically appealing the fine

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and/or adverse licensure action and unless the court has stayed enforcement of the fine and/or adverse licensure action.

PUBLIC HEALTH

(410 ILCS 54/) Tattoo and Body Piercing Establishment Registration Act.

(410 ILCS 54/1)

Sec. 1. Short title. This Act may be cited as the Tattoo and Body Piercing Establishment Registration Act.
(Source: P.A. 94-1040, eff. 7-1-07.)

(410 ILCS 54/5)

Sec. 5. Purpose. It has been established that non-sterile needles can lead to the spread of certain blood-borne illnesses such as Hepatitis and HIV. Tattoo and body piercing practices affect the health, safety, and welfare of the public, therefore, the General Assembly finds that the regulation of tattoo and body piercing establishments by the State is necessary to ensure public health, safety, and welfare. It is further declared that the purpose of this Act is to provide for a safe and adequate blood supply. This Act shall be liberally construed to carry out these objectives and purposes.

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(410 ILCS 54/10)

Sec. 10. Definitions. In this Act:

"Aseptic technique" means a practice that prevents and hinders the transmission of disease-producing microorganisms from one person or place to another.

"Body piercing" means penetrating the skin to make a hole, mark, or scar that is generally permanent in nature. "Body piercing" does not include practices that are considered medical procedures or the puncturing of the outer perimeter or lobe of the ear using a pre-sterilized, single-use stud and clasp ear piercing system.

"Client" means the person, customer, or patron whose skin will be tattooed or pierced.

"Communicable disease" means a disease that can be transmitted from person to person directly or indirectly, including diseases transmitted via blood or body fluids.

"Department" means the Department of Public Health or other health authority designated as its agent.

"Director" means the Director of Public Health or his or her designee.

"Establishment" means a body-piercing operation, a tattooing operation, or a combination of both operations in a multiple-type establishment.

"Ink cup" means a small container for an individual portion of pigment that may be installed in a holder or palette and in which a small amount of pigment of a given color is placed.

"Multi-type establishment" means an operation encompassing both body piercing and tattooing on the same premises and under the same management.

"Person" means any individual, group of individuals, association, trust, partnership, corporation, or limited liability company.

"Procedure area" means the immediate area where instruments and supplies are placed during a procedure.

"Operator" means an individual, partnership, corporation, association, or other entity engaged in the business of owning, managing, or offering services of body piercing or tattooing.

"Sanitation" means the effective bactericidal and veridical treatment of clean equipment surfaces by a process that effectively destroys pathogens.

"Single use" means items that are intended for one time and one person use only and are to then be discarded.

"Sterilize" means to destroy all living organisms including spores.

"Tattooing" means making permanent marks on the skin of a live human being by puncturing the skin and inserting indelible colors. "Tattooing" includes imparting permanent makeup on the skin, such as permanent lip coloring and permanent eyeliner. "Tattooing" does not include any of the following:

(2) The practice of acupuncture as defined in the

(3) The use, by a physician licensed to practice

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(Source: P.A. 99-117, eff. 1-1-16; 100-863, eff. 8-14-18.)

Acupuncture Practice Act.

medicine in all its branches, of colors, dyes, or pigments for the purpose of obscuring scar tissue or imparting color to the skin for cosmetic, medical, or figurative purposes.

(410 ILCS 54/15)

Sec. 15. Registration required.

(a) A certificate of registration issued by the Department shall be required prior to the operation of any establishment or multi-type establishment. The operator of the facility shall file an application for a certificate of registration with the Department that shall be accompanied by the requisite fee, as determined by the Department, and include all of the following information:

(2) The name, address, and phone number of the

(3) The type and year of manufacture of the

(4) The sterilization and operation procedures to

(5) Any other information required by the

(b) If the operator owns or operates more than one establishment, the operator shall file a separate application for each facility owned or operated.

establishment.

equipment proposed to be used for tattooing or body piercing.

be used by the establishment.

Department.

(410 ILCS 54/20)

Sec. 20. Temporary registration. A temporary certificate of registration may be issued by the Department for educational, trade show, or product demonstration purposes only. The temporary certificate of registration shall be valid for a maximum of 14 calendar days.
(Source: P.A. 94-1040, eff. 7-1-07.)

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(410 ILCS 54/25)

Sec. 25. Operating requirements. All establishments registered under this Act must comply with the following requirements:

(1) The operator of an establishment must ensure that

	all body piercing and tattooing procedures are performed in a manner that is consistent with an aseptic technique established by the Department.
	all equipment and instruments used in body piercing and tattooing procedures are either single use and pre-packaged instruments or in compliance with sterilization techniques established by the Department.
	single use ink is used in all tattooing procedures.

(2) The operator of an establishment must ensure that

(3) The operator of an establishment must ensure that

(4) The operator of an establishment must ensure that

(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/27)

Sec. 27. Prohibitions. Body piercing procedures must not be performed, without medical clearance, on skin surfaces where sunburn, rash, acne, infection, open lesions, or other questionable skin lesions exist and must not be performed on any person who is impaired by drugs or alcohol.
(Source: P.A. 94-1040, eff. 7-1-07.)

(410 ILCS 54/30)

Sec. 30. Duties of the Department; rulemaking.

(a) Before issuing a certificate of registration to an applicant, the Department, or its designee, shall inspect the premises of the establishment to insure compliance under the requirements of this Act.

(b) Once a certificate of registration is issued, the Department may periodically inspect each establishment registered under this Act to ensure compliance.

(c) The Department shall adopt any rules deemed necessary for the implementation and administration of this Act.
(Source: P.A. 94-1040, eff. 7-1-07.)

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(410 ILCS 54/35)

Sec. 35. Expiration and renewal of registration; display.

(a) A certificate of registration issued under this Act shall expire and may be renewed annually. The Department may assess a late fee if the renewal application and renewal fee are not submitted on or before the registration expiration date. The Department shall by rule determine the amount of the fee assessed under this subsection (a).

(b) Registration is valid for a single location and only for the operator named on the certificate. Registration is not transferable.

(c) The certificate of registration issued by the Department shall be conspicuously displayed within the sight of clients upon entering the establishment.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/40)

Sec. 40. Change of operator. In the event of a change of operator, the new operator must apply for a certificate of registration prior to taking possession of the property. A provisional certificate of registration may be issued by the Department until an initial inspection for a certificate of registration can be performed by the Department or its designee.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/45)

Sec. 45. Denial; suspension; revocation; nonrenewal of registration. A certificate of registration may be denied, suspended, revoked, or the renewal of a certificate of registration may be denied for any of the following reasons:

Violation of any of the provisions of this Act or the rules and regulations adopted by the Department under this Act.

Conviction of an applicant or registrant of an offense arising from false, fraudulent, deceptive, or misleading advertising. The record of conviction or a certified copy shall be conclusive evidence of the conviction.

Revocation of a certificate of registration during the previous 5 years or surrender or expiration of the certificate of registration during the pendency of action by the Department to revoke or suspend the certificate of registration during the previous 5 years, if before the certificate of registration was issued to the individual applicant, a controlling owner or controlling combination of owners of the applicant, or any affiliate of the individual applicant or controlling owner of the applicant or affiliate of

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(410 ILCS 54/50)

Sec. 50. Administration; enforcement.

(a) The Department may establish a training program for the Department agents for administration and enforcement of this Act.

(b) In the administration and enforcement of this Act, the Department may designate and use State-certified, local public health departments as its agents in the administration and enforcement of this Act and rules.

(c) The Department shall issue grants to State-certified, local public health departments acting as agents of the Department based on 75% of the total fees and fines collected in the jurisdiction of the State-certified, local public health department for the enforcement and administration of this Act.

(d) The Department or a State-certified, local public health department acting as an agent of the Department in the administration and enforcement of this Act may use the local administrative review process of the State-certified, local public health department to resolve disputes.

(410 ILCS 54/55)

Sec. 55. Investigation; hearing; notice. The Department may, upon its own motion, and shall upon the verified complaint in writing of any person setting forth facts which if proven would constitute grounds for the denial of an application for a certificate of registration, or refusal to renew a certificate of registration, or revocation of a certificate of registration, or suspension of a certificate of registration, investigate the applicant or registrant. The Department, after notice and opportunity for hearing, may deny any application for or suspend or revoke a certificate of registration or may refuse to renew a certificate of registration. Before denying an application or refusing to renew, suspending, or revoking a certificate of registration, the Department shall notify the applicant in writing. The notice shall specify the charges or reasons for the Department's contemplated action. The applicant or registrant must request a hearing within 10 days after receipt of the notice. Failure to request a hearing within 10 days shall constitute a waiver of the right to a hearing.

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

(410 ILCS 54/60)

Sec. 60. Conduct of hearing.

(a) The hearing shall be conducted by the Director, or an individual designated in writing by the Director as a hearing officer. The Director or hearing officer may compel by subpoena or subpoena duces tecum the attendance and testimony of witnesses and the production of books and papers, and administer oaths to witnesses. The hearing shall be conducted at a place designated by the Department. The procedures governing hearings and the issuance of final orders under this Act shall be in accordance with rules adopted by the Department.

(b) All subpoenas issued by the Director or hearing officer may be served as provided for in civil actions. The fees of witnesses for attendance and travel shall be the same as the fees for witnesses before the circuit court and shall be paid by the party to the proceedings at whose request the subpoena is issued. If a subpoena is issued at the request of the Department, the witness fee shall be paid as an administrative expense.

(c) In cases of refusal of a witness to attend or testify, or to produce books or papers, concerning any matter upon which he or she might be lawfully examined, the circuit court of the county wherein the hearing is held, upon application of any party to the proceeding, may compel obedience by proceeding as for contempt as in cases of a like refusal to obey a similar

(410 ILCS 54/65)

Sec. 65. Findings of fact; conclusions of law; decision. The Director or hearing officer shall make findings of fact and conclusions of law in a hearing, and the Director shall render his or her decision, or the hearing officer his or her proposal for decision within 45 days after the termination of the hearing unless additional time is required by the Director or hearing officer for a proper disposition of the matter. A copy of the final decision of the Director shall be served upon the applicant or registrant in person or by certified mail.

(410 ILCS 54/70)

Sec. 70. Review under Administrative Review Law; venue; costs. All final administrative decisions of the Department under this Act shall be subject to judicial review under the provisions of Article III of the Code of Civil Procedure. The term "administrative decision" is defined under Section 3-101 of the Code of Civil Procedure.

Proceedings for judicial review shall be commenced in the circuit court of the county in which the party applying for review resides; provided, that if the party is not a resident of this State, the venue shall be in Sangamon County.

The Department shall not be required to certify any record or file any answer or otherwise appear in any proceeding for judicial review unless the party filing the complaint deposits with the clerk of the court the sum of 95¢ per page representing costs of certification of the record or file. Failure on the part of the plaintiff to make the deposit shall be grounds for

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

(410 ILCS 54/75)

Sec. 75. Administrative Procedure Act; application. The provisions of the Illinois Administrative Procedure Act are hereby expressly adopted and shall apply to all administrative rules and procedure of the Department under this Act, except that in case of conflict between the Illinois Administrative Procedure Act and this Act the provisions of this Act shall control, and except that Section 5 of the Illinois Administrative Procedure Act relating to procedures for rulemaking does not apply to the adoption of any rules required by federal law in connection with which the Department is precluded by law from exercising any discretion.

(410 ILCS 54/80)

Sec. 80. Penalties; fines. The Department is authorized to establish and assess penalties or fines against any person who violates this Act or rules adopted under this Act. In no circumstance will any penalties or fines exceed $1,000 per day for each day the violation continues.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/85)

Sec. 85. Public nuisance.

(a) The operation or maintenance of an establishment in violation of this Act or any rule adopted by the Department under this Act constitutes a public nuisance inimical to the public welfare.

(b) A person convicted of knowingly maintaining a public nuisance commits a Class A misdemeanor. Each subsequent offense under this Section is a Class 4 felony.

(c) The Director, in the name of the people of the State and through the Attorney General or State's Attorney of the county in which the establishment is located, may, in addition to the other remedies set forth in this Act, bring an action for an injunction to restrain the violation of this Act or to enjoin the future operation or maintenance of any establishment in violation of this Act.

(410 ILCS 54/90)

Sec. 90. Tattoo and Body Piercing Establishment Registration Fund. There is hereby created in the State treasury a special fund to be known as the Tattoo and Body Piercing Establishment Registration Fund. All fees and fines collected by the Department under this Act and any agreement for the implementation of this Act and rules under this Act and any federal funds collected pursuant to the administration of this Act shall be deposited into the Fund. The amount deposited shall be appropriated by the General Assembly to the Department for the purpose of conducting activities relating to tattooing and body piercing establishments.

(410 ILCS 54/905)

Sec. 905. (Amendatory provisions; text omitted).
(Source: P.A. 94-1040, eff. 7-1-07; text omitted.)

(410 ILCS 54/999)

Sec. 999. Effective date. This Act takes effect July 1, 2007.
(Source: P.A. 94-1040, eff. 7-1-07.)

Attachment: EXHIBIT - Business Plan (574 W. Colfax Street - SU Tattoo)

VILLAGE OF PALATINE

VILLAGE OF PALATINE
Planning and Zoning Commission

SCHEDULED 05/14/24 07:00 PM

STAFF REPORT (ID # 9081)

574 W. Colfax Street

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Alex Bradshaw

PETITIONER: Luke Kozlowski, TA2HOOLIGAN, LLC

PLAN NUMBER: SU-000102-2024

BACKGROUND:

The Subject Property is zoned Manufacturing, and is located on W. Colfax Street, just west of N. Wanda Lane. The proposed business will occupy a single office within the 574 W. Colfax tenant space. Other tenants within the building includes The Dance Loft and Mike's Garage. The subject tenant space appears to have been most recently been occupied a Land Surveying company, and has not had a business operating out of the space since 2017.

The Petitioner is proposing to open a new tattoo business, and would occupy a single office within the existing tenant space. All client sessions would be by appointment only. Therefore, the Petitioner is requesting:

1. **Special Use to permit a tattoo business as a unique use at the subject property.**

Surrounding Zoning/Uses:

North:	Manufacturing District (Pride Automotive Repair Inc.)
South:	Manufacturing District (Colfax Welding & Fabricating Inc.)
East:	Manufacturing District (Container International)
West:	Manufacturing District (A&A Body Shop)

KEY ISSUES:

- The Petitioner is seeking a Special Use to permit a tattooing business to operate as a unique use at the subject property.
- The Petitioner, and sole tattoo artist, explains in the business plan that they have not operated a sole business prior to this endeavor, but has over 5 years of tattoo apprenticing in Chicago.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

- The Petitioner's floor plan illustrates the use of a single office within the 574 W. Colfax tenant space. The tenant space also has access to a check-in/waiting room, a storage/break room, and a single bathroom.
- The business plan also addresses cleanliness and sterilization. Most of the tattooing supplies are disposable. The disposable supplies would be thrown away in biohazard collection bins (medical sharps disposal containers), and collected by an appropriate collection agency. The tattoo machine itself is cleaned regularly with a small UV Sanitation Box. The Petitioner also maintains a current bloodborne pathogen certification.
- Per the submitted business plan, the Petitioner is anticipating 1 - 3 clients per day and the hours of operation would be 12 PM - 8 PM Monday to Saturday. Clients will be required to make appointments, with appointments starting at 12 PM, 3 PM, and 6 PM.
- The parking requirement will not change for the property with the proposed tattoo business use.

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 new tattoo business within a single office in the subject tenant space. There are currently no other approved tattooing businesses within the Village of Palatine. As the business would operate with a single tattoo artist, and scheduled appointments would be required, the proposed use should not cause substantial injury to the neighboring property values. Additionally, the Petitioner has indicated that, if approved, they will take the necessary steps to register with the State of Illinois and maintain and obtain all other appropriate certifications.

As noted, the subject use is not contemplated by the Zoning Ordinance, and there is no history of tattoo businesses being approved as Special Uses within the Village. Nevertheless, Staff believes that the proposed use would not cause any parking or traffic impacts, nor be injurious to the surrounding properties. Ultimately, this is a policy matter for the Planning and Zoning Commission to review and the Village Council to determine. Therefore, Staff recommends action at the discretion of the Planning and Zoning Commission. If the Planning and Zoning Commission recommends approval, Staff recommends the following conditions:

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, Luke Kozlowski, TA2HOOLIGAN, LLC, except as such plans may be changed to conform to Village Codes and Ordinances.

2. In conjunction with the business license application, the Petitioner shall submit a current registration with the Illinois Department of Public Health and the other requisite certifications associated with the tattoo studio.

ATTACHMENTS:

- Aerial Map
- Special Use Application
- Plat of Survey
- Floor Plan
- Business Plan
- Public Notice

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

GISConsortium

574 W. Colfax Street



0 50 100 ft

Print Date: 4/5/2024

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: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

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

Luke Kozlowski

Business Name (if applicable)

TA2HOOLIGAN, LLC

Subject Property Address

574 W. Colfax Street

Please provide a description of your proposed request:

The project involves establishing a vibrant and welcoming tattoo studio, TA2HOOLIGAN, LLC, at 574 W Colfax St. Palatine, IL 60067. This endeavor aims to provide a creative space where individuals can express themselves through tattoo artistry while prioritizing professionalism, safety, and exceptional customer service.

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:

The establishment of a tattoo studio at 574 W Colfax is deemed necessary to cater to the growing demand for high-quality tattooing services within the local community. As a vibrant and culturally diverse area, 574 W Colfax is home to a diverse population with varying interests and preferences, including individuals seeking artistic expression through tattoos.

Here are a few reasons why the presence of a tattoo studio is deemed necessary for public convenience at this location:

Limited Access to Quality Tattoo Services: Despite the diverse population and cultural richness of 574 W Colfax St, there is a noticeable lack of accessible and reputable tattoo studios in the area. Many residents and visitors seeking professional tattoo services are forced to travel long distances to neighboring areas, resulting in inconvenience and limited accessibility to quality tattooing services.

Meeting the Demand for Self-Expression: Tattoos serve as a form of artistic expression and personal storytelling for many individuals within the community. By providing a local tattoo studio, residents and visitors of 574 W Colfax St will have a convenient and accessible venue to explore their creativity, express their unique identities, and commemorate meaningful life experiences through tattoo artistry.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

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

The design, location, and proposed operation of TA2HOOLIGAN, LLC have been meticulously planned and implemented with the utmost priority placed on protecting public health, safety, and welfare. The following factors underscore our commitment to ensuring a safe and responsible environment for our clients, artists, and the broader community:

Stringent Hygiene and Sterilization Protocols: Our studio adheres to strict hygiene and sterilization protocols that exceed industry standards. We employ certified sterilization equipment, to ensure that all tattoo equipment, needles, and surfaces are thoroughly sanitized before and after each tattoo session. By prioritizing hygiene and sterilization, we mitigate the risk of infections and safeguard the health of our clients and artists.

Compliance with Health and Safety Regulations: We are fully compliant with all relevant health and safety regulations, including those mandated by local health authorities and regulatory agencies. Our studio undergoes regular inspections and audits to ensure compliance with sanitation, sterilization, and safety standards. Additionally, our artists receive comprehensive training on bloodborne pathogens, infection control, and safety protocols to mitigate risks and ensure a safe tattooing environment.
Your safety and satisfaction are our top priorities, and we are committed to providing a safe and responsible tattooing experience for all.

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

TA2HOOLIGAN, LLC recognizes the importance of maintaining property values in the surrounding area and is committed to ensuring that our operations do not cause substantial injury to nearby property values. The following factors demonstrate our dedication to minimizing any adverse effects on property values:

Professional and Respectful Operations: Our studio operates with professionalism, respect, and consideration for our neighbors and the surrounding community. We maintain a clean and well-maintained facility, minimize noise and disruption during operating hours, and adhere to all relevant zoning and land use regulations to preserve the integrity of the neighborhood.

Enhancing Aesthetic Appeal: We take pride in the appearance of our studio and strive to enhance the aesthetic appeal of the surrounding area. Our studio design is carefully curated to complement the architectural style and character of the neighborhood, contributing positively to the visual landscape and overall ambiance of the area.

Responsible Business Practices: Our studio operates with a focus on responsible business practices and ethical conduct. We are committed to upholding high standards of professionalism, integrity, and customer service, which reflects positively on our reputation and the reputation of the surrounding area. Our presence serves as a testament to the vibrancy and diversity of the local business community, potentially enhancing the desirability of the area for residents and visitors alike.

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:

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

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.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

ALTA/NSPS
Land Title Survey

Scale: 1" = 20'

PARCEL 1: LOT 5 IN C. NEAL'S SUBDIVISION OF PART OF THE EAST HALF OF THE WEST HALF OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED APRIL 18, 1960 AS DOCUMENT 17831552, IN COOK COUNTY, ILLINOIS.

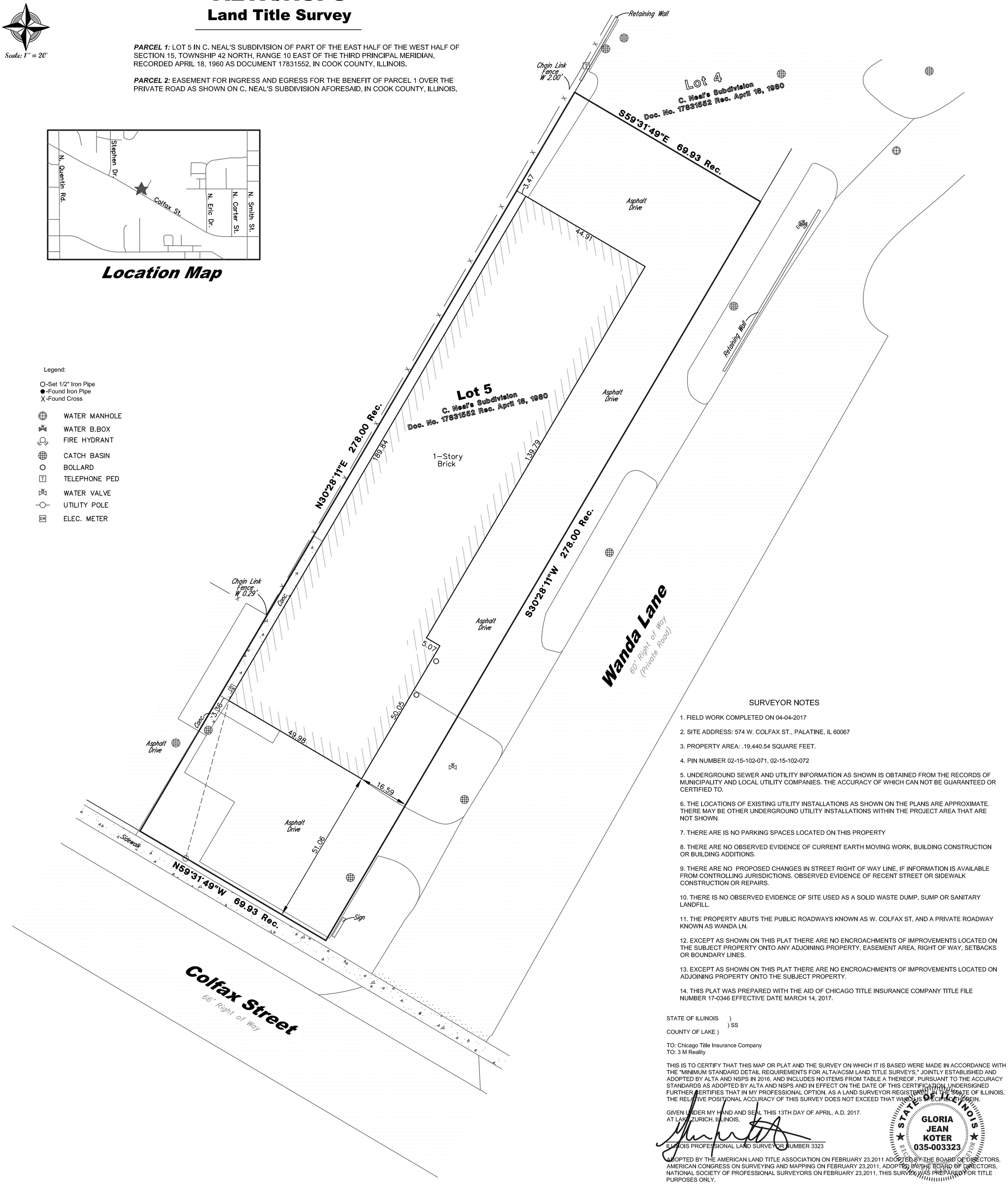
PARCEL 2: EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 1 OVER THE PRIVATE ROAD AS SHOWN ON C. NEAL'S SUBDIVISION AFORESAID, IN COOK COUNTY, ILLINOIS.

Location Map

Legend:

O-Set 1/2" Iron Pipe
●-Found Iron Pipe
X-Found Cross

WATER MANHOLE
WATER B.BOX
FIRE HYDRANT
CATCH BASIN
BOLLARD
TELEPHONE PED
WATER VALVE
UTILITY POLE
ELEC. METER



SURVEYOR NOTES

1. FIELD WORK COMPLETED ON 04-04-2017

2. SITE ADDRESS: 574 W. COLFAX ST., PALATINE, IL 60067

3. PROPERTY AREA: .19,440.54 SQUARE FEET.

4. PIN NUMBER 02-15-102-071, 02-15-102-072

5. UNDERGROUND SEWER AND UTILITY INFORMATION AS SHOWN IS OBTAINED FROM THE RECORDS OF MUNICIPALITY AND LOCAL UTILITY COMPANIES. THE ACCURACY OF WHICH CAN NOT BE GUARANTEED OR CERTIFIED TO.

6. THE LOCATIONS OF EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.

7. THERE ARE IS NO PARKING SPACES LOCATED ON THIS PROPERTY

8. THERE ARE NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS.

9. THERE ARE NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINE, IF INFORMATION IS AVAILABLE FROM CONTROLLING JURISDICTIONS. OBSERVED EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.

10. THERE IS NO OBSERVED EVIDENCE OF SITE USED AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.

11. THE PROPERTY ABUTS THE PUBLIC ROADWAYS KNOWN AS W. COLFAX ST, AND A PRIVATE ROADWAY KNOWN AS WANDA LN.

12. EXCEPT AS SHOWN ON THIS PLAT THERE ARE NO ENCROACHMENTS OF IMPROVEMENTS LOCATED ON THE SUBJECT PROPERTY ONTO ANY ADJOINING PROPERTY, EASEMENT AREA, RIGHT OF WAY, SETBACKS OR BOUNDARY LINES.

13. EXCEPT AS SHOWN ON THIS PLAT THERE ARE NO ENCROACHMENTS OF IMPROVEMENTS LOCATED ON ADJOINING PROPERTY ONTO THE SUBJECT PROPERTY.

14. THIS PLAT WAS PREPARED WITH THE AID OF CHICAGO TITLE INSURANCE COMPANY TITLE FILE NUMBER 17-0346 EFFECTIVE DATE MARCH 14, 2017.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

TO: Chicago Title Insurance Company
TO: 3 M Reality

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2016, AND INCLUDES NO ITEMS FROM TABLE A THEREOF. PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT IN MY PROFESSIONAL OPTION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF ILLINOIS, THE RELATIVE POSITIONAL ACCURACY OF THIS SURVEY DOES NOT EXCEED THAT WHICH IS SPECIFIED THEREIN.

GIVEN UNDER MY HAND AND SEAL THIS 13TH DAY OF APRIL, A.D. 2017.
AT LAKE ZURICH, ILLINOIS.

ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3323

STATE OF ILLINOIS
GLORIA JEAN KOTER
035-003323
REGISTERED PROFESSIONAL LAND SURVEYOR

ADOPTED BY THE AMERICAN LAND TITLE ASSOCIATION ON FEBRUARY 23,2011 ADOPTED BY THE BOARD OF DIRECTORS, AMERICAN CONGRESS ON SURVEYING AND MAPPING ON FEBRUARY 23,2011, ADOPTED BY THE BOARD OF DIRECTORS, NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS ON FEBRUARY 23,2011, THIS SURVEY WAS PREPARED FOR TITLE PURPOSES ONLY.

Drawn:	IS	Date:	04-13-17
Revision	Date	Drawn	Checked
Fixed Dimension	4-18-17	KD	GJK

Land Surveying Services, Inc.
1182 Heather Drive Lake Zurich, Illinois 60047
Ph. (847)847-1079 Fax. (847)847-1279
Professional Design Firm License No. 184-003632

Field Work Completed: 04-04-17	Scale: 1" = 20'	Date: 04-13-17

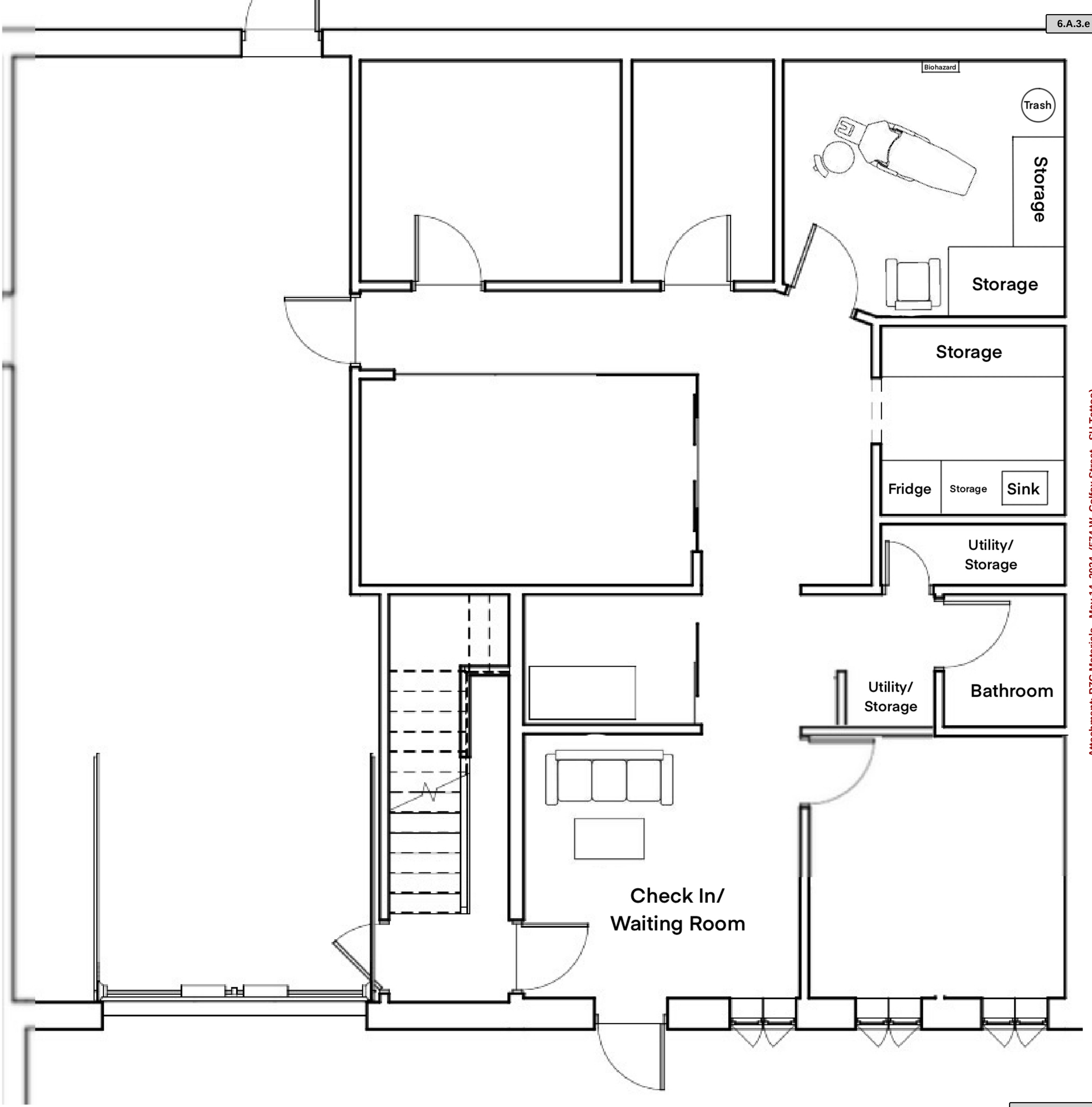
Site Address:
574 W. Colfax St.
Palatine, Illinois

Job Number
LS170194

Sheet Number
SURVEY

Sheet Name
PLAT OF ALTA/NSPS

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)



Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

TA2HOOLIGAN, LLC

Executive Summary

- **Mission Statement:**
  - At TA2HOOLIGAN, LLC, our mission is to provide a safe, welcoming, and artistic environment where individuals can express themselves through the timeless art of tattooing. We strive to deliver exceptional and personalized tattoo experiences, guided by a skilled artist who passionately collaborates with clients to bring their unique visions to life. With a commitment to professionalism, creativity, and hygiene, we aim to not only create beautiful body art but also to foster a community that celebrates self-expression and creativity.

- **Business Overview:**
  - TA2HOOLIGAN, LLC is a vibrant and modern tattoo studio currently located in Chicago,Illinois, looking to expand to an additional location in Palatine, Illinois to cater to existing suburban clients. Established in 2021, our studio is dedicated to providing high-quality tattoo services in a clean, welcoming, and creative environment. We offer a diverse range of tattoo styles, from traditional to contemporary, ensuring that each client's unique vision is brought to life with precision and artistry.
    At TA2HOOLIGAN, LLC, we prioritize client satisfaction and safety above all else. Our studio adheres to strict hygiene standards, using disposable and sterilized equipment for every tattoo session. We provide thorough consultations to understand our clients' ideas and preferences, offering expert advice and creative input to ensure the best possible tattoo design and placement.
    In addition to our commitment to exceptional tattoo artistry, we strive to create a positive and inclusive experience for every client who walks through our doors. Our studio fosters a welcoming and non-judgmental atmosphere, where individuals from all walks of life can feel comfortable expressing themselves through body art.

- **Product/Service Offering:**
  - **Custom Tattoo Design:** Our artists work closely with clients to create custom tattoo designs that reflect their individual style, personality, and preferences. From intricate black and grey realism to vibrant color illustrations, we have the expertise to execute a wide range of artistic concepts.
  - **Traditional Tattooing:** Embracing the timeless artistry of traditional tattooing, our studio offers classic designs inspired by various cultural and historical motifs. Whether it's bold Americana, Japanese irezumi, or Old School Sailor Jerry designs, we pay homage to traditional tattooing while infusing it with modern flair.
  - **Realism:** Our artists specialize in creating lifelike realism tattoos and portraits that capture the essence and detail of their subjects. Using advanced shading and highlighting techniques, we transform photographs and ideas into stunning and emotive tattoo art.
  - **Fine Line and Micro Tattoos:** For those seeking delicate and intricate designs, we offer fine line and micro tattoos that showcase meticulous detail and precision. Whether it's

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

minimalist linework or tiny illustrative pieces, our artists excel in creating small-scale tattoos that make a big impact.

- **Cover-up and Rework:** We understand that tattoos are a lifelong commitment, which is why we offer cover-up and rework services to transform existing tattoos into new works of art. Our artists excel in creatively incorporating existing tattoos into fresh designs or revitalizing old tattoos with enhanced detailing and color.
- **Consultations and Aftercare:** We prioritize client satisfaction and safety throughout the tattooing process, starting with thorough consultations to discuss design ideas, placement, and any questions or concerns. Additionally, we provide detailed aftercare instructions to ensure proper healing and longevity of the tattoo.
- At TA2HOOLIGAN, LLC, we are committed to delivering exceptional tattoo experiences that exceed our clients' expectations. Whether it's a small and meaningful tattoo or a large-scale custom design, we approach each project with creativity, professionalism, and a dedication to craftsmanship.

• Target Market:

- At TA2HOOLIGAN, LLC, we cater to a diverse range of individuals who appreciate quality tattoo artistry and seek a welcoming and professional environment for their tattoo experiences. Our target market includes:
  - **Art Enthusiasts**: Individuals who have a passion for art and see tattooing as a form of self-expression and wearable art. They appreciate the creativity and skill involved in tattoo design and are looking for talented artists who can bring their ideas to life with precision and flair.
  - **Tattoo Collectors:** Experienced tattoo enthusiasts who already have one or more tattoos and are seeking to add to their collection. They value high-quality tattoo work and are willing to invest in custom designs and intricate details to enhance their existing body art.
  - **First-Time Tattoo Clients:** Individuals who are considering getting their first tattoo and are seeking a professional and supportive environment for their tattoo experience. They may have questions or concerns about the tattooing process and are looking for knowledgeable artists who can provide guidance and reassurance.
  - **Cover-Up and Rework Clients:** Individuals who have existing tattoos that they wish to cover up, refresh, or enhance with additional artwork. They seek experienced artists who excel in cover-up and rework techniques and can creatively transform their existing tattoos into new designs they'll love.
  - By targeting these diverse segments of the population, TA2HOOLIGAN, LLC aims to create a vibrant and inclusive community of tattoo enthusiasts who share a passion for artistic expression and craftsmanship.

• Unique Selling Proposition (USP):

- At TA2HOOLIGAN, LLC, we pride ourselves on being more than just a tattoo studio – we are a creative sanctuary where artistry, professionalism, and community converge to deliver an unparalleled tattoo experience. Our unique selling proposition is rooted in three key pillars:
  - **Artistic Excellence:** We are home to a singular artist who is exceptionally talented and versatile, who is passionate about their craft. With diverse backgrounds and styles ranging from traditional to contemporary, our artist possesses the expertise to bring any tattoo vision to life with precision and creativity. Whether it's a custom design, realism, or intricate fine line work, our commitment to artistic excellence ensures that every tattoo is a masterpiece.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

- **Client-Centric Approach:** At TA2HOOLIGAN, LLC, we prioritize the needs and preferences of our clients above all else. From the moment they walk through our doors, they are greeted with warmth, respect, and attentive service. We understand that getting a tattoo is a personal and meaningful experience, which is why we offer thorough consultations to discuss design ideas, placement, and any concerns. Our artist collaborates closely with clients throughout the tattooing process, ensuring that their vision is realized to perfection.
- **Community and Inclusivity:** We believe that tattooing is not just about the art on the skin, but also about the connections and sense of belonging it fosters within our community. TA2HOOLIGAN, LLC is a welcoming and inclusive space where individuals from all walks of life can come together to celebrate self-expression and creativity. Whether you're a first-time tattoo client or a seasoned collector, you'll find a supportive and non-judgmental environment where you can express yourself authentically.
- In summary, our unique selling proposition lies in our unwavering commitment to artistic excellence, client-centric approach, and fostering a vibrant and inclusive community. At TA2HOOLIGAN, LLC, we don't just tattoo – we create lasting works of art that resonate with meaning and emotion, leaving a lasting impression on both our clients and our community.

- **Financial Highlights:**
  - **Revenue Growth:** Over the past 2 years, TA2HOOLIGAN, LLC has demonstrated consistent revenue growth, driven by an expanding client base and increased demand for our tattoo services. Our strategic marketing efforts, positive word-of-mouth referrals, and strong online presence have contributed to steady revenue increases year over year.
  - **Profitability:** TA2HOOLIGAN, LLC maintains a healthy level of profitability, with strong gross margins resulting from our competitive pricing strategy and efficient operational processes. By optimizing our supply chain management and controlling operating expenses, we have been able to maximize profitability while delivering exceptional tattoo experiences to our clients.
  - **Investment in Quality:** We are committed to investing in the highest quality equipment, supplies, and talent to ensure that every tattoo produced at TA2HOOLIGAN, LLC meets the highest standards of excellence. Our dedication to quality not only enhances the overall client experience but also contributes to long-term profitability through repeat business and positive customer reviews.
  - **Financial Stability:** TA2HOOLIGAN, LLC maintains a strong financial position with prudent financial management practices, including maintaining adequate cash reserves, managing accounts receivable effectively, and staying current with financial obligations. This financial stability enables us to weather economic downturns and pursue growth opportunities as they arise.
  - **Future Growth Prospects:** Looking ahead, TA2HOOLIGAN, LLC is well-positioned for continued growth and success in the tattoo industry. We plan to expand our client base through targeted marketing initiatives, strategic partnerships, and community engagement efforts. Additionally, we will explore opportunities to diversify our revenue streams by introducing new services and expanding our geographic reach.
  - Overall, TA2HOOLIGAN, LLC is proud of its financial achievements and remains committed to continued growth, profitability, and delivering exceptional value to our clients.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Business Description

- **Business Concept:** Ta2HOOLIGAN,LLC is a single artist boutique tattoo studio dedicated to providing a unique and personalized tattoo experience for each client. Our studio is founded on the belief that tattooing is not just about the art on the skin, but also about the meaningful connections and transformative experiences it fosters. We aim to create a welcoming and inclusive space where individuals can express themselves authentically and leave with a tattoo that resonates with personal significance. To allow four us to foster that experience we run our studio on a by appointment only basis.

Key elements of our business concept include:

- **Artistic Excellence**: At TA2HOOLIGAN, LLC, we pride ourselves on our commitment to artistic excellence. We are home to an artist who is exceptionally talented and versatile, who is passionate about their craft. With diverse backgrounds and styles ranging from traditional to contemporary, our artist possesses the expertise to bring any tattoo vision to life with precision and creativity. Whether it's a custom design, realism, or intricate fine line work, our commitment to artistic excellence ensures that every tattoo is a masterpiece.
- **Client-Centric Approach:** We believe in putting our clients first and ensuring that their tattoo experience is nothing short of exceptional. From the moment they walk through our doors, they are greeted with warmth, respect, and attentive service. We offer thorough consultations to understand our clients' ideas and preferences, providing expert advice and guidance every step of the way. Our goal is to collaborate closely with our clients to create tattoos that not only look beautiful but also hold personal meaning and significance.
- **Hygiene and Safety:** TA2HOOLIGAN, LLC prioritizes the health and safety of our clients above all else. We adhere to strict hygiene protocols and industry best practices to ensure a clean and safe tattooing environment. Our studio is equipped with state-of-the-art sterilization equipment, and our artist uses disposable needles and single-use ink caps for every tattoo session. We utilize Medical Sharps containers as a means to ensure the safety of our clients and those around us, by disposing of biohazard material properly, to be collected by a medical waste disposal service at a later date. We are committed to maintaining the highest standards of hygiene and safety to provide our clients with peace of mind.
- **Community and Inclusivity:** TA2HOOLIGAN, LLC is more than just a tattoo studio – we are a community hub where individuals from all walks of life can come together to celebrate self-expression and creativity. We embrace diversity and inclusivity, creating a welcoming and non-judgmental space where everyone is encouraged to be themselves. Whether you're a first-time tattoo client or a seasoned collector, you'll find a supportive and inclusive community at TA2HOOLIGAN, LLC.
- **Continuous Learning and Growth:** We are passionate about our craft and committed to continuous learning and growth. Our artist regularly attends workshops, seminars, and conventions to stay updated on the latest tattooing techniques and trends. By investing in our artistic development, we ensure that we can offer our clients the highest quality tattoo artistry and stay at the forefront of the industry.

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- Overall, TA2HOOLIGAN, LLC is not just a place to get a tattoo – it's an experience. We are dedicated to providing our clients with personalized and meaningful tattoo experiences that they will cherish for a lifetime.

- **Industry Analysis:** The tattoo industry has experienced significant growth and evolution in recent years, driven by shifting societal attitudes towards tattooing as a form of self-expression and body art. This industry analysis provides an overview of key trends, challenges, and opportunities within the tattoo studio sector.

Market Size and Growth:

- The tattoo industry has seen steady growth globally, with increasing demand for tattoo services across various demographics.
- According to IBISWorld, the tattoo industry in the United States alone generates over $1.6 billion in revenue annually, with a projected annual growth rate of 3.6%.

Changing Perceptions and Acceptance:

- Tattoos have become more mainstream and socially accepted, leading to a broader customer base that includes individuals from diverse age groups and professions.
- Millennials and Gen Z consumers, in particular, view tattoos as a means of self-expression and personal storytelling, contributing to the industry's growth.

Technological Advancements:

- Technological advancements have revolutionized the tattooing process, with innovations such as tattoo machines, ink formulations, and aftercare products enhancing the quality and safety of tattoo services.
- The availability of digital design tools and tattoo simulation software has also empowered clients to visualize their tattoo ideas more effectively, leading to greater customization and collaboration between artists and clients.

Regulatory Environment:

- The tattoo industry is subject to various health and safety regulations aimed at ensuring hygiene standards and preventing the spread of infectious diseases.
- Tattoo studios must adhere to licensing requirements, sterilization protocols, and bloodborne pathogen training to maintain compliance with local health regulations.

Competitive Landscape:

- The tattoo studio sector is highly fragmented, with a mix of independent studios, boutique shops, and chain franchises competing for market share.
- Competition within the industry is primarily driven by factors such as artistic reputation, service quality, pricing, and customer experience.

Opportunities for Differentiation:

- Tattoo studios can differentiate themselves by offering unique artistic styles, personalized client experiences, and specialized services such as cover-up tattoos, cosmetic tattooing, and body piercing.

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- Emphasizing cleanliness, professionalism, and adherence to safety standards can also provide a competitive advantage in an increasingly discerning market.

Challenges and Considerations:

- Tattoo studios face challenges related to managing artist schedules, maintaining inventory, and navigating fluctuating demand cycles.
- Economic downturns and public health crises, such as the COVID-19 pandemic, can impact consumer spending on discretionary services like tattooing, necessitating strategic adaptation and contingency planning.

Future Outlook:

- The tattoo industry is expected to continue growing as tattooing becomes more socially acceptable and mainstream.
- Advancements in tattoo technology, increasing cultural diversity, and evolving consumer preferences will shape the future landscape of the tattoo studio sector.

In summary, the tattoo studio industry presents opportunities for growth and innovation, driven by changing societal attitudes towards tattooing and advancements in technology. Successful tattoo studios will need to prioritize artistic excellence, client satisfaction, and adherence to health and safety standards to thrive in an increasingly competitive market

- **Market Needs:**
  - **Artistic Expertise:**
    - Clients seek tattoo studios that employ skilled and versatile artists capable of bringing their unique visions to life with precision and creativity.
    - There is a demand for artists who specialize in various tattoo styles, from traditional to contemporary, to cater to diverse aesthetic preferences.
  - **Customization and Personalization:**
    - Clients desire personalized tattoo experiences that reflect their individuality and hold personal meaning.
    - There is a need for tattoo studios that offer thorough consultations and collaborative design processes to ensure that each tattoo is tailored to the client's preferences and lifestyle.
  - **Hygiene and Safety Standards**:
    - Clients prioritize cleanliness, hygiene, and adherence to safety protocols when choosing a tattoo studio.
    - There is a demand for studios that maintain strict sterilization practices, use high-quality disposable equipment, and prioritize the health and safety of both clients and artists.
  - **Positive Client Experience:**
    - Clients seek tattoo studios that provide a welcoming, professional, and non-judgmental environment for their tattoo experience.
    - There is a need for studios that prioritize customer service, communication, and transparency throughout the tattooing process to ensure a positive and memorable experience for clients.

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- **Education and Guidance:**
  - Clients value studios that offer educational resources and guidance on tattoo aftercare, including proper healing techniques and skincare.
  - There is a need for studios that provide comprehensive aftercare instructions and ongoing support to help clients care for their tattoos and ensure optimal healing and longevity.
- **Community and Connection:**
  - Clients seek tattoo studios that foster a sense of community and connection, where they can share their tattoo experiences and connect with like-minded individuals.
- **Accessibility and Inclusivity:**
  - Clients value tattoo studios that are inclusive and accessible to individuals from all walks of life, regardless of age, gender, race, or background.
  - There is a need for studios that prioritize diversity, inclusivity, and cultural sensitivity to create a welcoming and accepting space for clients of diverse identities and experiences.

By addressing these market needs, a tattoo studio can differentiate itself, attract a loyal client base, and establish a strong reputation within the industry.

- **Market Trends:**
  - **Rise in Acceptance and Mainstream Appeal:**
    - Tattoos have become increasingly accepted and mainstream, transcending cultural and generational boundaries.
    - The growing acceptance of tattoos as a form of self-expression has led to a broader and more diverse client base seeking tattoo services.
  - **Customization and Personalization:**
    - There is a growing trend towards custom and personalized tattoo designs that reflect individual preferences, stories, and aesthetics.
    - Clients are seeking unique and meaningful tattoos that are tailored to their personalities, experiences, and values.
  - **Popularity of Fine Line and Minimalist Tattoos:**
    - Fine line and minimalist tattoo styles are experiencing a surge in popularity, particularly among younger demographics.
    - These delicate and intricate designs offer a subtle yet impactful form of self-expression and are favored for their aesthetic simplicity and versatility.
  - **Demand for Realism Tattoos:**
    - Realism tattoos, characterized by lifelike detail and shading, continue to be in high demand among clients seeking highly personalized and emotive tattoo art.
    - Advances in tattooing techniques and equipment have enhanced the ability of artists to create realistic and intricate portraits on skin.
  - **Interest in Cultural and Symbolic Tattoos:**
    - There is a growing interest in tattoos inspired by cultural symbols, heritage, and traditions, reflecting a desire for deeper connections to identity and heritage.
    - Clients are drawn to tattoos that symbolize cultural pride, spirituality, and meaningful life experiences, showcasing a diverse range of cultural influences and symbols.
  - **Focus on Health and Safety:**

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- With increased awareness of health and safety considerations, clients are prioritizing tattoo studios that uphold strict hygiene standards and adhere to industry best practices.
- Tattoo studios that invest in state-of-the-art sterilization equipment, use high-quality disposable materials, and maintain clean and sanitary environments are preferred by clients.

- **Innovation in Tattoo Technology:**
  - Technological advancements in tattoo equipment, ink formulations, and aftercare products are driving innovation and improving the tattooing experience.
  - Advanced tattoo machines, digital design tools, and innovative aftercare solutions are enhancing the precision, safety, and longevity of tattoo art.

By staying abreast of these market trends, tattoo studios can adapt their offerings, engage with clients effectively, and position themselves for success in an evolving industry landscape.

- **Competitive Analysis:**
  - **Competitor A:** Unbreakable Ink, Rolling Meadows

  - Strengths: Known for their specialization in realism and portrait tattoos, highly skilled artists, strong online presence with a large social media following.
  - Weaknesses: Limited availability for new clients due to high demand, higher pricing compared to some competitors.

- **Competitor B:** Studio M Tattoos, Arlington Heights

  - Strengths: Offers a wide range of tattoo styles, including traditional, neo-traditional, and Japanese, affordable pricing options, convenient location in a high-traffic area.
  - Weaknesses: Mixed reviews regarding customer service and artist availability, less emphasis on personalized consultations.

2. **Comparative Analysis:**

- **Artistic Expertise:** TA2HOOLIGAN, LLC distinguishes itself with a highly skilled and versatile artist who specialize in a diverse range of tattoo styles, including realism, traditional, fine line, and custom designs. This breadth of expertise allows TA2HOOLIGAN, LLC to cater to a wide range of client preferences and requests.
- **Customization and Personalization:** TA2HOOLIGAN, LLC sets itself apart by offering personalized tattoo experiences that prioritize client collaboration and customization. Thorough consultations and collaborative design processes ensure that each tattoo is tailored to the client's individual preferences, ensuring a unique and meaningful end result.
- **Hygiene and Safety Standards:** TA2HOOLIGAN, LLC prioritizes the health and safety of its clients and artists by maintaining strict hygiene protocols and adherence to safety standards. The studio invests in state-of-the-art sterilization equipment, uses high-quality

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disposable materials, and upholds industry best practices to ensure a clean and safe tattooing environment.

- **Client Experience:** TA2HOOLIGAN,LLC differentiates itself through its commitment to providing a positive and memorable client experience. From the moment clients walk through the door, they are greeted with warmth, respect, and attentive service. The studio fosters a welcoming and non-judgmental atmosphere where clients feel comfortable expressing themselves authentically.

3. **Competitive Advantage:**

- **Artistic Excellence and Versatility:** TA2HOOLIGAN, LLC stands out with its artist who excels in various tattoo styles, ensuring that clients can find an artist who resonates with their aesthetic preferences and vision.
- **Personalized Client Experience:** By prioritizing personalized consultations and collaborative design processes, TA2HOOLIGAN, LLC creates unique tattoo experiences that reflect the individuality and preferences of each client.
- **Commitment to Health and Safety:** TA2HOOLIGAN, LLC maintains strict hygiene standards and adherence to safety protocols, providing clients with peace of mind and confidence in the studio's commitment to their well-being.
- **Community and Inclusivity:** TA2HOOLIGAN, LLC fosters a welcoming and inclusive environment where clients from all backgrounds feel accepted and valued, contributing to a strong sense of community and belonging.

In conclusion, TA2HOOLIGAN, LLC distinguishes itself in the competitive landscape through its artistic excellence, personalized client experience, commitment to health and safety, and emphasis on community and inclusivity. These factors contribute to TA2HOOLIGAN, LLC's competitive advantage and position it as a top choice for clients seeking exceptional tattoo services.

Marketing Plan

- **Target Market:** At TA2HOOLIGAN, LLC, we cater to a diverse range of individuals who appreciate quality tattoo artistry and seek a welcoming and professional environment for their tattoo experiences. Our target market includes:
  - **Art Enthusiasts**: Individuals who have a passion for art and see tattooing as a form of self-expression and wearable art. They appreciate the creativity and skill involved in tattoo design and are looking for talented artists who can bring their ideas to life with precision and flair.
  - **Tattoo Collectors:** Experienced tattoo enthusiasts who already have one or more tattoos and are seeking to add to their collection. They value high-quality tattoo work and are willing to invest in custom designs and intricate details to enhance their existing body art.
  - **First-Time Tattoo Clients:** Individuals who are considering getting their first tattoo and are seeking a professional and supportive environment for their tattoo experience. They may have questions or concerns about the tattooing process and are looking for knowledgeable artists who can provide guidance and reassurance.
  - **Cover-Up and Rework Clients:** Individuals who have existing tattoos that they wish to cover up, refresh, or enhance with additional artwork. They seek experienced artists who

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excel in cover-up and rework techniques and can creatively transform their existing tattoos into new designs they'll love.

- By targeting these diverse segments of the population, TA2HOOLIGAN, LLC aims to create a vibrant and inclusive community of tattoo enthusiasts who share a passion for artistic expression and craftsmanship.

- **Marketing Strategies:**
  - **Online Presence and Social Media Marketing:**
  - Establish a strong online presence through a professionally designed website that showcases the studio's portfolio, artist profiles, and client testimonials.
  - Leverage social media platforms such as Instagram, Facebook, and TikTok to share high-quality images and videos of tattoo art, behind-the-scenes glimpses, artist interviews, and client stories.
  - Engage with followers by responding to comments, hosting Q&A sessions, and running interactive polls and contests to foster community engagement.
- **Search Engine Optimization (SEO) and Local Listings:**
  - Optimize the studio's website for relevant keywords related to tattooing, artistic styles, and geographic location to improve search engine visibility.
  - Claim and optimize local business listings on platforms like Google My Business, Yelp, and Bing Places to enhance local search visibility and attract nearby clients.
- **Content Marketing and Blogging:**
  - Create informative and engaging content on topics related to tattoo art, design inspiration, aftercare tips, and tattoo culture to position the studio as a thought leader in the industry.
  - Maintain a blog on the studio's website featuring articles, tutorials, artist spotlights, and client stories to provide value to visitors and attract organic traffic.
- **Email Marketing and Newsletters:**
  - Build an email list of clients and subscribers interested in receiving updates, promotions, and exclusive offers from the studio.
  - Send regular newsletters featuring new tattoo designs, artist features, upcoming events, and special promotions to keep subscribers engaged and encourage repeat business.
- **Partnerships and Collaborations:**
  - Establish partnerships with local businesses, influencers, and community organizations to cross-promote services, host joint events, and expand the studio's reach.
  - Collaborate with complementary businesses such as hair salons, clothing boutiques, or music venues to offer package deals or exclusive discounts to shared clientele.
- **Referral Programs and Loyalty Rewards:**
  - Implement a referral program that rewards clients for referring friends and family to the studio with discounts, freebies, or exclusive perks.
  - Offer a loyalty rewards program where clients earn points or discounts for each tattoo session, encouraging repeat business and building customer loyalty.

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- **Professional Networking and Industry Events:**
  - Attend tattoo conventions, industry trade shows, and networking events to connect with other artists, suppliers, and industry professionals.
  - Participate in local art festivals, craft fairs, and community events to showcase tattoo art and engage with potential clients in person.
- **Online Reviews and Testimonials:**
  - Encourage satisfied clients to leave positive reviews and testimonials on platforms like Google, Yelp, and Facebook to build social proof and credibility.
  - Respond promptly and professionally to all reviews, whether positive or negative, to demonstrate the studio's commitment to customer satisfaction and service excellence.

By implementing these marketing strategies, TA2HOOLIGAN, LLC can effectively promote its tattoo services, attract new clients, and foster a loyal customer base while establishing itself as a reputable and sought-after tattoo studio in the industry.

- ## Sales Strategy:
- **Consultative Selling Approach:**
  - Adopt a consultative selling approach focused on understanding the needs, preferences, and goals of each client.
  - Provide personalized consultations where clients can discuss their tattoo ideas, artistic preferences, placement options, and any concerns they may have.
- **Portfolio Showcase:**
  - Showcase a diverse portfolio of tattoo designs and styles to inspire clients and showcase the artistic capabilities of the studio's tattoo artists.
  - Create a visually appealing portfolio book or digital gallery on the studio's website and social media platforms to highlight past work and demonstrate the range of artistic styles available.
- **Educational Sales Process:**
  - Educate clients about the tattooing process, including pre-tattoo preparation, tattoo design considerations, tattoo aftercare, and healing timelines.
  - Provide detailed information about hygiene and safety practices followed by the studio to reassure clients and address any concerns they may have.
- **Upselling and Cross-Selling Opportunities:**
  - Identify upselling and cross-selling opportunities to enhance the client experience and increase sales.
  - Offer additional services such as tattoo aftercare products to complement the client's tattoo experience.
- **Promotional Sales and Discounts:**
  - Implement promotional sales and discounts during seasonal events, holidays, or special occasions to attract new clients and incentivize repeat business.
  - Offer package deals or discounted rates for multiple tattoo sessions, group bookings, or referrals to encourage clients to book additional appointments.
- **Customer Relationship Management (CRM):**
  - Implement a customer relationship management (CRM) system to track client preferences, appointment history, and communication interactions.
  - Use CRM data to personalize client interactions, send targeted promotions, and follow up with clients to ensure satisfaction and encourage repeat business.
- **Online Booking and Scheduling:**

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    - Offer online booking and scheduling options through the studio's website or mobile app to streamline the appointment booking process and improve accessibility for clients.
    - Provide clear instructions for scheduling appointments, including availability, deposit requirements, and cancellation policies, to facilitate a smooth booking experience.
- **Follow-Up and Aftercare Support:**
    - Follow up with clients after tattoo sessions to ensure satisfaction and address any post-tattoo concerns or questions they may have.
    - Provide comprehensive aftercare instructions and support to clients to facilitate proper healing and ensure the longevity of their tattoos.
- **Feedback and Continuous Improvement:**
    - Encourage clients to provide feedback on their tattoo experience through surveys, reviews, or testimonials.
    - Use client feedback to identify areas for improvement, refine sales and service processes, and enhance the overall client experience.

By implementing these sales strategies, TA2HOOLIGAN, LLC can effectively engage with clients, showcase its artistic capabilities, and drive sales while delivering exceptional tattoo experiences and fostering long-term client relationships.

- **Customer Relationship Management:**
    - Establish and maintain a centralized client database containing detailed information about each client, including contact details, appointment history, tattoo preferences, and special requests.
    - Use a CRM software platform to organize and manage client data efficiently, ensuring easy access to information and facilitating personalized client interactions.
- **Appointment Scheduling and Reminders:**
    - Implement an online booking system integrated with the studio's website and social media platforms to allow clients to schedule appointments conveniently.
    - Send automated appointment reminders via email or SMS to clients to minimize no-shows and ensure timely arrival for scheduled tattoo sessions.
- **Personalized Consultations:**
    - Conduct personalized consultations with each client to discuss their tattoo ideas, artistic preferences, placement options, and any concerns they may have.
    - Take detailed notes during consultations and update client profiles with relevant information to tailor future interactions and tattoo designs to the client's preferences.
- **Follow-Up Communication:**
    - Follow up with clients after tattoo sessions to ensure satisfaction and address any post-tattoo concerns or questions they may have.
    - Send personalized thank-you notes or emails expressing gratitude for their business and inviting them to share their feedback on their tattoo experience.
- **Feedback Collection and Analysis:**
    - Collect feedback from clients through surveys, reviews, or testimonials to gather insights into their tattoo experience and satisfaction levels.
    - Analyze feedback data to identify areas for improvement, address client concerns, and enhance the overall client experience.
- **Client Engagement and Education:**

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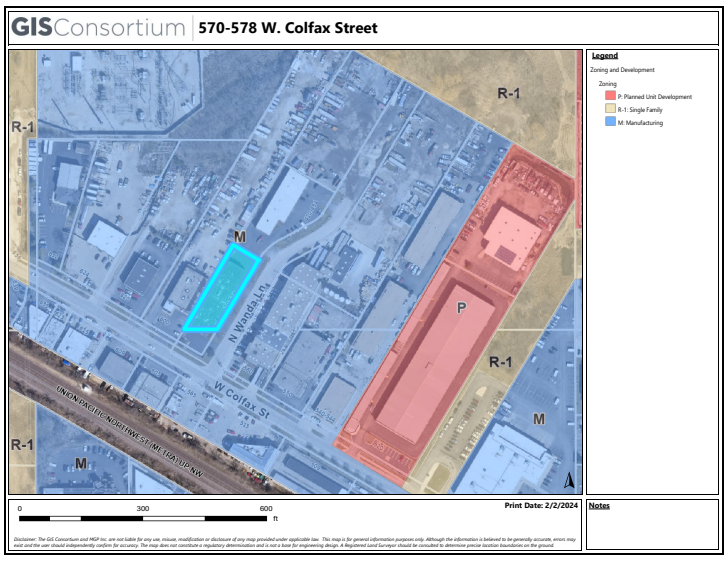
- Engage with clients through regular communication channels, including email newsletters, social media updates, and blog posts, to share relevant tattoo-related content, artist spotlights, and studio news.
- Provide educational resources and tips on tattoo aftercare, design inspiration, and industry trends to empower clients and enhance their tattoo knowledge.

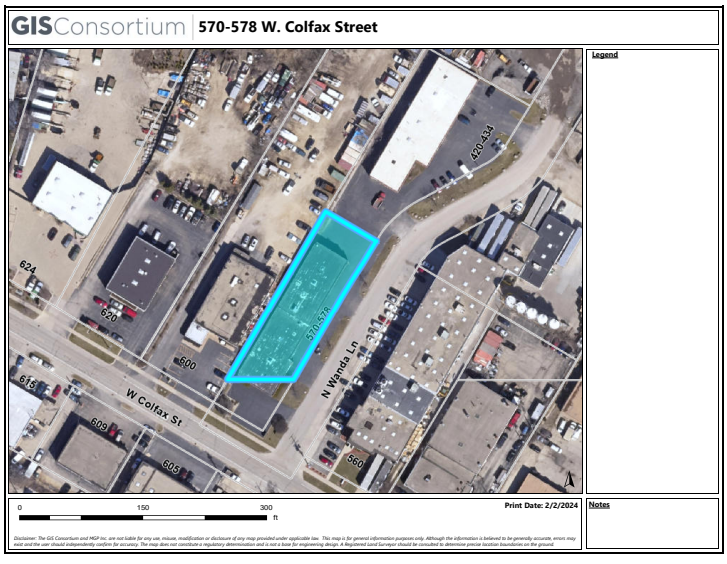
- **Client Loyalty and Rewards Program:**
  - Implement a client loyalty program to reward repeat business and encourage client retention.
  - Offer loyalty rewards such as discounts, freebies, or exclusive perks for clients who book multiple tattoo sessions or refer friends and family to the studio.

By implementing this CRM plan, TA2HOOLIGAN, LLC can effectively manage client relationships, enhance the client experience, and foster long-term loyalty and satisfaction among its clientele

Operations Plan

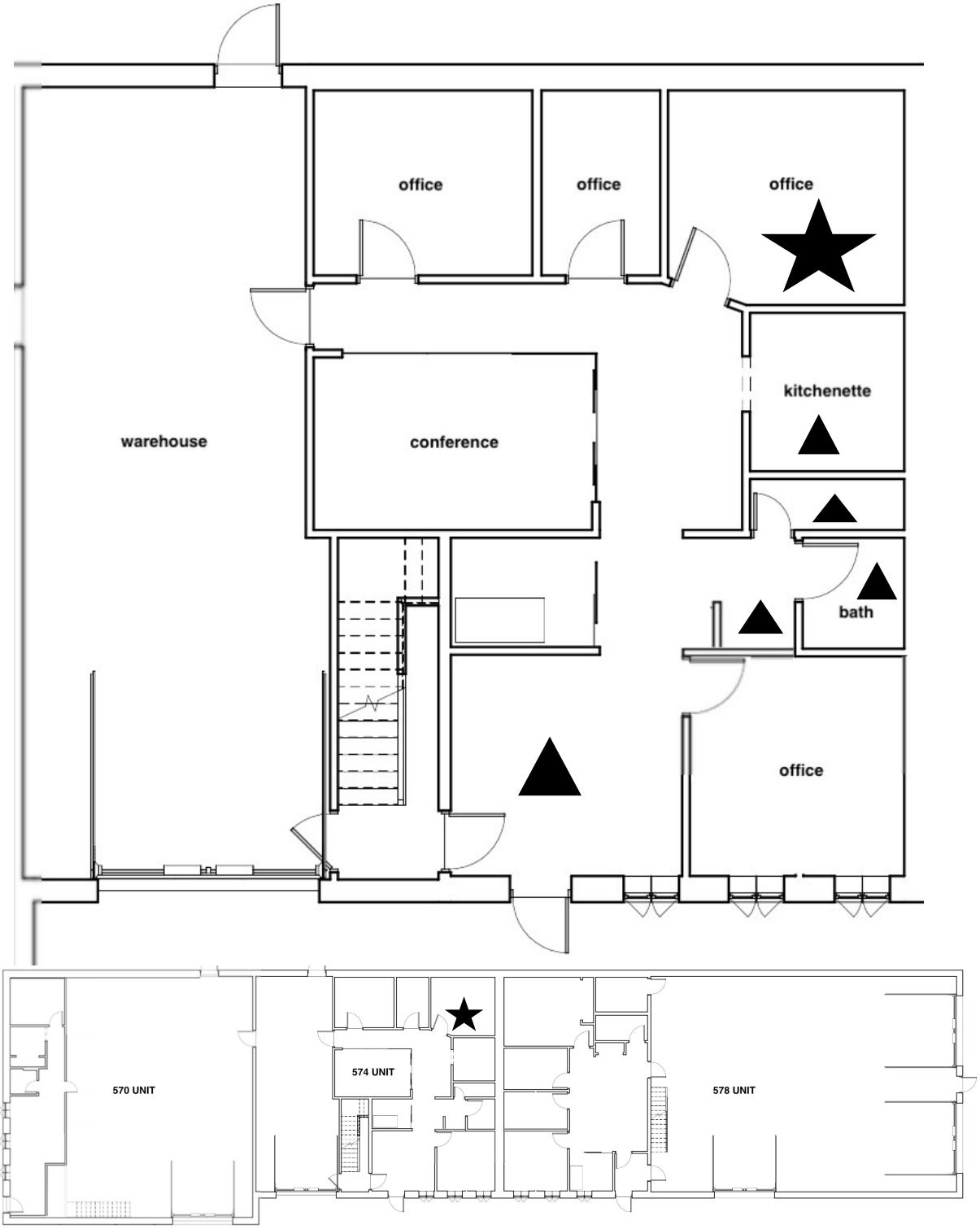
- **Location:** 574 W Colfax St
Palatine, IL 60067 United States





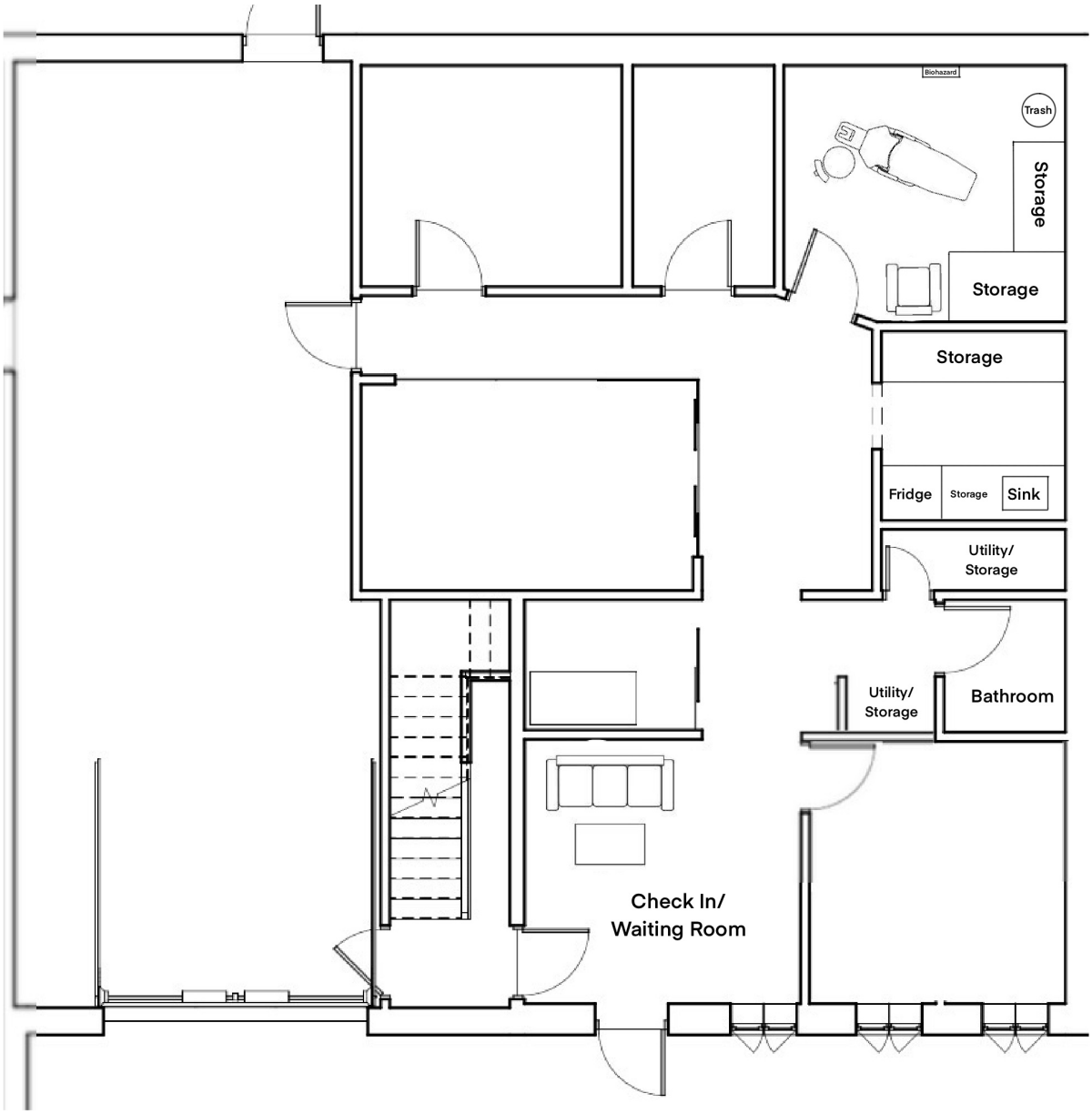
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- **Facilities:** TA2HOOLIGAN, LLC has reached an agreement to rent out an office space in UNIT 574 at 574 W Colfax St Palatine, IL 60067 United States. Occupying the back right corner office in UNIT 574 (STAR). Also, allowing for access to the Waiting room and common areas. Such as the Bathroom, Kitchenette and storage areas(Triangle).
- **Hours of Operation**
- Open: Monday - Saturday 12P.M. to 8P.M.
- By appointment only, with appointments starting at 12P.M., 3P.M. and 6P.M.
- On average 1-3 Clients per day



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Floor Plan:



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- **Studio Layout and Design:**
  - Design the studio layout to optimize space utilization and workflow efficiency, ensuring a comfortable and functional environment for both clients and artists.
  - Allocate separate areas for tattoo stations, waiting area, and sterilization, to facilitate smooth operations and maintain hygiene standards.
- **Tattoo Station:**
  - Install individual tattoo stations equipped with ergonomic chairs or tables, adjustable lighting, and ample workspace for artists to perform tattoo sessions comfortably and efficiently.
  - Ensure adequate ventilation and air circulation in each tattoo station to maintain a comfortable and hygienic environment for clients and artists.
- **Waiting Area:**
  - Create a welcoming and comfortable waiting area for clients, featuring comfortable seating, reading materials, and artwork displays to enhance the overall client experience.
  - Provide amenities such as complimentary beverages, Wi-Fi access, and charging stations to accommodate clients while they wait for their appointments.
- **Sterilization:**
  - All supplies used by the artist are disposable, and will be grown away into biohazard collection bins, to be collected by the appropriate biohazard collection agency.
  - Due to improvements in the tattoo industry, gone are the days of large Ultrasonic Cleaners for sanitation purposes. Nowadays, with most of the supplies being disposable, the only object that needs to be cleaned regularly is the Tattoo Machine itself. This can be done with a small 3”x8” UV Sanitation Box.
  - Implement strict hygiene protocols and infection control measures in the sterilization to maintain a safe and sanitary tattooing environment for clients and artists.
- **Biohazardous Waste Management:**
  - Supplies that are disposable are to be stored in a medical sharps container. To be picked up on a reoccurring monthly basis.
  - Services will be OSHA compliant, EPA compliant, and HIPAA compliant.
  - Disposal services have been requested from a local business named BioMedical Waste Solutions, serving the entire Northwest suburbs of Chicago.
- **BioMedical Waste Solutions, LLC**
  - BioMedical Waste Solutions, LLC, offers a complete line of disposal and compliance services for either small health care facilities or large health care systems. Medical Waste Disposal services individually tailored to your location’s specific needs.
    - Sharps Disposal by Mail services to help small health practices and rural locations dispose of their medical waste in an affordable, compliant mail disposal system.
    - OSHA Medical Compliance packages to educate and ensure your practice is compliant with all OSHA guidelines and regulations.
- **Storage and Inventory Management:**
  - Allocate designated storage areas for tattoo supplies, equipment, and inventory to ensure organization, accessibility, and security.

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    - Implement inventory management systems and procedures to track stock levels, reorder supplies, and prevent stockouts or overstocking of essential tattooing materials.
- **Accessibility and Safety Features:**
    - Ensure compliance with building codes and accessibility standards to accommodate clients with disabilities and mobility limitations.
    - Install safety features such as fire extinguishers, emergency exits, first aid kits, and evacuation plans to ensure the safety and well-being of clients and staff in case of emergencies.
- **Ambiance and Décor:**
    - Decorate the studio with artwork, murals, and décor elements that reflect the studio's brand identity and artistic style, creating a visually appealing and inspiring atmosphere for clients and artists.
    - Use lighting, color schemes, and furnishings to create a comfortable and inviting ambiance that enhances the overall client experience and promotes relaxation during tattoo sessions.

By implementing this facilities plan, TA2HOOLIGAN, LLC can create a functional, comfortable, and aesthetically pleasing environment that supports the studio's operations, enhances the client experience, and fosters a positive and productive work environment for artists and staff.

- **Production Process:** By Appointment Only
- **Client Consultation:**
    - The production process begins with a client consultation, where the tattoo artist meets with the client to discuss their tattoo ideas, artistic preferences, and desired tattoo placement.
    - During the consultation, the artist listens to the client's vision, offers design suggestions, and provides guidance on tattoo size, style, and placement to ensure the client's expectations are met.
- **Design Development:**
    - Based on the client's input and preferences gathered during the consultation, the tattoo artist develops a custom tattoo design tailored to the client's specifications.
    - The artist may create sketches, digital mockups, or stencil designs to present to the client for approval and feedback before finalizing the tattoo design.
- **Stencil Application:**
    - Once the tattoo design is approved by the client, the artist creates a stencil or transfer of the design using transfer paper and stencil gel.
    - The stencil is applied to the client's skin in the desired tattoo placement area, providing a precise outline for the artist to follow during the tattooing process.
- **Tattooing Process:**
    - With the stencil in place, the tattoo artist begins the tattooing process using a tattoo machine equipped with sterilized needles and ink.
    - The artist carefully follows the outline of the stencil, gradually filling in the design with shading, coloring, and detailing to bring the tattoo to life.
    - Throughout the tattooing process, the artist maintains open communication with the client, ensuring their comfort and satisfaction with the tattoo design and progress.
- **Aftercare Instructions:**

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    - Upon completion of the tattoo session, the artist provides the client with detailed aftercare instructions to promote proper healing and long-term tattoo maintenance.
    - The artist explains the importance of keeping the tattoo clean, moisturized, and protected from sun exposure during the healing process, as well as any specific aftercare products or recommendations.
- **Follow-Up and Touch-Up Sessions:**
    - After the initial tattoo session, the artist may schedule follow-up appointments for touch-up sessions or additional detailing, if necessary.
    - During follow-up sessions, the artist addresses any areas of the tattoo that may require adjustments or enhancements, ensuring the client's complete satisfaction with the final result.
- **Client Satisfaction and Feedback:**
    - Throughout the production process, the tattoo studio prioritizes client satisfaction and feedback, encouraging open communication and collaboration between clients and artists.
    - The studio solicits feedback from clients after each tattoo session to gauge satisfaction levels, address any concerns or issues, and continuously improve the quality of service and client experience.

By following this production process, TA2HOOLIGAN, LLC ensures a seamless and personalized tattooing experience for clients, from initial consultation to final touch-up sessions, while maintaining a focus on quality, creativity, and client satisfaction

- **Quality Control:** At TA2HOOLIGAN, LLC, we are committed to maintaining the highest standards of quality and excellence in every aspect of our tattooing services. Our quality control measures are designed to ensure that each client receives a safe, hygienic, and exceptional tattooing experience that exceeds their expectations.
    - **Hygiene and Sterilization:** We adhere to strict hygiene and sterilization protocols to create a clean and safe tattooing environment for both clients and artists. Our studio is equipped with state-of-the-art sterilization equipment, and we follow industry best practices to sterilize all tattoo equipment and surfaces before and after each tattoo session.
    - **Artistic Excellence:** Our team of talented and experienced tattoo artists is dedicated to delivering artwork of the highest caliber. We take pride in our craftsmanship and attention to detail, ensuring that each tattoo design is executed with precision, creativity, and artistic flair.
    - **Client Satisfaction:** We prioritize client satisfaction and strive to exceed our clients' expectations with every tattoo session. From personalized consultations to thorough aftercare instructions, we are committed to providing a positive and memorable experience for each client.
    - **Continuous Improvement:** We continuously evaluate and improve our processes and procedures to enhance the quality of our services and the overall client experience. We welcome feedback from our clients and use it to identify areas for improvement and implement necessary changes.
    - **Compliance and Safety:** We are committed to complying with all relevant health and safety regulations and maintaining a safe and compliant tattooing environment. Our studio undergoes regular inspections and audits to ensure that we meet or exceed industry standards for health, safety, and cleanliness.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

- **Professionalism and Ethics:** We conduct ourselves with professionalism, integrity, and ethical conduct in all aspects of our business. Our team members are trained to uphold the highest standards of professionalism and to treat every client with respect, dignity, and confidentiality.

At TA2HOOLIGAN, LLC, quality is not just a goal; it is a fundamental principle that guides everything we do. We are dedicated to delivering exceptional tattooing services that reflect our commitment to quality, creativity, and client satisfaction.

- **Suppliers:** Tattoo studios typically source their supplies from specialized tattoo supply companies and distributors. These suppliers offer a wide range of products specifically designed for the tattoo industry, including tattoo machines, needles, ink, tattooing equipment, sterilization supplies, aftercare products, and other tattooing essentials.

Some common suppliers and distributors of tattoo studio supplies include:

- Eternal Ink
- Intenze Tattoo Ink
- World Famous Tattoo Ink
- FK Irons
- Cheyenne Professional Tattoo Equipment
- Hustle Butter Deluxe
- Dynamic Color Company
- Electrum Tattoo Stencil Primer
- Inkjecta Tattoo Machines
- TATSoul
- Hildbrandt Tattoo Supply
- Amazon
- Kingpin Tattoo Supply
- Painful Pleasures
- Eikon Device
- True Tubes
- Kwadron Needles
- Tattoo Goo
- Saniderm Tattoo Aftercare
- Stencil Stuff

These suppliers offer a variety of products to meet the needs of tattoo studios, ranging from high-quality tattoo ink and needles to essential sterilization and aftercare supplies. Tattoo studios may choose to establish relationships with multiple suppliers to access a broader range of products and ensure a consistent supply of essential tattooing materials.

Management Team

- **Founders/Key Management:** Luke Kozlowski is the visionary behind TA2HOOLIGAN, LLC, a tattoo studio born out of a passion for artistry, creativity, and self-expression. With a lifelong fascination with tattooing and a deep appreciation for the rich cultural heritage of tattoo art, Luke Kozlowski embarked on a journey to create a space where clients could experience the transformative power of tattoos in a welcoming and inclusive environment. Apprenticing over 5 years ago in Chicago, Luke learned the ins and outs of the tattoo industry in a highly competitive market, giving him the skills and expertise he has today.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Driven by a relentless pursuit of excellence and a commitment to pushing artistic boundaries, Luke Kozlowski brings a unique blend of creativity, innovation, and business acumen toTA2HOOLIGAN, LLC. With a background in fine arts and design, Luke Kozlowski channels their artistic talents and entrepreneurial spirit into building TA2HOOLIGAN, LLC into a reputable and sought-after destination for tattoo enthusiasts and art lovers alike.

As the founder of TA2HOOLIGAN, LLC, Luke Kozlowski is deeply involved in every aspect of the studio's operations, from overseeing artistic direction and client relations to managing business development and strategic growth initiatives. Luke Kozlowski is dedicated to creating an environment where talented artists can thrive, clients feel empowered to express themselves authentically, and the art of tattooing is celebrated as a form of self-expression and personal empowerment.

Key Management:

1. **Sole Tattoo Artist:** Luke Kozlowski

Luke Kozlowski is the creative force behind TA2HOOLIGAN, LLC's artistic vision, leading to deliver exceptional tattooing experiences to clients. With 5 years of experience in the tattoo industry and a diverse portfolio showcasing expertise in various tattoo styles, Luke brings a wealth of knowledge, skill, and creativity to TA2HOOLIGAN, LLC. As the sole tattoo artist, he oversees quality assurance to ensure that every tattoo created at TA2HOOLIGAN, LLC meets the highest standards of excellence.

2. **Studio Manager:** Luke Kozlowski

Luke Kozlowski is the driving force behind TA2HOOLIGAN, LLC's day-to-day operations, overseeing studio management, client relations, and administrative tasks to ensure smooth and efficient studio operations. With a background in business management and a passion for customer service, Luke is dedicated to creating a positive and welcoming atmosphere for clients and staff alike. From managing appointment bookings and scheduling to handling client inquiries and resolving issues, Luke plays a pivotal role in ensuring that TA2HOOLIGAN, LLC remains a trusted and reputable destination for tattoo enthusiasts.

3. **Head of Marketing and Branding:** Luke Kozlowski

Luke Kozlowski is responsible for TA2HOOLIGAN, LLC's marketing strategy, brand development, and promotional initiatives to elevate the studio's visibility and attract new clients. With a background in marketing and a passion for creative storytelling, Luke leverages digital marketing, social media, and community engagement to showcase TA2HOOLIGAN, LLC's unique artistic offerings and build meaningful connections with clients and the broader tattoo community. By crafting compelling brand narratives and engaging content, Luke plays a vital role in positioning TA2HOOLIGAN, LLC as a leading authority in tattoo artistry and self-expression.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Luke Kozlowski

Palatine, Illinois, United States

lukekozlowski17@gmail.com

linkedin.com/in/ta2hooligan

Summary

Dependable and highly motivated Tattoo Artist in the Chicago Looking for the best opportunities to to better himself mentally, financially, and physically.

Experience

Tattoo Artist
Ta2Hooligan, LLC
Aug 2019 - Present (4 years 7 months)

Screen Printer
AOV, LLC
Aug 2018 - Nov 2018 (4 months)

Busboy
Tap House Grill Addictive Food/Creative Brews
Apr 2016 - Jan 2018 (1 year 10 months)

Sales Associate
Zumiez
Aug 2015 - Jan 2016 (6 months)

Telemarketer
Quality Customer Service & Sales (QCSS)
Mar 2015 - Jan 2016 (11 months)

Grocery Clerk
Mariano's
Apr 2015 - Aug 2015 (5 months)

Education

Harvard Business School Online
Other; Certificate in Entrepreneurship Essentials
Sep 2023 - Oct 2023

University of Colorado Boulder



Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:
Bloodborne Pathogens
Infectious Disease Control
Best Practices / Precautions

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

Luke Kozlowski

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 1 year. Course administered in accordance with the **2020** ECC/ILCOR and AHA guidelines. ID#:**E9DD5F**

Completion: **February 22, 2024**
Instructor: **Paul J. Scruton**

COURSE PROVIDED BY:
NationalCPRFoundation™

Signature:

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

State of Illinois
Illinois Department of Public Health

Establishment's name, address and phone number

_____

_____

_____

What to Know Before Getting a Tattoo

While a tattoo may only take a few minutes to acquire, it is permanent. You should understand the risks and research the process before gettin a tattoo. Tattooing involves breaking the skin, one of your body's main protective barriers. This means you may be more susceptible to skin and blood infections. Specific risks include:

Bloodborne diseases. If the equipment used to do your tattoo is contaminated with the blood of an infected person, you can contract number of serious bloodborne diseases. These include hepatitis C, hepatitis B, tetanus and HIV, the virus that causes AIDS.

Skin infections. The use of unsterile equipment or re-used ink can result in skin infections, ranging from minor to potentially serious antibiotic resistant infections. Symptoms may include redness, swelling, or pus-like drainage.

Granulomas. Bumps may form around the site of the tattoo as a reaction to the ink.

Scars and keloids. The ink may cause scars and keloids (raised, ridged areas caused by overgrowth of scar tissue).

Allergic reactions. The ink may cause an itchy rash at the tattoo site.

Swelling or burning. Tattooed areas may swell or burn during Magnetic resonance imaging (MRI) exams.

Additional topics to discuss with your body art professional include their Bloodborne Pathogen Training, the establishment's proficiency requirements, and the establishment's autoclave monthly spore test results.

If **abnormal** itching, irritation, redness, swelling or fever should appear, please contact a physician immediately. These could be signs of a potentially serious medical condition that should be addressed.

To ensure that your body art procedure heals properly, we ask that you disclose if you have or have had any of the following conditions. Disclosure does not legally prevent you from having a body art procedure.

Yes	*No*	*Diabetes*
Yes	*No*	*History of hemophilia (bleeding)*
Yes	*No*	*History of skin diseases, skin lesions, or skin sensitivities to soaps, disinfectants, etc.*
Yes	*No*	*History of allergies or adverse reactions to pigments, dyes or other skin sensitivities such as latex*
Yes	*No*	*History of epilepsy, seizures, fainting or narcolepsy*
Yes	*No*	*Use of medications, such as anticoagulants that thin the blood and/or interfere with blood clotting*
Yes	*No*	*Human immunodeficiency virus (HIV)*
Yes	*No*	*Hepatitis*

Please list any other information that might be relevant to your body art procedure:

_____

_____

Client name _____

Client signature _____

Artist name _____

Artist signature _____

Date _____

Copy of client's photo identification *if* collected

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

The Illinois Department of Public Health
Division of Food, Drugs and Dairies
Springfield, Illinois • 217-785-2439

Printed by Authority of the State of Illinois
P.O. #5210321 2.5M 8/09

IOCT0177-10

BODY ART ESTABLISHMENT REGISTRATION or TANNING FACILITY PERMIT APPLICA

Date Received by IDPH	Illinois Department of Public Health Division of Environmental Health 525 W Jefferson St. Springfield IL 62761 Phone 217-785-2439 Fax 217-782-0943 TTY (hearing impaired) 800-547-0466 Email dph.bodyart@illinois.gov or dph.tan@illinois.gov	*Permit or Registration Number* _____ FM#_____ Fee Paid $_____

Purpose of Application (check one)

☐ New
☐ Change of Ownership
☐ Change of Location Effective:_____List Previous Address Here:_____

_____

I am applying for the following registration/permit (check one). I understand fees are due with application submittal.

Check Here	***Registration or Permit Type***	***You Must Complete Section(s)***	***Fee***
	Body Art **Permanent** Business	1 & 2	Base $500 See *
	Body Art **Mobile** Business	1 & 2	Base $500 See *
	Body Art **Temporary** Event	3	Flat $250
	Tanning Facility	1 & 4	Flat $250

IMPORTANT: The registration or permit fee is due at time of application submission. This is a non-refundable fee. Checks or money orders should be made out to the Illinois Department of Public Health. The application and review process from when we receive the application to when you should have the inspector contact you to set up the inspection is APPROXIMATELY 4 to 6 weeks. This is dependent upon the number of applications received for review, the completeness of your application, and the schedule of the inspector responsible for your area.

* The Body Art permanent and mobile business registration fee is **$500**. This fee includes one work station. If you have more than one workstation, an additional **$50** per work station is required. For example, if you have a total of 3 work stations, your fee will be $600 ($500 + 2 x $50 = $600).
To calculate your body art fee: $500 + (Total number of work stations after the first one x $50) = Fee Due

Mail this completed application and fee to: **Illinois Department of Public Health**
Division of Environmental Health
525 W. Jefferson Street (Floor 3)
Springfield, IL. 62761

SECTION 1

** Denotes Mandatory Information*

Legal Name of Business*		***Start date***
Doing Business As (if applicable)		
Physical Facility Address*		***County****
City*	***State****	***Zip code (+ 4 if known)****
Business Phone No. (include area code)*	***Emergency/Cell Phone No.***	
Facility Email Address (please print clearly)*	***Web Address***	
Days and hours of Operation		

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Section 1 cont.

Owner and/or Operator of Business

Owner or Operator First and Last Name*		***Age****
Owner or Operator Address*		
City*	***State****	***Zip code (+ 4 if known)****
Owner Phone No. (include area code)*	***Owner Email Address****	

Ownership Type *(Check applicable box and complete information)*

	Sole Proprietor/Individual List Name:
	Partnership/Multiple Owners List Name of Each Owner:
	Government
	Non-Profit
	Cooperative List exact full cooperate name:
	Limited Liability Company (LLC)* List complete name of LLC and FEIN:
	Corporation List Complete name of Corp and FEIN:
*If either a LLC or Corporation, list the registered agent on file with the Secretary of State here:	

Mailing Address

Check here _____ if the mailing address is the same as the physical address (do not have to re-type below).
Check here _____ if the mailing address is the same as the owner's address (do not have to re-type below).

Mailing Address		
City	***State***	***Zip code (+ 4 if known)***

Certification Statement

This application must be signed by the owner, if an individual; by one of the partners, if a partnership; or by an officer of the company or corporation.

I affirm that I am the owner, partner or officer of the firm name as shown on page one, that I am authorized on the part of said applicant to verify and file with the Illinois Department of Public Health this application, and that I have a full working knowledge of the matters set forth herein and that all of same are true in substance and fact.

Print Name: _____

Signature: _____

Title: _____ Date: _____

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

SECTION 2 Body Art Establishment

List Equipment used for tattoo and/or body piercing services such as sterilizers, tattoo machines, cleaning systems, Autoclave, etc. Do not include disposable supplies.

Type	Year of manufacture if available

List Number of Work Stations located in business: _____

If mobile, list home base address of establishment: _____
_____
_____

IMPORTANT ADDITIONAL REQUIREMENTS for BODY ART ESTABLISHMENTS

Along with this application, you **MUST** attach the four documents described below. See ***Appendix A*** for detailed requirements/instructions.

- Operational Procedures
- Establishment Floor Plan
- Aftercare Instructions
- Parental Consent Form (applicable to piercing services only)

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

SECTION 3 Body Art Temporary Event

Complete all information to avoid delay in registration.

Event Name		
Reason for event: Educational, Trade Show, Product Demonstration		
Address		
City	Zip	County
Date(s) of Events		Number of Workstations
Business or Booth Name		
List all artists working in Booth (attach additional sheet if needed) Name_____ Age_____ _____ _____ _____ _____ _____		
Contact Name		Telephone Number (_____)_____-_____
Contact Email		
SIGNATURE OF APPLICANT		
Permanent Business Contact Information		
Name	Address	
City	State	Zip
Telephone (_____) _____-_____		

IMPORTANT REQUIREMENTS FOR BODY ART **TEMPORARY EVENT**

Proof of OSHA compliant blood borne pathogen training MUST be available for all artists upon inspection on the opening day of event.

Each individual business/booth must apply separately.

The operator must identify the location of hand sinks accessible to the artists (not located within a bathroom).

See ***Appendix B*** for Temporary Establishment Registration Information.

If there are any questions or concerns, please call 217/785-2439 or email dph.bodyart@illinois.gov

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

SECTION 4 Tanning Facility Application

Primary Operation of Facility (check box and complete description if "Other")

	Tanning Facility		Health Club		Hotel/Motel
	Beauty Salon		Barber Shop		Residence
	Other; Describe Here:				

Please provide **complete** information for **each piece** of tanning **equipment** in this facility. Types of equipment may include bed canopy, bed bench, stand-up booth, free-standing facial unit, etc.

Room ID	Manufacturer	Model	Serial Numbers	Year of Manufacturer	Equipment Type

Attach Additional Sheet(s) if more equipment information is to be provided.

IMPORTANT ADDITIONAL REQUIREMENTS for TANNING FACILITIES

Along with this application, you **MUST** attach the facility generated **OPERATING PROCEDURES** using the outline provided in ***Appendix C*** (Note: all points on the provided outline must be addressed to be considered complete.)

If there are any questions or concerns, please call 217/785-2439 or email dph.tan@illinois.gov

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

APPENDIX A, B and C

Appendix A; Body Art Operational Procedures/Floor Plan/Aftercare Instructions

Appendix B; Temporary Establishment Registration Information

Appendix C; Tanning Facility Written Operating Procedures

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Appendix A

The Body Art Establishment Registration application requires applicants to submit copies of Operational Procedures, Establishment Floor Plan, Aftercare Instructions and a parental consent form (only in cases where piercing is available for minors).

Attachment 1: Operational Procedures
Please describe the following procedures for your Body Art facility in the provided space and then return this form with your application. If you do not have enough room feel free to attach additional information.
Sterilization methods used for all reusable Items (State 100% disposable if applicable).
Testing methods used to ensure all sterilized items remain sterilized. Include spore testing company and frequency if applicable.
Methods used for maintaining records for all procedures performed, ie: name, date, photos, etc.
Methods used to ensure client is 18 years of age, ie: make copy of state issued ID.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Methods for collection of parental consent if client is a minor requesting piercing procedure (please also attach parental consent form) or mark N/A if no piercing available.
Methods used for preparing site where tattoo going to be located.
Methods for aftercare procedure and client instructions.
Workstation cleanup methods after procedure is completed, including product used to sterilize surfaces.
Methods used to deal with a possible emergency (example - call 911).
For Reference: Body Art Code 797.800, 797.900, 797.1000

Attachment 2: Floor Plan of Establishment
Please attach a floor plan of your establishment that includes the following elements:
• Aerial view of facility • Entrance and Exits • Location of workstations • Location of hand sinks (1 per 6 stations), must be separate from restrooms. • Sterilization area (If applicable) • Washroom • Storage Room

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

The attachment does not require an architectural drawing or blue print and can include additional features if desired.
For Reference: Body Art Code: 797.1100 B, G, H

Attachment 3: Aftercare Instructions
Please provide the aftercare instructions given to a client after their procedure. The instructions should include directions on using any washes, salves or creams, the rinse schedule and the actions that need to be taken if problems arise as a result of the procedure.

Attachment 4: Parental Consent
Please include a copy of the consent form used to obtain the parental consent for minors when Body Piercing procedures are made available. *If this service is not available, a consent form shall not be required.*

All questions should be sent to dph.bodyart@illinois.gov

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

APPENDIX B

Section 797.1400 Temporary Establishment Registration Information

A temporary certificate of registration may be issued by the Department for educational, trade show or product demonstration purposes that include body art procedures. The temporary certificate of registration shall be valid for a maximum of 14 calendar days. (Section 20 of Act)

Refer to the Body Art Legal Base for complete list of requirements.

1. A body art establishment who wishes to obtain a temporary certificate of registration shall submit a temporary certificate of registration application for review to the Department at least 30 days prior to the event.
2. A temporary certificate of registration non-refundable fee of $250 shall be paid for each booth at each event. All body artist shall be 18 years of age and over.
3. The Department shall not issue the temporary certificate of registration if the holder of a temporary certificate of registration fails to comply with all requirements of the Body Art Legal Base.
4. An inspection of the location identified on the temporary certificate of registration application shall be required prior to the performance of any body art procedures. The inspector will contact the responsible party listed on the application prior to the event to set up the required inspection time.
5. The establishment shall be contained in a completely enclosed location.
6. The temporary certificate of registration shall be prominently posted along with the warning statement provided by the Department (see Section 797.600(c)).
7. Copies of documentation of proof of Blood borne pathogen training for all artists are required to be available for review during inspection.
8. Conveniently located hand-washing facilities with liquid soap, paper towels and hot and cold water under adequate pressure shall be provided. Drainage in accordance with local plumbing codes is to be provided. Alcohol-based single-use hand wipes shall be available in each work station to augment the hand-washing requirements of this Section.
9. The establishment shall provide instrument sterilizing equipment in compliance with this Part, on which a spore test has been performed 30 or fewer days prior to the date of the event, **or** only single-use prepackaged sterilized equipment shall be allowed.
10. In performing body art procedures, the body artist/apprentice shall wear single-use medical grade gloves. Gloves shall be changed if they become contaminated by contact with any non-clean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed before the next pair of gloves is donned.
11. Sharps ready for disposal shall be disposed of in approved sharps disposal containers. Storage of regulated waste on site shall comply with the regulations in 29 CFR 1910.1030
12. No person shall perform any tattoo procedure upon a person under the age of 18 years that is prohibited by Sections 12-10 through 12-10.2(c) of the Criminal Code of 1961. Age verification shall be obtained by government issued identification containing a birth date and photograph
13. In other procedures, such as piercing, the parent or legal guardian shall sign a consent form.
14. Any body artist can refuse service to any individual, at any time, and for any reason.
15. Contact Body Art Program staff at dph.bodyart@illinois.gov with questions. *Revised 02/18*

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Appendix C

All Tanning facilities are required to submit a written copy of their operating procedures to be used in the facility as well as an attachment to the facility's application for a permit. Please include the following form with your answers attached to the application for permit.

Operational Procedures
Please describe the following procedures for your Tanning facility in the provided space and then return with this form with your application. If you do not have enough room feel free to attach additional information.
The procedure for an operator to ensure that all clients are at least annually offered a written copy of the warning
The procedure for proving and documenting whether the client is 18 years of age or over and able to tan.
The procedure the facility follows to handle the presence of children that accompany a client.
The procedure the operator must follow to obtain client information on prescription and nonprescription medications, consumed or used prior to the start of each tanning session, and the procedure for informing clients about photosensitizing substances.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

The facility procedure for dealing with pregnant women who wish to tan.

The operators' method for ensuring and documenting that clients have not used services of any tanning facility in the preceding twenty-four hours.

The system for maintain complete and accurate records on clients' use of tanning Facility. Details on what information is collected and in what format. If electronic, procedures should describe data storage and back-up methods.

The operator's procedures for instructing clients on how to use the training equipment.

The procedure for determine and recording the client's appropriate skin type, using the IDPH provided skin type chart.

The procedure for thoroughly documenting and promptly reporting tanning injuries as specified in Tanning Facilities Code, Section 795.200

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

The procedures for conducting regularly scheduled maintenance of the tanning equipment, particularly as required by the manufacturer of each tanning unit.
Procedures for the accurate preparation of the facility's sanitizing solution and a description of how it is to be tested and stored in properly labeled containers. Are step by step procedures provided to the operator
A thorough procedure of equipment cleaning procedures by facility operators. Operators are responsible for cleaning and sanitizing tanning equipment after each use. No clients are responsible for cleaning.
A thorough description of eyewear sanitizing procedures (if the facility provides reusable eyewear for its clients. Are step by step procedures provided to the operator?
The procedure for cleaning and sanitizing the restroom which must be cleaned and sanitized at least once a day. The specific tasks described and who is responsible for each task must also be included.

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

The procedures for the operator to preform while assisting the inspector during an Inspection. The operator must have access to all information required by the inspector including the client records, the operators' training records, and the compatibility documentation for lamp replacement.
A thorough description of the training method (the "What" and "How") to be used for each operator, covering the ten areas described in tanning facilities code. Operators may not be left unattended until training is complete.
For Reference: Tanning Facilities Code: 795.180, 795.150(a), 795.200

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Body Art Establishment Fee Structure

Submit registration fee of $500.00 US dollars for the establishment and one work station. An additional $50.00 US dollars is needed for each additional work station (over one). Refer to the examples below when calculating your Body Art Establishment fee.

Establishments with:

1 work station	$ 500.00
2 work stations	$ 550.00
3 work stations	$ 600.00
4 work stations	$ 650.00
5 work stations	$ 700.00
6 work stations	$ 750.00
7 work stations	$ 800.00
8 work stations	$ 850.00
9 work stations	$ 900.00
10 work stations	$ 950.00
11 work stations	$1000.00
12 work stations	$1050.00
13 work stations	$1100.00
14 work stations	$1150.00
15 work stations	$1200.00

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER m: FOOD DRUGS AND COSMETICS
PART 797 BODY ART CODE

- Section 797.100 Definitions
- Section 797.200 Incorporated and Referenced Materials
- Section 797.300 General Requirements
- Section 797.400 Operational Requirements
- Section 797.500 Exemptions
- Section 797.600 Public Notification Requirements
- Section 797.700 Disclosure of Pre-existing Conditions
- Section 797.800 Preparation and Care of the Body Art Area
- Section 797.900 Disinfection and Sterilization Procedures
- Section 797.1000 Requirements for Single-Use Items
- Section 797.1100 Requirements for Premises
- Section 797.1200 Establishment Certificate of Registration Requirements
- Section 797.1300 Body Artist Proficiency Requirements
- Section 797.1400 Temporary Certificate of Registration Requirements
- Section 797.1500 Enforcement
- Section 797.1600 Procedures for Suspension, Revocation, or Refusal to Issue a Certificate of Registration
- Section 797.1700 Violations and Fines

AUTHORITY: Implementing and authorized by the Tattoo and Body Piercing Establishment Registration Act [410 ILCS 54].

SOURCE: Adopted at 33 Ill. Reg. 246, effective December 26, 2008.

Section 797.100 Definitions

The following shall be the accepted definitions of the terms used in this Part:

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

"Act" means Tattoo and Body Piercing Establishment Registration Act [410 ILCS 54].

"Aftercare" means oral and written instructions given to the client, specific to the body art procedures rendered, about caring for the body art and surrounding area. These instructions will include information about when to seek medical treatment, if necessary.

"Antiseptic" means an agent that reduces disease-causing microorganisms on human skin or mucosa.

"Apprentice" means an individual who works under the supervision of a body artist and performs body art activities.

"Autoclave" means an apparatus that is registered and listed with the federal Food and Drug Administration for sterilizing articles by using superheated steam under pressure.

"Body Art" means the practice of physical body adornment, including, but not limited to, the following techniques: body piercing, tattooing, cosmetic tattooing, branding and scarification. This definition does not include practices that are considered medical procedures by the Illinois State Medical Board, such as implants under the skin, which shall not be performed in a body art establishment. Nor does this definition include piercing of the non-cartilaginous portion or lobe of the ear with pre-sterilized single-use stud-and-clasp ear-piercing systems.

"Body Artist" means a person who conducts or practices body art activities and/or procedures.

"Body Art Establishment" or *"Establishment" means a body-piercing operation, a tattooing operation,* body modification establishment *or a combination of* all *operations in a*

Attachment: PZC Materials - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

multiple-type establishment, whether public or private, temporary or permanent in nature or location, profit or not for profit. (Section 10 of the Act)

"Body Piercing" means penetrating the skin to make a hole, mark, or scar that is generally permanent in nature, including, but not limited to, micro-dermal anchors, acts of suspension and sub-dermal/trans-dermal implants. *"Body piercing" does not include practices that are considered medical procedures or the puncturing of the* non-cartilaginous portion *or lobe of the ear using a pre-sterilized, single-use stud-and-clasp ear piercing system.* (Section 10 of the Act)

"Certificate of Registration" means written permission by the Department to operate a body art establishment. Approval is given in accordance with this Part and is separate from any other licensing requirement that may exist within communities or political subdivisions comprising the jurisdiction.

"Change of Ownership" means any of the following:

In the case of a body art establishment owned by a corporation, the transfer of the facility by the corporation to another corporation, to a partnership or association, or to a natural person. Transfer of stock in a corporation does not constitute change of ownership.

In the case of a body art establishment owned by a partnership or association, the transfer of the facility by the partnership or association to another partnership or association, to a corporation, or to a natural person. Transfer of interest in the partnership or association or substitution of any or all partners or

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members of the association does not constitute change of ownership.

In the case of a body art establishment owned by a natural person, the transfer of the facility to any corporation, partnership, association or other natural person, whether or not the owner retains any interest in the facility.

"Clean" or "Cleaning" means the removal of foreign materials from objects, normally accomplished with detergent, water and mechanical action.

"Client" means the person, customer, or patron whose skin will be tattooed, modified *or pierced.* (Section 10 of the Act)

"Cosmetic Tattooing" (see "Tattooing").

"Dentist" means a person licensed to practice dentistry in this State pursuant to the Illinois Dental Practice Act [225 ILCS 25].

"Department" means the Illinois Department of Public Health or its designated agent.

"Director" means the Director of Public Health or his or her designee. (Section 10 of the Act)

"Disclosure Warning Statement" means a sign or poster that is provided by the Department that advises the public of the potential health risks of body art services.

"Disinfect" or "Disinfection" means a process that provides an effective concentration of a United States Environmental Protection Agency registered chemical for enough contact time as specified by the manufacturer to reduce bacterial

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count, including pathogens, to a safe level (when disease organisms that may be present are destroyed so as to prevent transfer) on equipment surfaces and in toilet and hand-washing facilities.

"Ear Piercing" means the puncturing of the non-cartilaginous portion or lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system, following manufacturer's instructions. Under no circumstances shall ear piercing studs and clasps be used anywhere on the body other than the non-cartilaginous portion and lobe of the ear.

"Equipment" means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in connection with the procedures of body art.

"Good Hygienic Practices" means practices conducive to maintaining health and preventing disease, especially through cleanliness. Good hygienic practices include, but are not limited to, restrictions on eating, drinking and the use of tobacco products in the establishment; maintaining a high degree of personal cleanliness; hand washing and proper hand washing techniques; use of single-use disposable gloves; preventing employees from contaminating work surfaces; and availability of hand washing facilities and supplies.

"Hand-Washing Sink" means a sink equipped with hot and cold running water under pressure, tempered by means of a mixing valve or combination faucet, activated by wrist blade or knee control or other hands-free means, used solely for washing hands, arms and other portions of the body.

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"Hot Water" means water that attains and maintains the temperature of not less than 120 degrees F.

"Imminent Health Hazard" means any hazard to the public health when the evidence shows that a product or practice creates or may create a public health situation, including, but not limited to, a lack of water or electricity, lack of sterilization, infections that are epidemiologically associated with a body art establishment, or the occurrence of a single case of a life-threatening illness that is epidemiologically associated with a body art establishment.

"Instruments Used for Body Art" means hand pieces, needles, needle bars, and other instruments that may come in contact with a client's body or may be exposed to body fluids during body art procedures.

"Invasive" means entry into the body either by incision or insertion of an instrument into or through the skin or mucosa, or by any other means intended to puncture, break or compromise the skin or mucosa.

"Jewelry" means any personal ornament inserted into a pierced area. The ornament shall be free of nicks, scratches or irregular surfaces and must have been properly sterilized prior to use.

"Mobile Body Art Establishment" or "Mobile Body Art Unit" means a mobile establishment or unit that is self-propelled or otherwise movable from place to place and is self-sufficient for utilities such as gas, water, electricity and liquid waste disposal.

"Operator" means an individual, partnership, corporation, association, or other entity engaged in the business of owning,

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managing, or offering services of body art. (Section 10 of the Act)

"Person" means any individual, corporation, partnership, firm, association, society, trust, estate, public or private institution, group, agency, political subdivision of this State, any other state or political subdivision or agency of that state, and any legal successor, representative, agent or agency of a person.

"Physician" means a person licensed under the Medical Practice Act of 1987 [225 ILCS 60] to practice medicine in all of its branches.

"Potable Water" means water that is safe for human consumption and meets the water quality standards of the Primary Drinking Water Standards (35 Ill. Adm. Code 611).

"Procedure Surface" means any surface of a work area, including, but not limited to, the procedure chair that comes into contact with the client's body during a body art procedure, skin preparation of the area adjacent to and including the body art procedure, or any associated work area that may require disinfecting.

"Regulated Waste" means any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; sharps and any wastes containing blood and other potentially infectious materials, as defined in 29 CFR 1910.1030 (Bloodborne Pathogens).

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"Scarification" means to create a design on the skin by means of shallow cuts or skin removal that are sometimes rubbed with a colorant or irritant to enhance the resulting scar tissue.

"Sharps" means any objects (sterile or contaminated) that may purposefully or accidentally cut or penetrate the skin or mucosa, including, but not limited to, pre-sterilized single-use needles, scalpel blades, and razor blades.

"Sharps Disposal Container" means a puncture-resistant, leak-proof container that can be closed for handling, storage, transportation and disposal and that is labeled with the international biohazard symbol.

"Single Use" means products or items that are intended for one-time, one-person use and are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, tattoo needles, scalpel blades, stencils, ink cups and protective gloves.

"Standard Precautions" means infection prevention and control measures that apply to all clients regardless of condition or presumed infection status (see 77 Ill. Adm. Code 690.1010(a)(1)).

"Sterile" means free of all living organisms, including spores.

"Sterilization" means the use of a physical or chemical process to destroy all living organisms, including spores.

"Sterilization Packaging" means packaging materials, including, but not limited to, bags, packs, pouches or tubing designed for steam sterilization use. The sterilization packaging shall

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allow penetration of steam to allow sterilization and to maintain the sterility of the item after sterilization.

"Sterilize" means to destroy all living organisms including spores. (Section 10 of the Act)

"Sterilizer" means equipment used to sterilize body art devices, equipment and supplies by direct exposure to a selected sterilization agent validated by a sterile indicator strip.

"Tattooing" means any method of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture the skin, resulting in permanent coloration of the skin or mucosa. This term includes all forms of cosmetic tattooing.

"Tempered Water" means water ranging in temperature from 85 degrees F to, but not including, 120 degrees F.

"Temporary Body Art Establishment" means any place or premise operating for educational, trade show or product demonstration purposes at a fixed location where a body artist/apprentice performs body art procedures for no more than 14 days consecutively in conjunction with a single event or celebration.

"Temporary Certificate of Registration" means a certificate of registration issued by the Department *for educational, trade show, or product demonstration purposes only. The temporary certificate of registration shall be valid for a maximum of 14 calendar days.* (Section 20 of the Act)

"Ultrasonic Unit" means a unit used for cleaning soiled and/or used instruments before they are sterilized, using the emission of high frequency sound waves.

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"Violation" means a finding of violation of a Section of the Act or this Part by a court of competent jurisdiction in this State, or by the Director in a Final Order issued pursuant to the Act, or by a notice of warning issued in accordance with this Part.

"Work Station" means an area where body art procedures are performed.

Section 797.200 Incorporated and Referenced Materials

a) The following materials are incorporated or referenced in this Part:

1) Illinois Statutes and Administrative Rules:

A) Criminal Code of 1961 [720 ILCS 5]

B) Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100)

C) Illinois Plumbing Code (77 Ill. Adm. Code 890)

D) Control of Communicable Diseases Code (77 Ill. Adm. Code 690)

E) Electrologist Licensing Act [225 ILCS 412]

F) Acupuncture Practice Act [225 ILCS 2]

G) Administrative Review Law [735 ILCS 5/ Art. III]

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H) Illinois Food, Drug and Cosmetic Act [410 ILCS 620]

I) Public Area Sanitary Practice Code (77 Ill. Adm. Code 895)

J) Drinking Water Systems Code (77 Ill. Adm. Code 900)

K) Private Sewage Disposal Code (77 Ill. Adm. Code 905)

L) Illinois Water Well Construction Code (77 Ill. Adm. Code 920)

2) Federal Regulations:

Bloodborne Pathogens, Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1030(g)(2) (July 2005)

3) Federal Guidelines:

A) Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers, in Morbidity and Mortality Weekly Report (MMWR), June 23, 1989, Vol. 38, No. S-6

B) Recommendations for Preventing Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Patients During Exposure-Prone Invasive Procedures, in MMWR, July 12, 1991, Vol. 40, No. RR-8

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b) All incorporations by reference of federal regulations and guidelines refer to the materials on the date specified and do not include any amendments or editions subsequent to the date specified.

c) Copies of all incorporated materials are available for inspection and copying by the public at the Department's Central Office, Division of Food, Drugs, and Dairies, 525 West Jefferson Street, Springfield, Illinois 62761.

Section 797.300 General Requirements

The following information shall be kept on file on the premises of a body art establishment and shall be available for inspection by the Department:

a) Body Artist/Apprentice information

1) Full names and exact duties;

2) Date of birth;

3) Home address;

4) Home and work telephone numbers;

5) Identification photographs;

6) Current places of employment;

7) Training documentation/certificates; and

8) Proof of completion of a bloodborne pathogen training program compliant with Bloodborne Pathogens, OSHA, 29 CFR 1910.1030.

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b) Establishment Information

1) Name of Establishment;

2) Hours of Operation;

3) Owner's name and home address;

4) A copy of the operation procedure (see Section 797.300(c));

5) Owner's telephone numbers; and

6) A complete description of all body art procedures performed.

c) Emergency Procedures Information

The owner or operator of a body art establishment shall prepare, maintain and implement an operation procedure that meets the following requirements:

1) The operation procedure shall provide for response to the occurrence of any sudden, serious and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of health, to believe that the sick or injured person requires urgent or unscheduled medical care.

2) The operation procedure shall include a method to address emergency situations, including, but not limited to, adverse reactions, anaphylactic reactions, and accidental needle sticks.

3) The operation procedure shall include procedures to be used when blood, plasma, serum or body fluids, such as semen, saliva, breast milk, vaginal secretions and

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any fluid contaminated with blood, are exposed to:

A) mucous membranes, including eye, mouth or other mucous membranes;

B) broken or non-intact skin;

C) abraded or irritated skin; or

D) skin surfaces that are otherwise compromised.

4) The operation procedure shall describe methods for obtaining appropriate medical care in the event of such an exposure and designate personnel to be notified in the event of an emergency.

5) The operation procedure must be maintained in the body art establishment in a location accessible to all employees.

c) The establishment shall also keep on file a copy of this Part.

Section 797.400 Operational Requirements

a) It shall be unlawful for any person to perform body art procedures unless such procedures are performed in a body art establishment with a current certificate of registration.

b) A body artist/apprentice shall be a minimum of 18 years of age.

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c) Eating or drinking by anyone other than a client is prohibited in the area where body art is performed.

d) Smoking is prohibited in the body art establishment.

e) *Body* art *procedures must not be performed, without medical clearance, on skin surfaces where sunburn, rash, acne, infection, open lesions, or other questionable skin lesions exist and must not be performed on any person who is impaired by drugs or alcohol.* (Section 27 of Act) Medical clearance must be in the form of a written and signed statement by a physician.

f) The body artists/apprentice shall maintain a high degree of personal cleanliness, conform to good hygienic practices, and wear clean clothes when performing body art procedures. Before performing body art procedures, body artists/apprentices shall thoroughly wash their hands for a minimum of 20 seconds in tempered running water with liquid soap, then rinse hands and dry with disposable paper towels. This shall be done as often as necessary to remove contaminants.

g) In performing body art procedures, the body artist/apprentice shall wear single-use medical grade gloves. Gloves shall be changed if they become contaminated by contact with any non-clean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed before the next pair of gloves is donned. Under no circumstances shall a single pair of gloves be used on more than one person. The use of single-use, medical grade gloves does not preclude or substitute for hand-washing procedures as part of a good personal hygiene program.

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h) If, while performing a body art procedure, the body artist's/ apprentice's glove is pierced, torn or otherwise compromised, the procedure in subsection (f) shall be repeated immediately. The contaminated gloves shall be immediately discarded, and the hands washed thoroughly (see subsection (e)) before a fresh pair of gloves is applied. Any item or instrument used for body art that is contaminated during the procedure shall be replaced immediately with a new disposable item or a new sterilized instrument or item before the procedure resumes.

i) Regulated waste that may release liquid blood or body fluids when compressed, or may release dried blood or body fluids when handled, shall be placed in an approved bag marked with the international biohazard symbol. The regulated waste shall then be disposed of in compliance with 29 CFR 1910.1030. Sharps ready for disposal shall be disposed of in approved sharps disposal containers. Storage of regulated waste on site shall comply with the regulations in 29 CFR 1910.1030, and storage of regulated waste awaiting pick-up shall not exceed 30 days.

j) Waste that does not release liquid blood or body fluids when compressed or does not release dried blood or body fluids when handled may be placed in a covered receptacle and disposed of through normal disposal methods.

k) No person shall perform any tattoo procedure upon a person under the age of 18 years that is prohibited by Sections 12-10 through 12-10.2(c) of the Criminal Code of 1961. Age verification shall be obtained by government issued identification containing a birth date and photograph. In any procedure other than tattooing, the parent or legal guardian shall sign a consent form in the presence of an

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operator/body artist. The consent form shall indicate that the parent or legal guardian has read and understood the disclosure warning statement required under Section 797.600(c).

l) Before the oral cavity of a person under 18 years of age may be pierced, the written consent form signed by the parent or legal guardian must contain a provision in substantially the following form:

I understand that the oral piercing of the tongue, lips, cheeks, or any other area of the oral cavity carries serious risk of infection or damage to the mouth and teeth, or both infection and damage to those areas, that could result in but is not limited to nerve damage, numbness, and life threatening blood clots. (Section 12-10.1 of the Criminal Code of 1961)

m) Any skin or mucosal surface that is to receive a body art procedure shall be free of rash, irritation or any visible infection.

n) No body artist/apprentice affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or acute respiratory infection, possibly manifested by fever, chills and/or a chronic productive cough, shall work in any area of a body art establishment in any capacity in which that person could contaminate body art equipment, supplies or working surfaces with body substances or pathogenic organisms.

o) Any body artist can refuse service to any individual, at any time, and for any reason.

Section 797.500 Exemptions

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The following practices, occupations and persons are exempted from this Part:

a) *The practice of electrology as defined in the Electrologist Licensing Act* [225 ILCS 412] (Section 10 of the Act);

b) *The practice of acupuncture as defined in the Acupuncture Practice Act* [225 ILCS 2]) (Section 10 of the Act);

c) *The use, by a physician licensed to practice medicine in all its branches, of colors, dyes, or pigments for the purpose of obscuring scar tissue or imparting color to the skin for cosmetic, medical, or figurative purposes* (Section 10 of the Act); and

d) Individuals who pierce only the non-cartilaginous portion or lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system.

Section 797.600 Public Notification Requirements

a) Written public education materials, provided by the Department, shall be offered and explained to all clients prior to receiving body art procedures.

b) Verbal and written instructions for the aftercare of the body art shall be provided to each client.

c) The written public education materials shall advise the client to consult a physician or dentist as appropriate at the first sign of infection. The written public education materials shall also contain the name, address and phone number of the establishment. These documents shall be signed and dated by both parties, with a copy given to the client, and the operator shall retain the original with all other required records for a period of no less than one year. In

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addition, all establishments shall prominently display a disclosure warning poster, provided by the Department, that advises the public of the potential health risks of body art services.

d) The operator and/or body artist shall report in writing to the Department all infections or diseases, resulting from a body art procedure, that required medical attention. The written report shall be sent to the Department by mail or facsimile within 24 hours after receiving a report that medical attention was required. The report shall include:

1) The name, address and phone number of the affected individual;

2) The date of the body art procedure;

3) Identification of the body artist/apprentice who performed the service;

4) The name, address and certificate of registration number of the body art establishment involved;

5) The anatomical location, condition and description of the affected site;

6) The name, address and phone number of the affected individual's health care provider;

7) The date that medical attention was sought; and

8) Any other information considered relevant to the situation.

Section 797.700 Disclosure of Pre-existing Conditions

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The body artist/apprentice shall request information from all clients as follows:

"To ensure that your body art procedure heals properly, we ask that you disclose if you have or have had any of the following conditions. Disclosure does not prevent you from having a body art procedure.

a) Diabetes;

b) History of hemophilia (bleeding);

c) History of skin diseases, skin lesions or skin sensitivities to soaps, disinfectants, etc.;

d) History of allergies or adverse reactions to pigments, dyes or other skin sensitivities such as, but not limited to, latex;

e) History of epilepsy, seizures, fainting or narcolepsy;

f) Medications used, such as anticoagulants that thin the blood and/or interfere with blood clotting;

g) Human immunodeficiency virus (HIV);

h) Hepatitis;

i) Any other information that would aid us in evaluating your body art healing process."

Section 797.800 Preparation and Care of the Body Art Area

a) Before a body art procedure is performed, the immediate skin area and the areas of skin surrounding the location of the body art procedure shall be washed with liquid soap and water or a skin antiseptic. If shaving is necessary, single-use disposable razors shall be used. Following shaving,

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the skin and surrounding area shall be washed with liquid soap and water or a skin antiseptic. The single-use disposable razor and washing pad shall be discarded after a single use.

b) If bleeding occurs, all products used to check the flow of blood or to absorb blood shall be single use and shall be disposed of immediately after use in appropriate covered containers. (See definition of "regulated waste" in Section 797.100.)

Section 797.900 Disinfection and Sterilization Procedures

a) All non-disposable instruments used for body art shall be cleaned after each use by scrubbing with an appropriate soap or disinfectant solution and hot water, or by following the manufacturer's instructions, to remove blood and tissue residue, and shall then be placed in an ultrasonic unit operated in accordance with manufacturer's instructions.

b) After cleaning, all non-disposable instruments used for body art shall be packed individually in sterilization packaging and subsequently sterilized (see subsection (c)). All sterilization packaging shall contain either a sterilization indicator or internal temperature indicator. Sterilization packaging shall be dated with an expiration date not to exceed six months or in accordance with manufacturer's instructions. If sterilization packaging is compromised or expired, the instrument shall be removed, repackaged and re-sterilized.

c) All cleaned non-disposable instruments used for body art shall be sterilized in an autoclave that meets the criteria specified in subsection (i). The autoclave shall be used, cleaned and maintained according to manufacturer's instruction. The operator shall retain on-site a copy of the

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manufacturer's recommended procedures for the operation of the sterilization unit and a daily temperature log for each day's use. If the body art establishment uses only single-use disposable instruments and products, and uses sterile single-use needles and tubes, an autoclave shall not be required.

d) After sterilization, the instruments used for body art procedures shall be stored in a dry, clean cabinet or tightly covered container reserved for the storage of such instruments.

e) All instruments shall remain stored in sterile packages until just prior to the performance of a body art procedure. When assembling instruments used for body art procedures, the operator shall wear single-use disposable medical grade gloves and use aseptic techniques to ensure that the instruments and the gloves are not contaminated.

f) All inks, pigments, needles and equipment shall be specifically manufactured for performing body art procedures and shall be used according to manufacturer's instructions. Single-use needles, specifically manufactured for body art, may be purchased and used to construct a needle bar by the body artist.

g) Pigment shall be reconstituted using only distilled or sterile water or a glycerin product.

h) Immediately before a tattoo is applied, the quantity of the ink to be used shall be transferred from the ink bottle and placed into single-use containers. Upon completion of the tattoo, these single-use containers and their contents shall be discarded.

i) Each certificate of registration holder shall demonstrate, by monthly spore destruction tests, that the autoclave used is

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capable of attaining sterilization. These tests shall be verified through an independent laboratory. Test records shall be retained on-site by the operator for a period of one year.

Section 797.1000 Requirements for Single-Use Items

a) Single-use items shall not be used on more than one client for any reason. After use, all single-use needles, razors and other sharps shall be immediately disposed of in approved sharps disposal containers.

b) All products applied to the skin, including body art stencils, shall be single-use and disposable. Petroleum jellies, soaps and other products used in the application of stencils shall be dispensed and applied to the area to be tattooed with gauze or in a manner to prevent contamination of the original container and its contents.

c) Single-use items must be stored in a clean, covered location, in a manner to prevent any contamination.

Section 797.1100 Requirements for Premises

a) All walls, floors and procedure surfaces of a body art establishment shall be smooth, free of open holes and cracks, and washable. Walls, floors and ceilings shall be in good repair and maintained in a clean condition. All procedure surfaces, including client chair/benches, shall be of such construction as to be easily cleaned and disinfected after each client. All procedure surfaces shall be cleaned and disinfected after each procedure. The body art establishment shall be maintained in a clean and sanitary condition at all times.

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b) All body art establishments shall be completely separated, by solid partitions or by walls extending from floor to ceiling, from any room used for human habitation, any food establishment or room where food is prepared, any hair salon, or any other such activity that may cause potential contamination of work surfaces.

c) Effective measures shall be taken by the operator/body artist/ apprentice to protect against the presence of insects, vermin and rodents in the establishment. Exterior doors shall be self-closing and tight fitting. If windows open, they shall have tight-fitting screens.

d) Each body art establishment shall have an area that may be screened from public view for clients requesting privacy. Dividers, curtains or partitions, at a minimum, shall be available to separate multiple work stations.

e) The establishment shall be well ventilated and provided with an artificial light source equivalent to at least 20 foot candles.

f) No animals of any kind shall be allowed in a body art establishment, except service animals used by persons with disabilities. Fish aquariums shall be allowed in waiting rooms and non-procedural areas.

g) A separate hand-washing sink (see Section 797.100) shall be readily accessible to the operators within the body art establishment. The hand sink shall be supplied with liquid soap and disposable paper towels. One hand sink shall serve no more than six stations.

h) Each body art establishment shall have a minimum of one hand-washing sink, excluding any service sinks, and one toilet facility. The toilet facility shall be equipped with a hand-

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washing sink, as well as liquid soap and paper towels in dispensers. Toilet facilities shall have tight fitting, self-closing doors. Such doors shall not be left open except during cleaning or maintenance. A supply of toilet tissue shall be provided at each toilet at all times. Toilet facilities shall also be equipped with mechanical ventilation to the outside air.

i) At least one covered waste receptacle shall be provided at each work station, lavatory facility, and toilet facility. Receptacles in the work station shall be emptied daily, and solid waste shall be removed from the premises at least weekly. All refuse containers shall be cleanable, and kept clean. Waste receptacles shall be kept uncovered during use and covered while not in use.

j) All instruments and supplies shall be stored in clean, dry, covered containers. The dirty contaminated equipment, including the autoclave and ultrasonic units, along with cleaning supplies and cleaning equipment, shall be stored in an area separate from the procedure area. This area shall not be publicly accessible.

k) If reusable cloth items are used, they shall be mechanically washed with detergent and dried after each use. The cloth items shall be stored in a dry, clean environment until used.

l) In addition to complying with all of the requirements of this Part, mobile body art vehicles and body artists/apprentices working from a mobile body art establishment shall also comply with the following requirements:

1) Body art shall be performed only from an enclosed vehicle such as a trailer or mobile home. No body art

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procedures shall be performed outside of the enclosed vehicle.

2) Potable water shall be maintained for the mobile body art establishment at all times during operation.

3) All liquid wastes shall be stored in a storage tank with a capacity at least 50 percent greater than the capacity of the on-board potable water supply. Liquid wastes shall be disposed of in accordance with State and federal laws.

4) A toilet facility, equipped with a hand sink, shall be available within the mobile body art establishment. The hand sink shall be supplied with hot and cold running water, under pressure, to a mixing-type faucet, as well as liquid soap and paper towels in dispensers. Toilet facilities shall have tight fitting, self-closing doors. The doors shall not be left open except during cleaning or maintenance. A supply of toilet tissue shall be provided at each toilet at all times. Toilet facilities shall also be equipped with mechanical ventilation to the outside air.

Section 797.1200 Establishment Certificate of Registration Requirements

a) The operator of a body art establishment shall maintain a current certificate of registration from the Department, to be renewed annually. The owner shall file an application with the Department using an application provided by the Department and shall include all of the following information:

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1) *The applicant's name, address, telephone number, and age.* To qualify for the certificate of registration, the applicant shall be *at least 18 years of age*;

2) *The name, address, and phone number of the establishment*;

3) *The type and year of manufacture of equipment proposed to be used for body art,* if available;

4) A floor plan of the premises, showing the location of required facilities and work stations;

5) *The sterilization and operational procedures to be used by the establishment* (Section 15 of the Act);

6) The total number of work stations located in the establishment. This number shall include all work stations, whether utilized or not.

b) With each annual certificate of registration application, the applicant shall submit a $500 non-refundable fee. The $500 non-refundable fee shall satisfy the cost of the certificate of registration and the registration of one work station. For each additional work station located in the facility, applicants shall submit, at the time of application, an additional $50 non-refundable fee.

c) Any attempt to obtain a certificate of registration by means of fraud, misrepresentation or concealment is prohibited.

d) *The certificate of registration issued by the Department shall be conspicuously displayed within the sight of clients upon entering the establishment.*

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e) *Registration is valid for a single location and only for the operator named on the certificate. Registration is not transferable.* (Section 35 of Act)

f) *In the event of a change of ownership, the new owner must apply for a certificate of registration prior to* the opening *of the property.* (Section 40 of Act)

Section 797.1300 Body Artist Proficiency Requirements

a) The operator shall hire only body artists who have complied with the body artist proficiency requirements of this Part.

b) No person shall conduct body art procedures without first demonstrating proficiency and knowledge of this Part.

c) The operator shall determine that each body artist possesses knowledge of the following subjects:

1) Anatomy;

2) Infectious disease control, including waste disposal, hand-washing techniques, sterilization equipment operation and methods, and sanitization/ disinfection/sterilization methods and techniques; and

3) Skin diseases, disorders and conditions (including diabetes).

d) Body artists/apprentices shall maintain documentation of completion of "Bloodborne Pathogen Training", as required by OSHA (29 CFR 1910.1030) at the body art establishment.

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e) A list of all body artists who have complied with this Section and all other provisions of this Part shall be posted in a prominent and conspicuous area of the establishment.

Section 797.1400 Temporary Certificate of Registration Requirements

a) *A temporary certificate of registration may be issued by the Department for educational, trade show or product demonstration purposes that include body art procedures. The temporary certificate of registration shall be valid for a maximum of 14* consecutive *calendar days.* (Section 20 of Act)

b) The establishment shall be contained in a completely enclosed non-mobile facility (e.g., inside a permanent building).

c) An operator who wishes to obtain a temporary certificate of registration for his or her establishment/booth shall submit a temporary certificate of registration application for review by the Department at least 30 days prior to the event. The application shall specify:

1) Inclusive dates during which the temporary certificate of registration is needed (not to exceed 14 consecutive calendar days per event), without reapplication;

2) Compliance with body artist proficiency requirements as specified in Section 797.1300;

3) The address where the temporary certificate of registration will be used.

d) A temporary certificate of registration shall not be issued unless the applicant has paid a non-refundable fee of $250.

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e) A temporary certificate of registration shall not be transferable from one place or person to another.

f) Compliance with all of the requirements of this Part includes, but is not limited to, the following:

1) Conveniently located hand-washing sink with liquid soap, paper towels and hot and cold water under adequate pressure shall be provided. Drainage in accordance with local plumbing codes is to be provided. Alcohol-based single-use hand wipes shall be available in each work station to augment the hand-washing requirements of this Section;

2) There shall be at least 20 foot candles of light at the level where the body art procedure is being performed; and

3) The establishment shall provide a sterilizer in compliance with this Part, on which a spore test has been performed 30 or fewer days prior to the date of the event, or use only single-use prepackaged sterilized equipment.

g) A temporary certificate of registration issued by the Department is required prior to the performance of any body art procedures.

h) Body art procedures shall not be performed before the Department has inspected the location identified on the temporary certificate of registration application.

i) If the holder of a temporary certificate of registration fails to comply with the requirements of the Act or this Part, the Department shall suspend the temporary certificate of registration.

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j) The temporary certificate of registration and the disclosure warning poster (see Section 797.600(c)) provided by the Department shall be prominently posted.

Section 797.1500 Enforcement

a) The Department shall inspect any establishment, mobile body art establishment/unit, or any other place that it believes is required to apply for a certification of registration under the Act and this Part, as often as necessary to ensure compliance with this Part. The initial inspection of a mobile body art establishment shall take place at a location identified by the Department. Additional inspections may be performed at any event where the mobile body art establishment is scheduled to operate.

b) If the Department is denied access to any establishment, mobile body art establishment/unit, or any other place that it believes is required to apply for certification of registration under the Act and this Part, the Department shall request intervention of local, county or State law enforcement agencies to seek a court order or warrant to investigate and enter the establishment, mobile body art establishment/unit, or any other place. Any person or entity preventing the Department from carrying out its duties under the Act or this Part shall be guilty of a violation of the Act and shall be subject to penalties.

c) If the Department suspects that a communicable disease is or may be transmitted by an operator/apprentice, by use of unapproved or malfunctioning equipment, or by unsanitary or unsafe conditions and practices or other imminent health hazard that may adversely affect the health of the public, upon written notice to the owner or

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operator, the Department shall do any or all of the following:

1) Issue an order excluding any or all operators/apprentices from the body art establishment who are responsible, or appear to be responsible, for the transmission of a communicable disease until the Department determines there is no further risk to public health;

2) Issue an order to immediately suspend the certificate of registration of the establishment until the Department determines that there is no further risk to the public health. The order shall state the cause for the action.

Section 797.1600 Procedures for Suspension, Revocation, or Refusal to Issue a Certificate of Registration

A certificate of registration may be denied, suspended, or revoked, or the renewal of a certificate of registration may be denied, for any of the following reasons:

a) Any single violation of the Act or this Part;

b) *Conviction of an applicant or registrant of an offense arising from false, fraudulent, deceptive or misleading advertising. The record of conviction or a certified copy shall be conclusive evidence of the conviction;*

c) *Revocation of a certificate of registration during the previous 5 years or surrender or expiration of the certificate of registration during the pendency of action by the Department to revoke or suspend the certificate of registration during the previous 5 years, if, before the certificate of registration was issued to the individual*

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applicant, a controlling owner or controlling combination of owners of the applicant, or any affiliate of the individual applicant or controlling owner of the applicant or affiliate of the applicant, was a controlling owner of the prior certificate of registration. (Section 45 of the Act)

Section 797.1700 Violations and Fines

a) In addition to any other action authorized by the Act or this Part, the Department may assess fines, in addition to denying, suspending and revoking certificates of registration, against a person for any violation of any provision of the Act or this Part.

b) A fine *not to exceed $1,000 per day for each day the registrant remains in violation* shall be issued for any violation of the Act or this Part. (Section 80 of Act)

c) A violation is a failure to adhere to any of the provisions of the Act or this Part. A violation shall also include any of the following:

1) Failure to abide by any stop operation or stop use order issued under this Part;

2) Failure to notify the Department of any incident, accident or public health emergency involving any equipment or operator, as required in Section 797.600;

3) Failure to allow the Department to perform inspections and investigations in accordance with Section 30 of the Act and Section 797.1500;

4) Use of autoclave or body art equipment in a manner inconsistent with its labeling or directions;

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5) Performing a body art procedure in a faulty, careless or negligent manner;

6) Performing a body art procedure in violation of the certificate of registration requirements of Section 15 of the Act;

7) Performing a body art procedure in violation of an order issued by the Department;

8) Failure to use methods or materials suitable for body art;

9) Performing a body art procedure on a person under the age of 18 years, in violation of the Criminal Code of 1961;

10) Allowing a certificate of registration to be used by another person;

11) Aiding or abetting a person in evading any provision of the Act;

12) Failure to comply with the operator proficiency requirements of Section 797.1300;

13) Failure to comply with waste removal requirements of Section 797.400;

14) Failure to maintain client records as required by Sections 797.600(c) and 797.900(i);

15) Failure to maintain premises in sanitary condition as required by Section 797.1100;

16) Failure to establish and maintain records of monthly autoclave spore destruction tests in accordance with Section 797.700(i);

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17) Failure to renew a certificate of registration in accordance with Section 35 of the Act;

18) Failure to notify the Department of a change in business ownership in accordance with Section 40 of the Act and Section 797.1200 of this Part;

19) Failure to provide information to the Department upon request in accordance with Section 55 of the Act;

20) Failure to display or provide a current permit, in accordance with Section 35 of the Act.

Section 797.1750 Administrative Hearings

a) All hearings shall be conducted pursuant to the Act and the Department's Rules of Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100) or Section 50(d) of the Act.

b) The Department shall serve notice of fine and/or penalty assignments, and provide an opportunity for hearing.

c) If a person fails to request a hearing within the time provided in the notice, the person shall be deemed to have waived the right to an administrative hearing, and the fine, pursuant to Section 797.1700 and/or action pursuant to Section 797.1600, shall be due immediately upon issuance of a final order by the Department.

d) All fines and/or actions that are upheld in whole or in part by final order of the Department shall be due in full at the conclusion of the time period for filing for administrative review pursuant to the Administrative Review Law, unless the person has, within that time, filed proceedings in administrative review specifically appealing the fine

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and/or adverse licensure action and unless the court has stayed enforcement of the fine and/or adverse licensure action.

PUBLIC HEALTH

(410 ILCS 54/) Tattoo and Body Piercing Establishment Registration Act.

(410 ILCS 54/1)

Sec. 1. Short title. This Act may be cited as the Tattoo and Body Piercing Establishment Registration Act.
(Source: P.A. 94-1040, eff. 7-1-07.)

(410 ILCS 54/5)

Sec. 5. Purpose. It has been established that non-sterile needles can lead to the spread of certain blood-borne illnesses such as Hepatitis and HIV. Tattoo and body piercing practices affect the health, safety, and welfare of the public, therefore, the General Assembly finds that the regulation of tattoo and body piercing establishments by the State is necessary to ensure public health, safety, and welfare. It is further declared that the purpose of this Act is to provide for a safe and adequate blood supply. This Act shall be liberally construed to carry out these objectives and purposes.

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(410 ILCS 54/10)

Sec. 10. Definitions. In this Act:

"Aseptic technique" means a practice that prevents and hinders the transmission of disease-producing microorganisms from one person or place to another.

"Body piercing" means penetrating the skin to make a hole, mark, or scar that is generally permanent in nature. "Body piercing" does not include practices that are considered medical procedures or the puncturing of the outer perimeter or lobe of the ear using a pre-sterilized, single-use stud and clasp ear piercing system.

"Client" means the person, customer, or patron whose skin will be tattooed or pierced.

"Communicable disease" means a disease that can be transmitted from person to person directly or indirectly, including diseases transmitted via blood or body fluids.

"Department" means the Department of Public Health or other health authority designated as its agent.

"Director" means the Director of Public Health or his or her designee.

"Establishment" means a body-piercing operation, a tattooing operation, or a combination of both operations in a multiple-type establishment.

"Ink cup" means a small container for an individual portion of pigment that may be installed in a holder or palette and in which a small amount of pigment of a given color is placed.

"Multi-type establishment" means an operation encompassing both body piercing and tattooing on the same premises and under the same management.

"Person" means any individual, group of individuals, association, trust, partnership, corporation, or limited liability company.

"Procedure area" means the immediate area where instruments and supplies are placed during a procedure.

"Operator" means an individual, partnership, corporation, association, or other entity engaged in the business of owning, managing, or offering services of body piercing or tattooing.

"Sanitation" means the effective bactericidal and veridical treatment of clean equipment surfaces by a process that effectively destroys pathogens.

"Single use" means items that are intended for one time and one person use only and are to then be discarded.

"Sterilize" means to destroy all living organisms including spores.

"Tattooing" means making permanent marks on the skin of a live human being by puncturing the skin and inserting indelible colors. "Tattooing" includes imparting permanent makeup on the skin, such as permanent lip coloring and permanent eyeliner. "Tattooing" does not include any of the following:

(2) The practice of acupuncture as defined in the

(3) The use, by a physician licensed to practice

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(Source: P.A. 99-117, eff. 1-1-16; 100-863, eff. 8-14-18.)

	Acupuncture Practice Act.
	medicine in all its branches, of colors, dyes, or pigments for the purpose of obscuring scar tissue or imparting color to the skin for cosmetic, medical, or figurative purposes.

(410 ILCS 54/15)

Sec. 15. Registration required.

(a) A certificate of registration issued by the Department shall be required prior to the operation of any establishment or multi-type establishment. The operator of the facility shall file an application for a certificate of registration with the Department that shall be accompanied by the requisite fee, as determined by the Department, and include all of the following information:

	(2) The name, address, and phone number of the
	(3) The type and year of manufacture of the
	(4) The sterilization and operation procedures to
	(5) Any other information required by the

(b) If the operator owns or operates more than one establishment, the operator shall file a separate application for each facility owned or operated.

	establishment.
	equipment proposed to be used for tattooing or body piercing.
	be used by the establishment.
	Department.

(410 ILCS 54/20)

Sec. 20. Temporary registration. A temporary certificate of registration may be issued by the Department for educational, trade show, or product demonstration purposes only. The temporary certificate of registration shall be valid for a maximum of 14 calendar days.
(Source: P.A. 94-1040, eff. 7-1-07.)

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(410 ILCS 54/25)

Sec. 25. Operating requirements. All establishments registered under this Act must comply with the following requirements:

(1) The operator of an establishment must ensure that

(2) The operator of an establishment must ensure that
(3) The operator of an establishment must ensure that
(4) The operator of an establishment must ensure that
(Source: P.A. 99-117, eff. 1-1-16.)

	all body piercing and tattooing procedures are performed in a manner that is consistent with an aseptic technique established by the Department.
	all equipment and instruments used in body piercing and tattooing procedures are either single use and pre-packaged instruments or in compliance with sterilization techniques established by the Department.
	single use ink is used in all tattooing procedures.

(410 ILCS 54/27)

Sec. 27. Prohibitions. Body piercing procedures must not be performed, without medical clearance, on skin surfaces where sunburn, rash, acne, infection, open lesions, or other questionable skin lesions exist and must not be performed on any person who is impaired by drugs or alcohol.
(Source: P.A. 94-1040, eff. 7-1-07.)

(410 ILCS 54/30)

Sec. 30. Duties of the Department; rulemaking.

(a) Before issuing a certificate of registration to an applicant, the Department, or its designee, shall inspect the premises of the establishment to insure compliance under the requirements of this Act.

(b) Once a certificate of registration is issued, the Department may periodically inspect each establishment registered under this Act to ensure compliance.

(c) The Department shall adopt any rules deemed necessary for the implementation and administration of this Act.
(Source: P.A. 94-1040, eff. 7-1-07.)

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(410 ILCS 54/35)

Sec. 35. Expiration and renewal of registration; display.

(a) A certificate of registration issued under this Act shall expire and may be renewed annually. The Department may assess a late fee if the renewal application and renewal fee are not submitted on or before the registration expiration date. The Department shall by rule determine the amount of the fee assessed under this subsection (a).

(b) Registration is valid for a single location and only for the operator named on the certificate. Registration is not transferable.

(c) The certificate of registration issued by the Department shall be conspicuously displayed within the sight of clients upon entering the establishment.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/40)

Sec. 40. Change of operator. In the event of a change of operator, the new operator must apply for a certificate of registration prior to taking possession of the property. A provisional certificate of registration may be issued by the Department until an initial inspection for a certificate of registration can be performed by the Department or its designee.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/45)

Sec. 45. Denial; suspension; revocation; nonrenewal of registration. A certificate of registration may be denied, suspended, revoked, or the renewal of a certificate of registration may be denied for any of the following reasons:

Violation of any of the provisions of this Act or the rules and regulations adopted by the Department under this Act.

Conviction of an applicant or registrant of an offense arising from false, fraudulent, deceptive, or misleading advertising. The record of conviction or a certified copy shall be conclusive evidence of the conviction.

Revocation of a certificate of registration during the previous 5 years or surrender or expiration of the certificate of registration during the pendency of action by the Department to revoke or suspend the certificate of registration during the previous 5 years, if before the certificate of registration was issued to the individual applicant, a controlling owner or controlling combination of owners of the applicant, or any affiliate of the individual applicant or controlling owner of the applicant or affiliate of

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(410 ILCS 54/50)

Sec. 50. Administration; enforcement.

(a) The Department may establish a training program for the Department agents for administration and enforcement of this Act.

(b) In the administration and enforcement of this Act, the Department may designate and use State-certified, local public health departments as its agents in the administration and enforcement of this Act and rules.

(c) The Department shall issue grants to State-certified, local public health departments acting as agents of the Department based on 75% of the total fees and fines collected in the jurisdiction of the State-certified, local public health department for the enforcement and administration of this Act.

(d) The Department or a State-certified, local public health department acting as an agent of the Department in the administration and enforcement of this Act may use the local administrative review process of the State-certified, local public health department to resolve disputes.

(410 ILCS 54/55)

Sec. 55. Investigation; hearing; notice. The Department may, upon its own motion, and shall upon the verified complaint in writing of any person setting forth facts which if proven would constitute grounds for the denial of an application for a certificate of registration, or refusal to renew a certificate of registration, or revocation of a certificate of registration, or suspension of a certificate of registration, investigate the applicant or registrant. The Department, after notice and opportunity for hearing, may deny any application for or suspend or revoke a certificate of registration or may refuse to renew a certificate of registration. Before denying an application or refusing to renew, suspending, or revoking a certificate of registration, the Department shall notify the applicant in writing. The notice shall specify the charges or reasons for the Department's contemplated action. The applicant or registrant must request a hearing within 10 days after receipt of the notice. Failure to request a hearing within 10 days shall constitute a waiver of the right to a hearing.

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(410 ILCS 54/60)

Sec. 60. Conduct of hearing.

(a) The hearing shall be conducted by the Director, or an individual designated in writing by the Director as a hearing officer. The Director or hearing officer may compel by subpoena or subpoena duces tecum the attendance and testimony of witnesses and the production of books and papers, and administer oaths to witnesses. The hearing shall be conducted at a place designated by the Department. The procedures governing hearings and the issuance of final orders under this Act shall be in accordance with rules adopted by the Department.

(b) All subpoenas issued by the Director or hearing officer may be served as provided for in civil actions. The fees of witnesses for attendance and travel shall be the same as the fees for witnesses before the circuit court and shall be paid by the party to the proceedings at whose request the subpoena is issued. If a subpoena is issued at the request of the Department, the witness fee shall be paid as an administrative expense.

(c) In cases of refusal of a witness to attend or testify, or to produce books or papers, concerning any matter upon which he or she might be lawfully examined, the circuit court of the county wherein the hearing is held, upon application of any party to the proceeding, may compel obedience by proceeding as for contempt as in cases of a like refusal to obey a similar

(410 ILCS 54/65)

Sec. 65. Findings of fact; conclusions of law; decision. The Director or hearing officer shall make findings of fact and conclusions of law in a hearing, and the Director shall render his or her decision, or the hearing officer his or her proposal for decision within 45 days after the termination of the hearing unless additional time is required by the Director or hearing officer for a proper disposition of the matter. A copy of the final decision of the Director shall be served upon the applicant or registrant in person or by certified mail.

(410 ILCS 54/70)

Sec. 70. Review under Administrative Review Law; venue; costs. All final administrative decisions of the Department under this Act shall be subject to judicial review under the provisions of Article III of the Code of Civil Procedure. The term "administrative decision" is defined under Section 3-101 of the Code of Civil Procedure.

Proceedings for judicial review shall be commenced in the circuit court of the county in which the party applying for review resides; provided, that if the party is not a resident of this State, the venue shall be in Sangamon County.

The Department shall not be required to certify any record or file any answer or otherwise appear in any proceeding for judicial review unless the party filing the complaint deposits with the clerk of the court the sum of 95¢ per page representing costs of certification of the record or file. Failure on the part of the plaintiff to make the deposit shall be grounds for

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(410 ILCS 54/75)

Sec. 75. Administrative Procedure Act; application. The provisions of the Illinois Administrative Procedure Act are hereby expressly adopted and shall apply to all administrative rules and procedure of the Department under this Act, except that in case of conflict between the Illinois Administrative Procedure Act and this Act the provisions of this Act shall control, and except that Section 5 of the Illinois Administrative Procedure Act relating to procedures for rulemaking does not apply to the adoption of any rules required by federal law in connection with which the Department is precluded by law from exercising any discretion.

(410 ILCS 54/80)

Sec. 80. Penalties; fines. The Department is authorized to establish and assess penalties or fines against any person who violates this Act or rules adopted under this Act. In no circumstance will any penalties or fines exceed $1,000 per day for each day the violation continues.
(Source: P.A. 99-117, eff. 1-1-16.)

(410 ILCS 54/85)

Sec. 85. Public nuisance.

(a) The operation or maintenance of an establishment in violation of this Act or any rule adopted by the Department under this Act constitutes a public nuisance inimical to the public welfare.

(b) A person convicted of knowingly maintaining a public nuisance commits a Class A misdemeanor. Each subsequent offense under this Section is a Class 4 felony.

(c) The Director, in the name of the people of the State and through the Attorney General or State's Attorney of the county in which the establishment is located, may, in addition to the other remedies set forth in this Act, bring an action for an injunction to restrain the violation of this Act or to enjoin the future operation or maintenance of any establishment in violation of this Act.

(410 ILCS 54/90)

Sec. 90. Tattoo and Body Piercing Establishment Registration Fund. There is hereby created in the State treasury a special fund to be known as the Tattoo and Body Piercing Establishment Registration Fund. All fees and fines collected by the Department under this Act and any agreement for the implementation of this Act and rules under this Act and any federal funds collected pursuant to the administration of this Act shall be deposited into the Fund. The amount deposited shall be appropriated by the General Assembly to the Department for the purpose of conducting activities relating to tattooing and body piercing establishments.

(410 ILCS 54/905)

Sec. 905. (Amendatory provisions; text omitted).
(Source: P.A. 94-1040, eff. 7-1-07; text omitted.)

(410 ILCS 54/999)

Sec. 999. Effective date. This Act takes effect July 1, 2007.
(Source: P.A. 94-1040, eff. 7-1-07.)

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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 574 W. COLFAX ST.

(●) ( ) ( ) ( )

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 25TH day of APRIL, A.D. 20 24., and the last publication thereof was made on the 25TH day of APRIL, 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
- ☑ 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 25TH day of APRIL A.D., 20 24.

By Todd Wessell

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 25TH day of APRIL A.D., 20 24.

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

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2. 574 W. Colfax Street

SU-000102-2024 - 574 W. Colfax Street

Notice was published in the Journal & Topics on April 25th, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Special Use Application**
2. **Proof of Ownership**
3. **Plat of Survey**
4. **Floor Plan**
5. **Business Plan**
6. **Public Notice**

Mr. Bradshaw provides background:
The Subject Property is zoned Manufacturing, and is located on W. Colfax Street, just west of N. Wanda Lane. The proposed business will occupy a single office within the 574 W. Colfax tenant space. Other tenants within the building includes The Dance Loft and Mike's Garage. The subject tenant space appears to have been most recently been occupied a Land Surveying company, and has not had a business operating out of the space since 2017.
The Petitioner is proposing to open a new tattoo business, and would occupy a single office within the existing tenant space. All client sessions would be by appointment only.

Sworn in petitioner: Luke Kozlowski - business owner - 574 W. Colfax Street
Mr. Kozlowski states that he is requesting to open a tattoo parlor at this location. He mentions that he has been operating another location in Jefferson Park for the past 5 years. Additionally, he notes that he completed his apprenticeship at this location and has held an LLC for the past 3 years. He explains that his clientele has expanded over time and includes many suburban clients. Mr. Kozlowski indicates that this would be his second location would cater to the suburban clientele base.

Chairman Wood asks Mr. Kozlowski how long he was trained for this trade and if he received any certification.
Mr. Kozlowski responds that there is no professional license for this trade. He explains that he was trained by a mentor who provided him with knowledge and approval.

Chairman Wood then inquires if Mr. Kozlowski provided service to customers during his training.
Mr. Kozlowski states that during his apprenticeship, he was guided through all processes before actually tattooing. He mentions that his initial artwork was performed on family and friends, which helped him grow his clientele base. He

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adds that a tattoo artist is considered a professional once they establish a sustainable clientele base.

Chairman Wood requests general information regarding the tattoo business.
Mr. Kozlowski provides a brief description and outlines the typical appointment process and the steps leading up to the tattoo application.
Chairman Wood further asks about allergic reactions and the protocols that would be followed in case of an emergency.
Mr. Kozlowski explains that customers are asked to fill out a form provided by the Illinois Department of Public Health, which includes specific questions. He also mentions that he is CPR certified.

Chairman Wood asks if there would be issues if a customer appeared to be under the influence of drugs or alcohol.
Mr. Kozlowski states that services would be denied in such cases.

Commissioner Bettenhausen asks if the tattoo ink is regulated.
Mr. Kozlowski responds affirmatively, stating that it is regulated by the FDA, with each bottle of ink certified by the FDA.

Commissioner Fedota inquires about the availability of Professional Liability Insurance coverage.
Mr. Kozlowski confirms that such coverage is available and states that he is covered.

Chairman Wood notes that Palatine currently does not have any tattoo parlors, and there have been no contemplations for tattoo businesses as special uses in the past. She acknowledges the stigmas associated with this type of business and asks Mr. Kozlowski to provide information on how the business would be run.
Mr. Kozlowski responds by highlighting the significant changes in the tattoo business over the past decade. He explains that the previous perception of tattoos being associated with a grimy, biker, degenerate image no longer holds true. He mentions that he has provided tattoos to individuals ranging from 18 to 85 years old. He emphasizes that clients now choose meaningful tattoos that hold personal significance to them. Mr. Kozlowski points out advancements in machines and sanitation methods, highlighting that tattoo pens have evolved into more single-use disposable methods that are disposed of into biohazard bins. He describes the atmosphere of his establishment as peaceful and enjoyable, with clients leaving satisfied and often referring their friends.

Chairman Wood asks if there is a procedure for checking age requirements.
Mr. Kozlowski states that a scanner is used to provide proof of ID.

Commissioner Fedota notes that the tenant space is large with 5 rooms to accommodate 1 artist.

Attachment: DRAFT PZC Minutes - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Mr. Kozlowski responds that there is a waiting area and utility storage room for his products.

Commissioner Friedman observes that the floor plan shows a stairway and asks if he will be utilizing it.
Mr. Kozlowski clarifies that the stairway is not part of his space.

Commissioner Bettenhausen asks if he will continue to operate his business at both locations.
Mr. Kozlowski confirms that he will, until his suburban client base is at a sustainable level that would warrant completely moving out of the Jefferson Park location.

Commissioner Friedman inquires about signage.
Mr. Kozlowski states that he will have signage on the door to the tenant space, and possibly a panel in the freestanding monument sign at the front of the building if there is room.

Mr. Bradshaw states that parking is not changed and provides context regarding the surrounding properties, which are zoned for manufacturing. He mentions that nearby businesses include automotive repair shops, a dance studio, and manufacturing/welding facilities.
Commissioner Friedman asks if there are any concerns from neighbors.
Mr. Bradshaw responds that there have been no concerns noted.

Commissioner Fedota inquires about handwashing facilities.
Mr. Bradshaw notes that there is a functioning kitchen with a working skin that is part of the leased area for the tattoo business.

STAFF RECOMMENDATION:

The Petitioner is proposing to open a new tattoo business within a single office in the subject tenant space. There are currently no other approved tattooing businesses within the Village of Palatine. As the business would operate with a single tattoo artist, and scheduled appointments would be required, the proposed use should not cause substantial injury to the neighboring property values. Additionally, the Petitioner has indicated that, if approved, they will take the necessary steps to register with the State of Illinois and maintain and obtain all other appropriate certifications.

As noted, the subject use is not contemplated by the Zoning Ordinance, and there is no history of tattoo businesses being approved as Special Uses within the Village. Nevertheless, Staff believes that the proposed use would not cause any parking or traffic impacts, nor be injurious to the surrounding properties. Ultimately, this is a policy matter for the Planning and Zoning Commission to review and the Village Council to determine. Therefore, Staff recommends action

Attachment: DRAFT PZC Minutes - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

at the discretion of the Planning and Zoning Commission. If the Planning and Zoning Commission recommends approval, Staff recommends the following conditions:

1. The Special Use shall substantially conform to the floor plan and business plan submitted by the Petitioner, Luke Kozlowski, TA2HOOLIGAN, LLC, except as such plans may be changed to conform to Village Codes and Ordinances.

2. In conjunction with the business license application, the Petitioner shall submit a current registration with the Illinois Department of Public Health and the other requisite certifications associated with the tattoo studio.

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

Commissioner Cavanaugh made a motion to approve subject staff's conditions; seconded by Commissioner Roth-Wurster.

DELIBERATIONS:

Commissioner Cavanaugh expresses that it would be a beneficial use of the space, meeting standards. He notes that the business has not been contemplated by the zoning ordinance, and suggests it should be addressed by the council. He highlights that despite its controversial history, it is no longer viewed negatively, and he supports the request.

Commissioner Roth-Wurster states that the proposal meets health and safety welfare standards. She commends the petitioner's business plan, noting that it will not negatively impact the neighborhood's property. She believes the business has significant potential and fulfills a need.

Chairman Wood reflects on the changing perception of the tattoo business, acknowledging its past stigma but emphasizing its current importance as a form of self-expression. She asserts that health and safety regulations are in place, and Mr. Kozlowski's experience is evident. She reassures that she doesn't have concerns about property value or negative impacts on surrounding businesses.

Commissioner Friedman notes that the petitioner is not renting the full space shown on the plan, suggesting it may actually be a multi-tenant situation. He agrees that the question about hand sinks is valid and believes access to them should be required at all times. He views the business as a great service to the community, especially as the first tattoo location, and supports the idea of operating by appointment only. He deems the location suitable for this business.

Chairman Wood requests staff to address the sink question.

Mr. Bradshaw responds that the staff has no concerns. There is an existing hair salon use in the front room of the tenant space, but the sink in question is directly adjacent to the subject tenant room that would be occupied the tattoo business. Additionally, based on Staff's conversations with the property owner, there is no intention of renting any other office space within the 574 W. Colfax.

Attachment: DRAFT PZC Minutes - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

Commissioner Fedota praises the petitioner's detailed and thorough business plan. He acknowledges the appropriateness of his background training and mentorship. Being familiar with the Jefferson Park location from growing up in the area, he notes its longstanding presence. He recognizes the state of Illinois' regulatory measures, even though a license is not required, and expresses support for the request.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 8-0. This item will tentatively go to Village Council on May 20th, 2024.

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

Attachment: DRAFT PZC Minutes - May 14, 2024 (574 W. Colfax Street - SU Tattoo)

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 574 W. COLFAX ST.

(●) ( ) ( ) ( )

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 25TH day of APRIL, A.D. 20 24., and the last publication thereof was made on the 25TH day of APRIL, 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
- ☑ 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 25TH day of APRIL A.D., 20 24.

By Todd Wessell

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 25TH day of APRIL A.D., 20 24.

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

Attachment: Public Notice (574 W. Colfax Street - SU Tattoo)

Consider a Discussion Regarding Downtown Streetscape Design Concepts

BACKGROUND:
In September, 2023, the Village Council authorized execution of a contract with Design Workshop, Inc. to prepare conceptual designs for a variety of streetscape, public space, signage, and gateway improvements within downtown Palatine. These design concepts are now complete and will be presented to the Village Council for their consideration and feedback during the May 20th Village Council meeting.

DISCUSSION:
- The proposed concepts include a variety of improvements, such as streetscape enhancements, pedestrian access and gathering space concepts, and an updated signage/wayfinding system.
- For discussion purposes, the presentation will be split into the following four areas:
    - ***Area 1:*** This area generally consists of the office building at 50 N. Brockway Street and surrounding parking/drive-through facilities. The design concepts include: Reconfiguration of the existing drive-through lane; consolidation and reconfiguration of surface parking lots; and addition of a pedestrian railwalk along the south side of the train tracks. This would include the public use of a portion of the parking spaces.
    - ***Area 2:*** This area generally consists of Slade Street and the Village's surface parking lot at the northeast corner of Slade & Brockway Streets. The design concepts include: Expanding the sidewalk and landscaping area along the south side of Slade Street (east of Brockway Street); reconfiguring the Village's existing surface parking lot; and adding pedestrian amenities to the area east of the existing Firefighters Memorial Plaza.
    - ***Area 3:*** This area primarily consists of the Village owned properties at the northwest and southwest corners of Plum Grove & Palatine Roads. The design concepts for this area include: Introduction of a water feature and pedestrian gathering area; expansion of the railwalk along the south side of the tracks, between Bothwell Street and Plum Grove Road; and addition of gateway and wayfinding signage.
    - ***Area 4:*** This area consists of the Village owned properties along the east side of Smith Street, between Slade Street and the railroad tracks. The design concepts for this area are split into the following three options: 1) Mix of residential development and pedestrian event/amenity space; 2) Mixed use development, with limited pedestrian/amenity space; and 3) Reconfigured surface parking and pedestrian event space. With consideration of development options for this area, Staff has been conducting commuter parking counts throughout the downtown area since 2022. As outlined in the attached exhibit, the existing four commuter parking lots within this area have seen consistently high usage rates (averaging a total usage of 95% during the 8 parking counts taken since October, 2023).

ACTION REQUIRED:

Discussion and direction so Staff can move forward with the corresponding steps to prioritize and implement the desired design concepts.

ATTACHMENTS:

- DW Final Concepts - VC May 2024 Presentation
- South Side Commuter Parking Counts for May 20 2024 VC Meeting

VILLAGE OF PALATINE DOWNTOWN PUBLIC REALM ENHANCEMENTS
FINAL CONCEPT

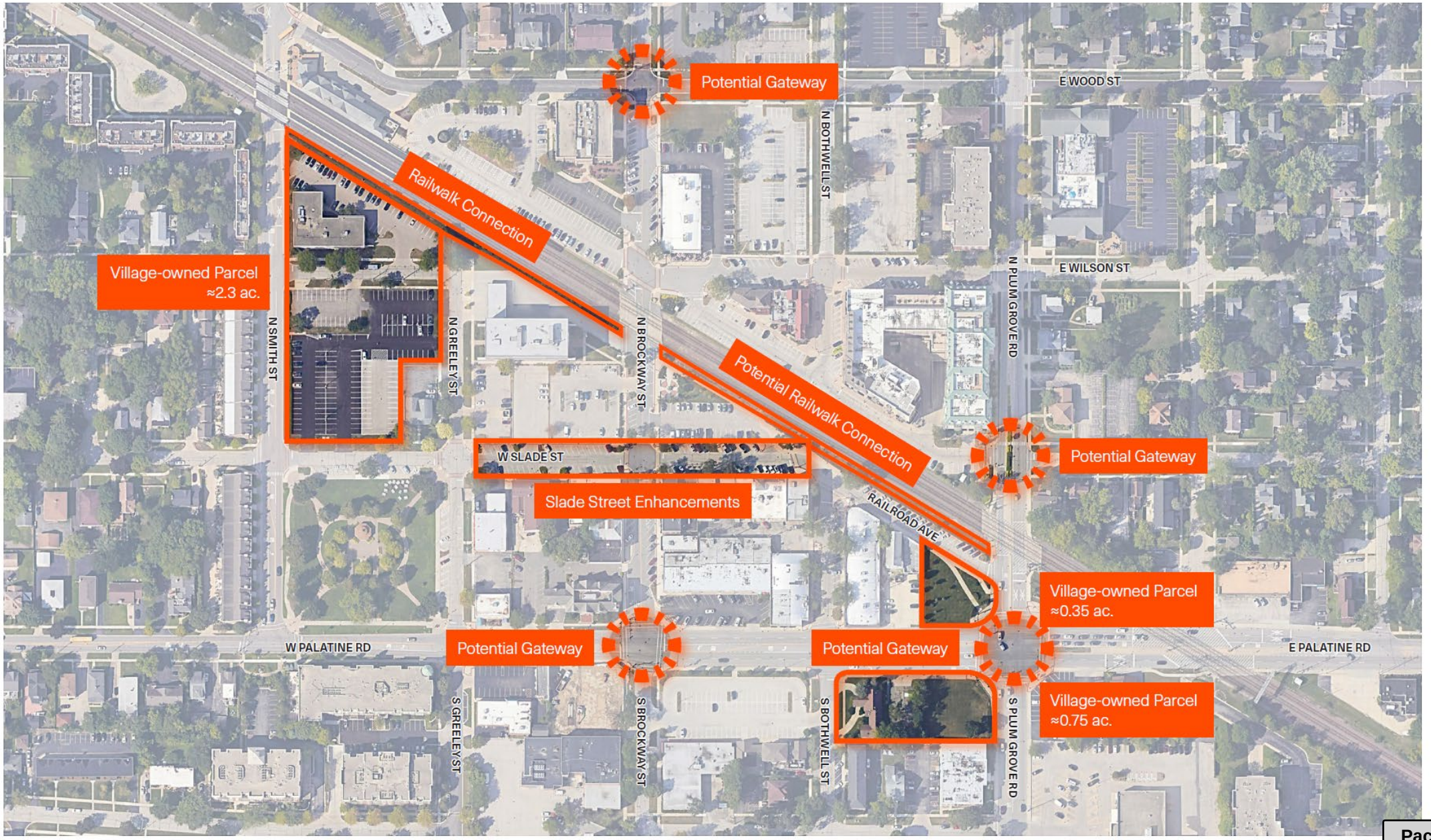
March 25, 2024



Prepared by
DESIGNWORKSHOP
125 S Clark St | Chicago, Illinois 60603 | 312.360.1736

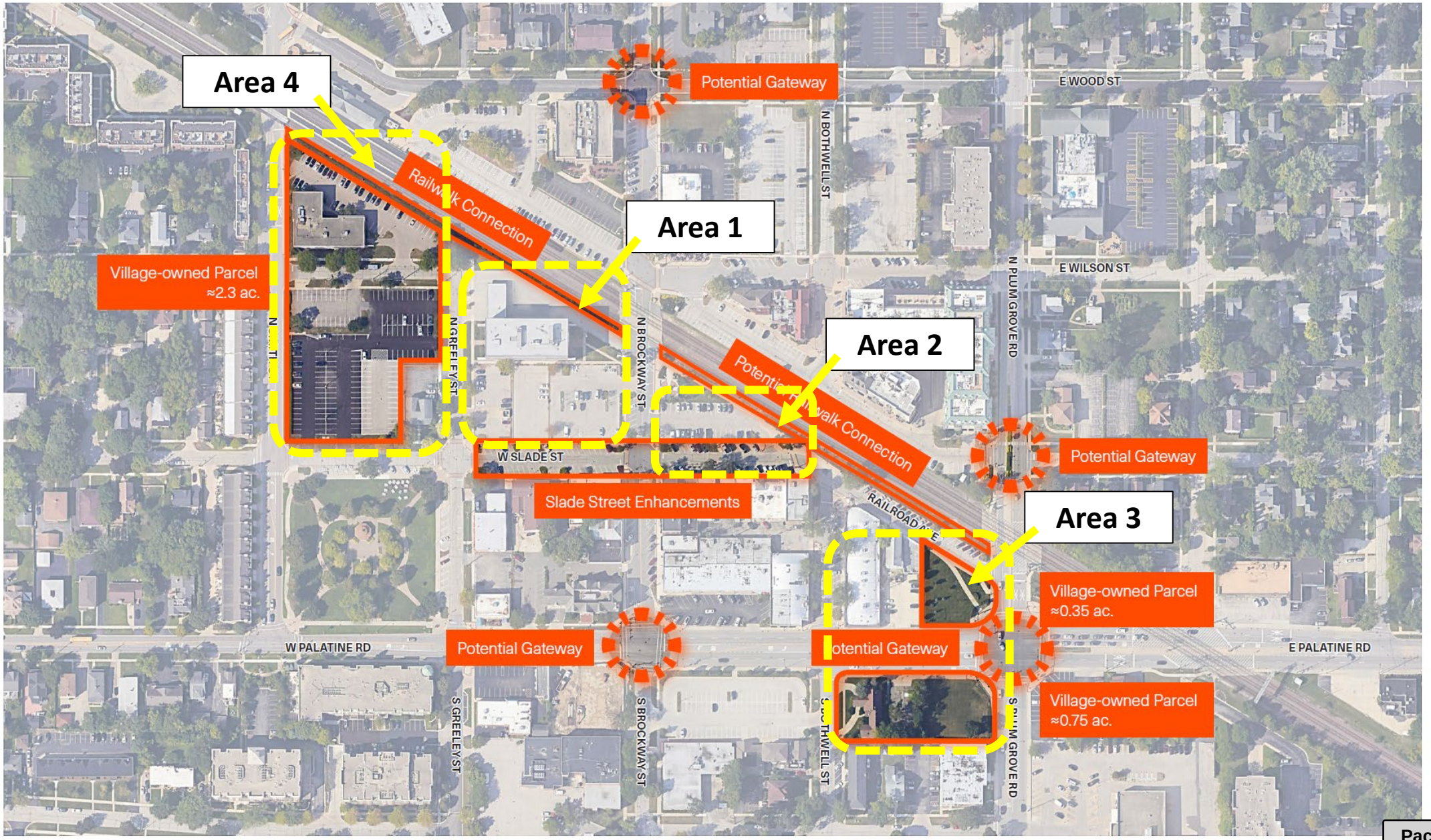
Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

OPPORTUNITY AREAS



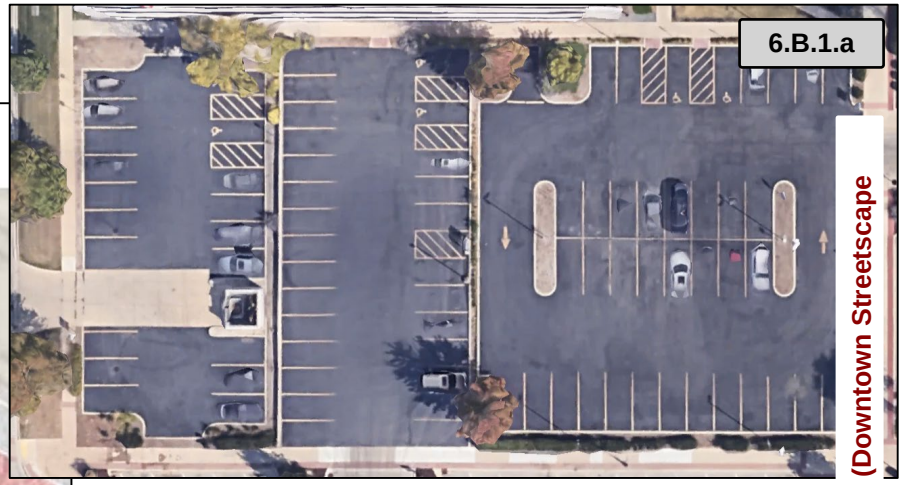
Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

OPPORTUNITY AREAS



Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

Area 1

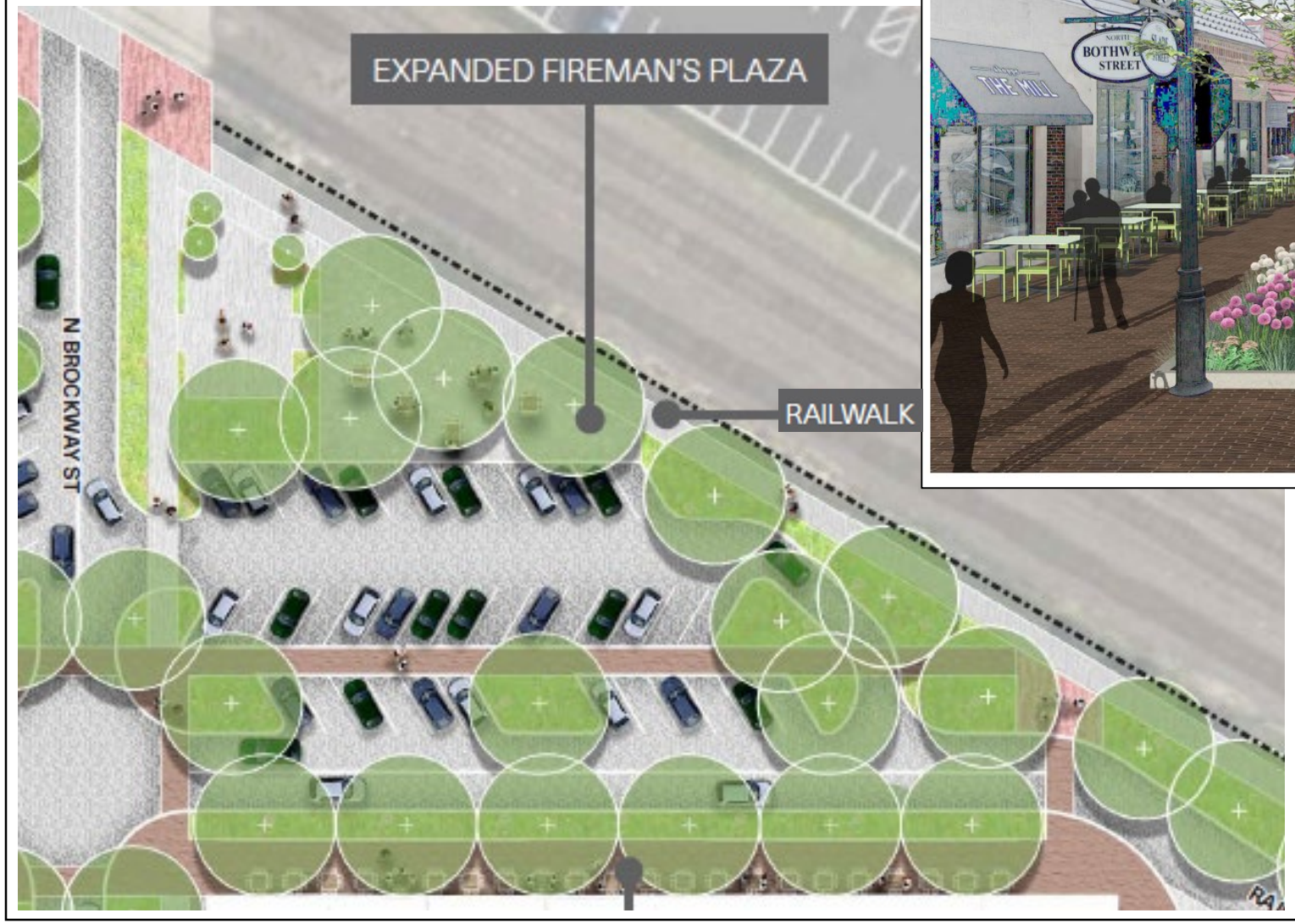




Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

Area 2

SLADE STREET DINING



SLADE STREET DINING



Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

Area 3

VILLAGE-OWNED PARCELS ALONG PALATINE ROAD









Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

VILLAGE OWNED PARCEL | OPTION 1

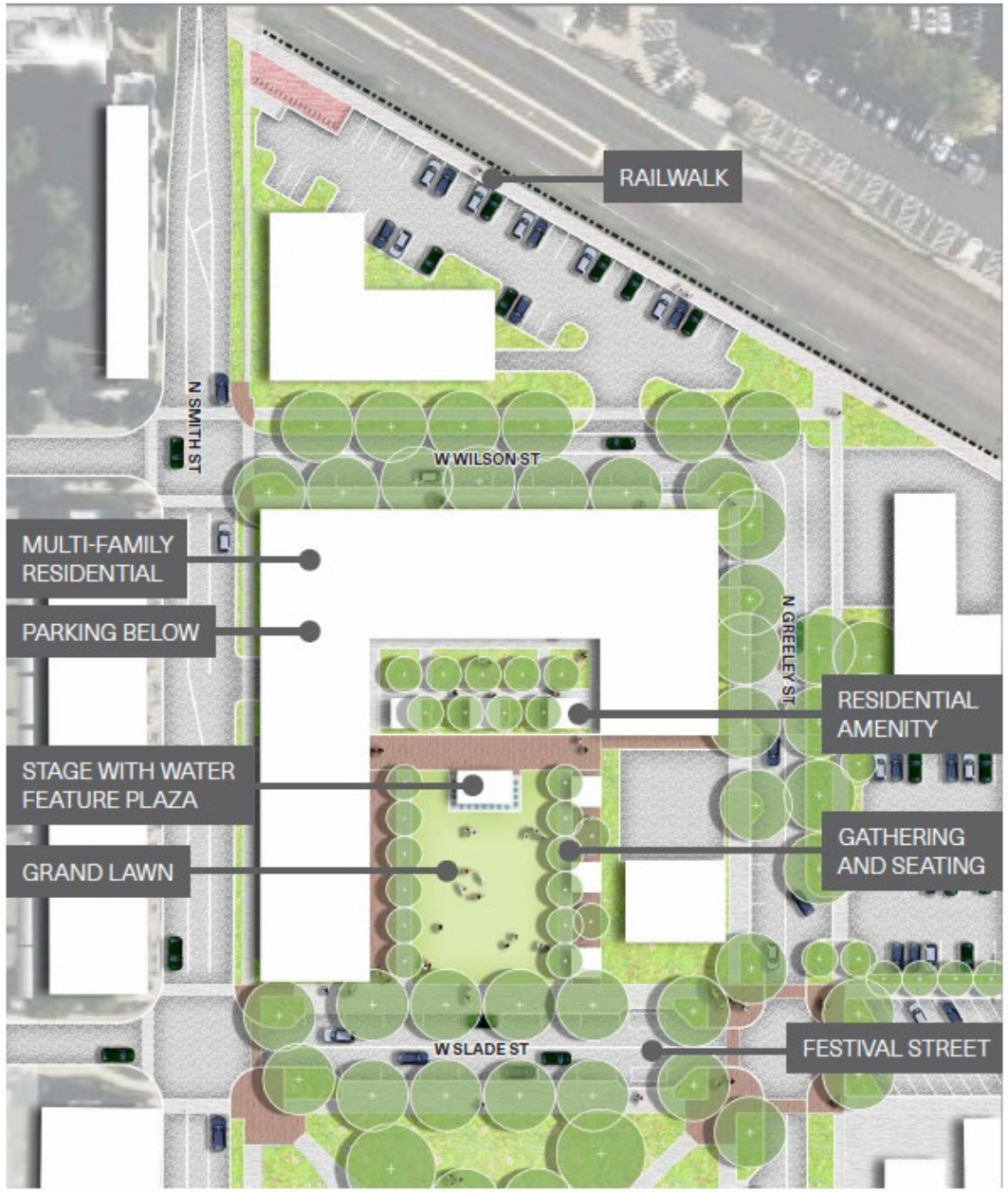


VILLAGE OWNED PARCEL | OPTION 1



Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

VILLAGE OWNED PARCEL | OPTION 2

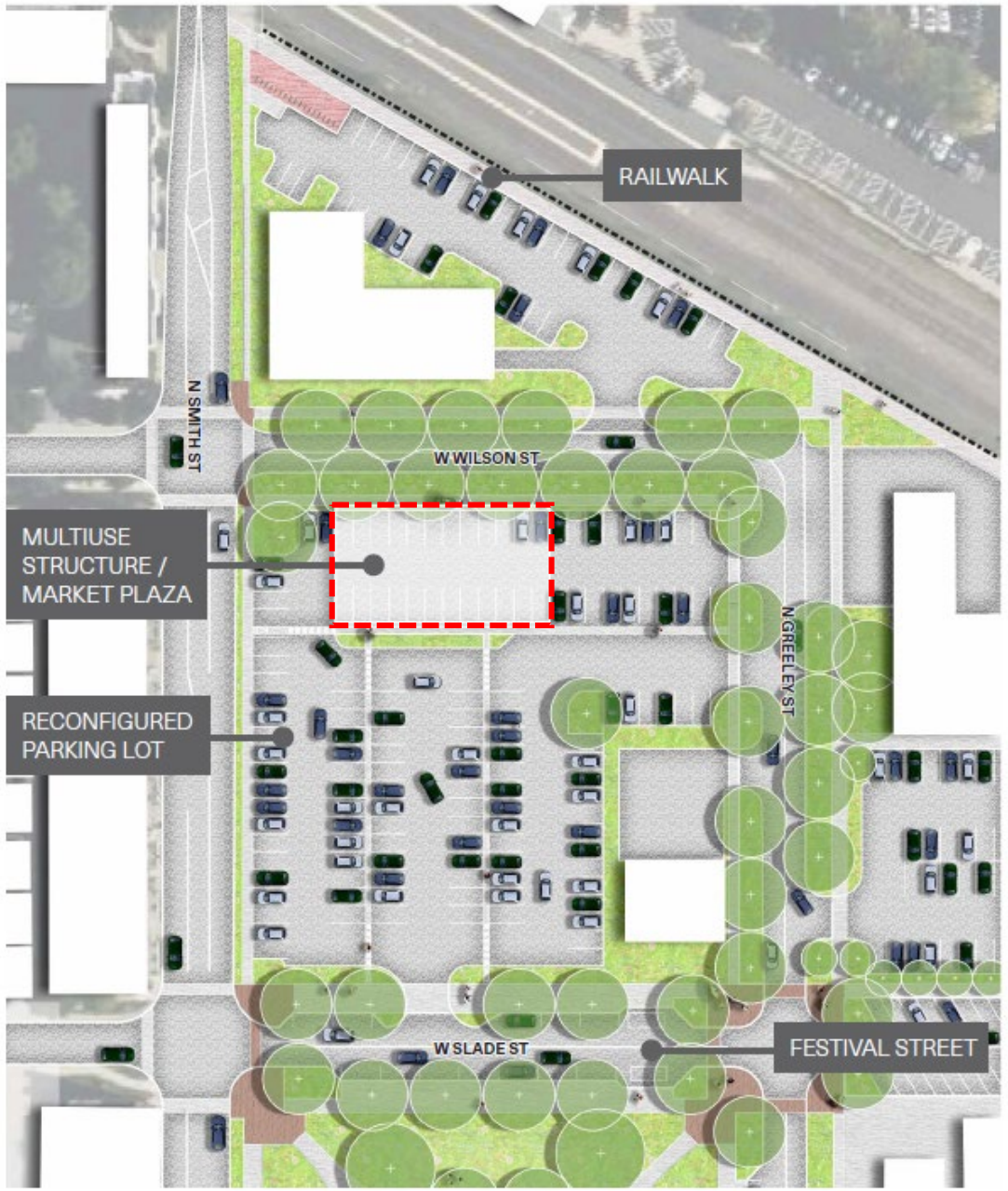






Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

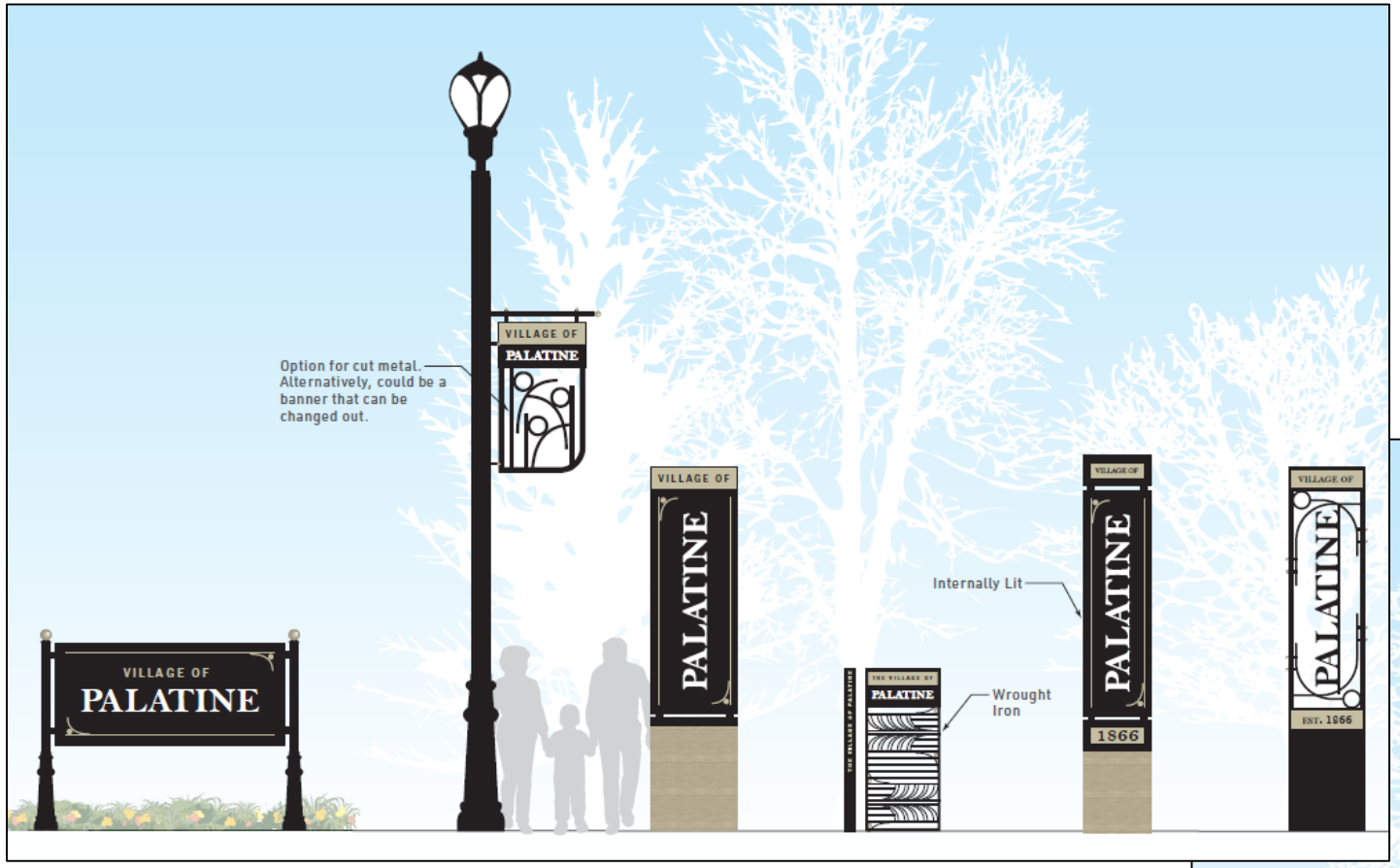
VILLAGE OWNED PARCEL | OPTION 3







Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape



Existing Signage and Brand Standards

VILLAGE OF PALATINE Est. 1866

LOGO



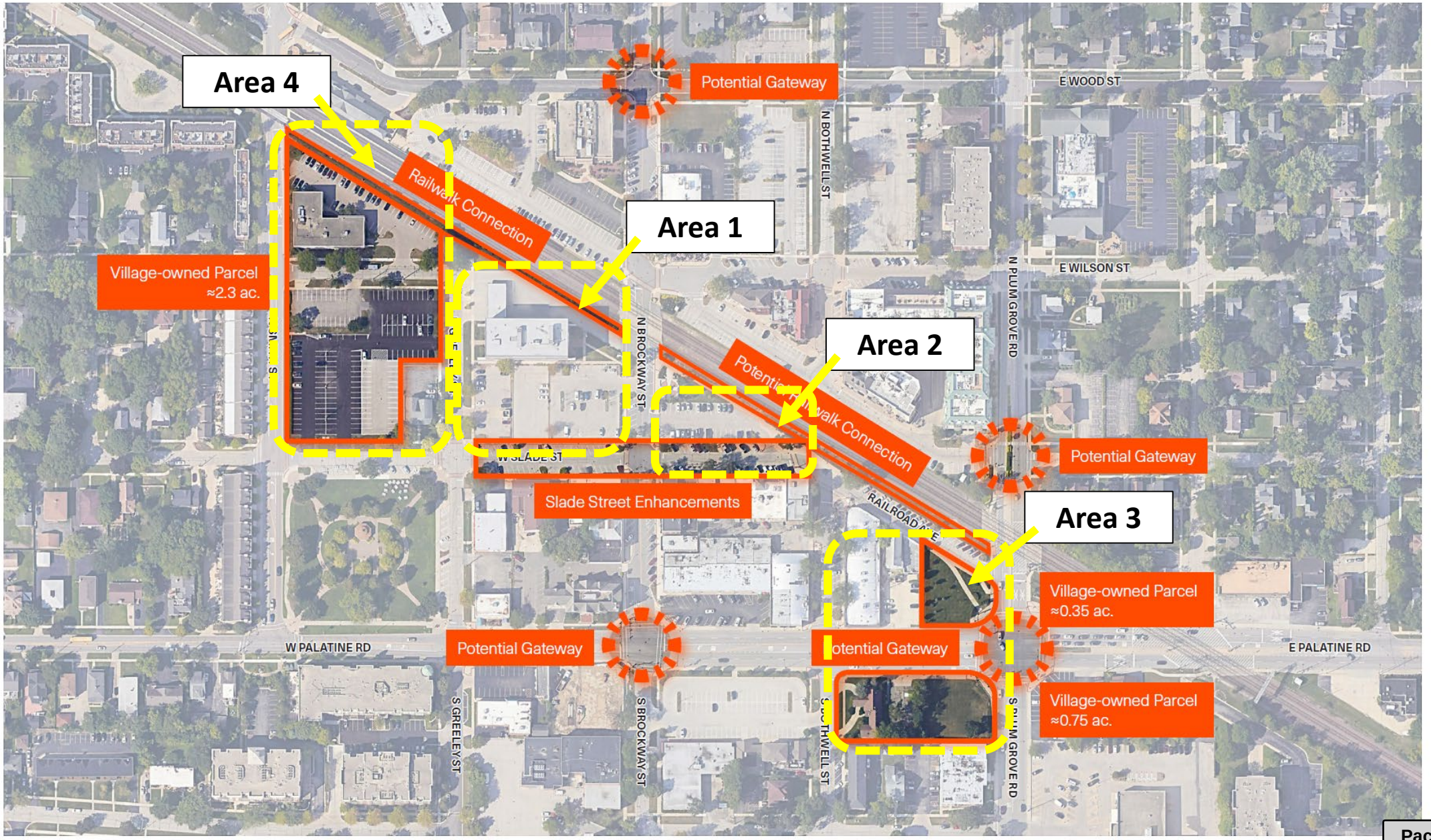
STREET SIGN

WAYFINDING AND GATEWAYS



Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

OPPORTUNITY AREAS



Attachment: DW Final Concepts - VC May 2024 Presentation (Downtown Streetscape

Commuter Parking Lots (south of tracks)



Parking Lot	I	J	K	L	Total	% Used
Spaces	34	30	73	28	165	
Date:						
10/04/2022	34	29	29	20	112	68%
04/19/2023	34	30	56	28	148	90%
04/20/2023	34	30	49	13	126	76%
04/26/2023	34	30	40	28	132	80%
05/10/2023	34	30	47	28	139	84%
05/17/2023	34	30	50	28	142	86%
06/01/2023	34	30	36	28	128	78%
10/24/2023	34	30	73	28	165	100%
11/14/2023	34	30	72	28	164	99%
02/21/2024	34	30	59	28	151	92%
04/10/2024	34	30	68	28	160	97%
04/11/2024	34	30	60	28	152	92%
04/16/2024	32	29	70	27	158	96%
04/23/2024	34	30	72	28	164	99%
05/09/2024	34	29	53	28	14	

Attachment: South Side Commuter Parking Counts for May 20 2024 VC Meeting

Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects

BACKGROUND:
Construction is scheduled for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects. Work will commence in June with construction to be substantially completed by early August for Contract 1. For Contract 2, work is tentatively scheduled to commence in June with construction to be substantially completed by mid-August.

KEY ISSUES:
- Utilizing construction engineering services is recommended to meet procedural requirements, assure quality construction, and allow for the necessary intermittent attention needed during this construction project.
- A qualification-based selection process was used for construction engineering.
- Doland Engineering completed the design and permitting for the Contract 1 project and demonstrated their ability to perform construction engineering on behalf of the Village in 2023 for water main replacement projects.

ALTERNATIVES:
1. Authorize the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends authorizing the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects.

BUDGET IMPACT:
Funding is available in the Water Fund of the 2024 Capital Improvement Program to accommodate this work.

ACTION REQUIRED:
Motion to authorize the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects in the amount of $98,040.

ATTACHMENTS:

- Doland Proposal

Request for Proposal
2024 Watermain Improvements
Contract 1 (DPW-2421) & Contract 2 (DPW-2422)
Construction Engineering Services
Village of Palatine

May 7, 2024

Submitted to:

Mr. George Ruppert, P.E.
Village Engineer
Village of Palatine

Submitted by:

DOLAND ENGINEERING, LLC

CelebratingOver50yearsof
ResponsibleEngineering
–ForNow,andtheFuture –

Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

DOLAND
ENGINEERING, LLC

May 7, 2024

Mr. George Ruppert
Village Engineer
Village of Palatine
200 E. Wood Street
Palatine, Illinois 60067

RE: 2024 Water Main Replacement – Contract 1 (DPW-2421) & Contract 2 (DPW-2422

Dear Mr. Ruppert,

It is with pleasure that Doland Engineering, LLC presents the Village of Palatine with this proposal for Water Main Improvements construction engineering services. We have a strong background in municipal engineering as we regularly provide construction engineering services to governmental agencies. We have served the Village of Palatine in the past on projects and we are confident that the Village staff has been fully satisfied with the quality of our firm's work. During those projects, we have fostered a strong relationship with the Village of Palatine staff by providing the highest quality consulting services. As a result of our highly qualified staff, our clients have full confidence in our leadership, planning, oversight, schedule and budget adherence, through full project completion and close out. The member of our professional staff who will represent our firm regarding all matters related to this proposal will be myself, Desiree Doland. My contact information is as follows:

Desiree D. Doland, P.E.
Doland Engineering, LLC
334 E. Colfax Street, Suite C Palatine,
IL 60067
Ph. (847) 991-5088 x117
Email: ddoland@dolandengineering.com

I look forward to the opportunity to work with you and your staff.

Sincerely,

Desiree D. Doland, P.E.
C.E.O.

Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

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B. Project Approach
C. Project Construction Services

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A. Organizational Chart

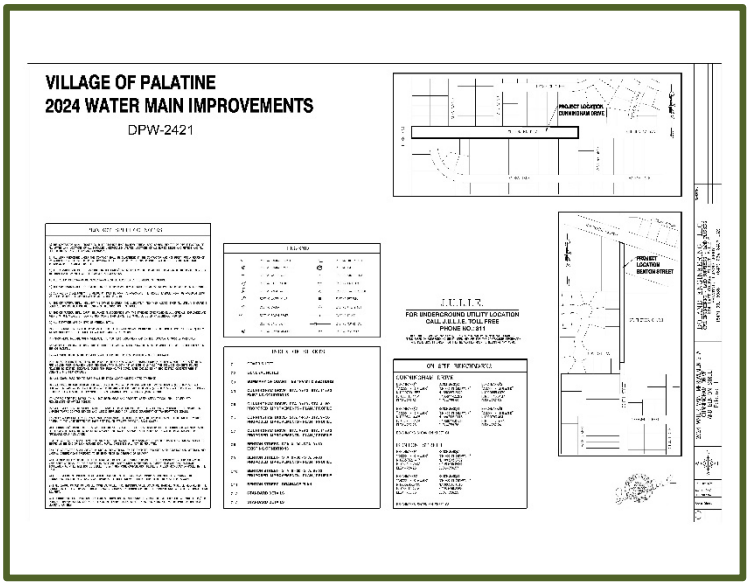
SECTION 3: Proposed Project Timeline and Fees

A. Project Timeline/Milestones
B. Construction Engineering Fee Schedule

Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

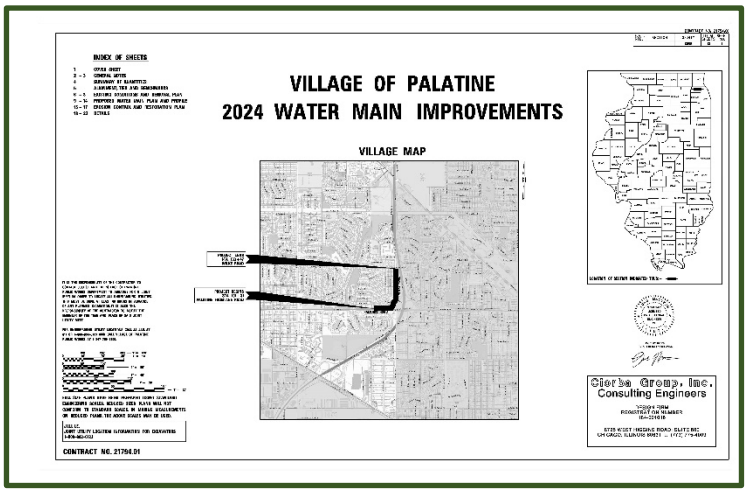
SECTION 1: PROJECT UNDERSTANDING/APPROACH

A. Project Understanding



We have reviewed the Final Engineering Plans and contract bid documents, including special provisions for the 2024 Water Main Improvements Contract 1 and Contract 2. We have visited the site and performed a thorough inspection of all areas involved, taking special note of areas of concern for construction. This information, combined with our conversations with Village staff and our experience with prior construction engineering work for the Village of Palatine, gives us a complete understanding of this project and the expectations of the Village for a successful completion. Upon reviewing all the information, we find the main components of the project to be:

- Watermain Installation for new 8" main (utilizing open cut, boring or directional drilling)
- Connections to existing 6", 8" and 12" water main systems at project limits
- Service connections to new water main
- Water valves in vaults for system isolation
- Storm Sewer replacements for water main quality pipe (or casing) as necessary to accommodate separation requirements
- Sanitary Sewer replacements for water main quality pipe (or casing) as necessary to accommodate separation requirements
- Roadway pavement, curb & gutter and sidewalk removal and replacement for open cut installations
- Landscape restoration

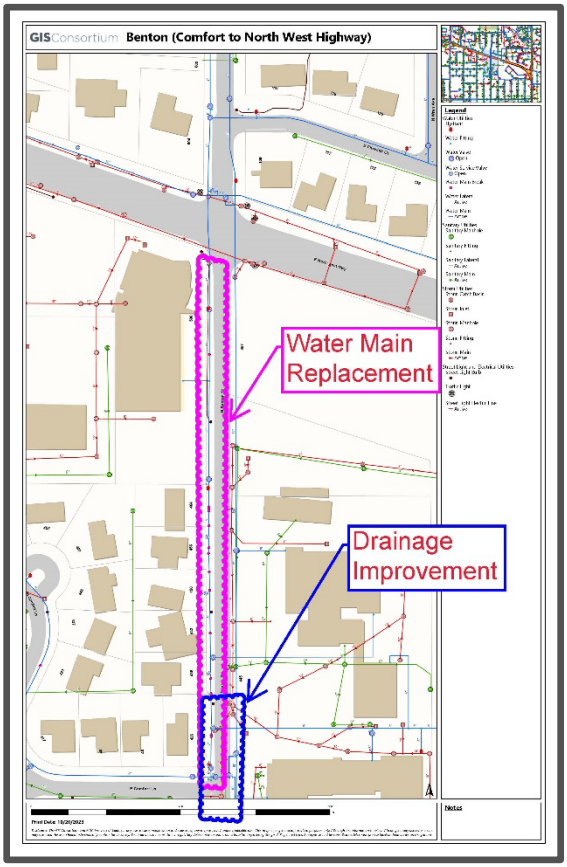


Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

B. Project Approach

We approach construction engineering projects with a very detailed eye from start to finish; this secures the success of the project. Upon reviewing the plans and specifications there are several areas we have identified as key concerns that will require special attention to ensure the successful execution of the construction operations. There are traffic control and vehicular access issues to be cognizant of for the safety of pedestrians and motorists alike. Of particular concern on this project is the proximity of the work to Palatine High School, Quest Academy and St. Theresa School. These three school's proximities to the construction areas will pose schedule constraints and also have traffic control measures that will be imperative to oversee for the safety of the workers and the public alike in this area. Additionally, the work along Wilke Road and the Palatine Road Frontage Road is in an area of high-traffic volume as this serves as a collector for the nearby residential neighborhood.

Therefore, coordination and scheduling will be of the highest importance throughout the project. Approaching the project with a preemptive view will aid in scheduling, safety, and budget adherence.



Project Coordination:

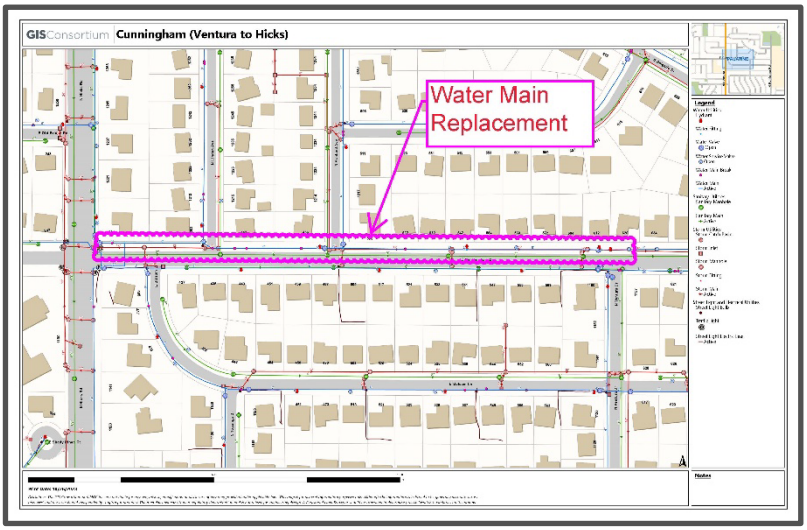
Involving all parties in the coordination and scheduling of the project from the beginning is essential to its success. There are several public entities whose transportation and access needs will be impacted by this project:

- Palatine Police Department
- Palatine Fire Department
- Palatine High School
- Quest Academy
- St. Theresa School

We would like to give the Village, its safety providers (fire and police departments), an opportunity to discuss the project and the potential impact it may have on their organizations. We would like to forward the contractor's schedule, and all schedule updates, to the Police and Fire Departments to keep them informed and to allow them to provide us with any of their concerns related to the construction schedule.

Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

Utility Coordination:



It is imperative that a full review of all existing utilities and their crossing locations are verified prior to construction. We will work with the Contractor, as needed, for any exploratory excavations to determine elevations of utilities that may be in conflict. If needed, coordination with the utility companies will begin immediately so that any adjustments to the construction schedule can be made to ensure that there are no delays in the progress of the project.

Traffic Control and Patterns:



With improvements in close proximity to several intersections, there will inherently be some level of temporary intersection closures; traffic control and signage will be critical to ensuring safety and continued flow of traffic. It will be imperative that the appropriate signage is in place and verified on a daily basis.

In addition to hauling trucks, there will be many material delivery trucks throughout the construction that will also need to be coordinated with the Contractor and our staff. The storing of materials will need to be determined prior to delivery and no materials will be allowed in areas that reduce sight distance or create a safety issue for both pedestrian and vehicular traffic.

Project Construction Services

We will perform construction observation and inspection services throughout the project duration on behalf of the Village of Palatine. Our RE services will be performed by professional and technical staff as warranted by the work being undertaken and all work will be under the direct supervision of a licensed professional engineer. The following tasks will be performed by our staff:

1) Pre-Construction Services
   - ❖ Ascertain the standard practices of the Village and become familiar with the contract documents
   - ❖ Prepare conformed bid documents
   - ❖ Prepare project files, Quantity and IDR Books
2) Construction Services

   On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project and to ensure that project details and specifications are being implemented and followed. This observation will be full-time for this project which will allow us to be on-site for approximately 8-hours per day on average so that the construction operations can be viewed and inspected along with quantities and cost items adequately documents.
   - ❖ Preparing and submitting daily inspection reports and quality control reporting
   - ❖ Maintain a project daily diary
   - ❖ Advise and assist Village in resolving construction issues
   - ❖ Prepare design clarifications
   - ❖ Prepare Requests for Change (RFC)
   - ❖ Review and coordinate all Requests for Information (RFI's)
   - ❖ Verify contractor's adherence to the plans and special provisions
   - ❖ Monitor, maintain and update project schedule
   - ❖ Conduct regular meetings with contractor and applicable team members
   - ❖ Provide weekly construction activity reports
   - ❖ Review change orders for approval of extra work
   - ❖ Review contractor's submittals for conformance with contract documents
   - ❖ Develop project punchlist
   - ❖ Furnish and possess on-site all necessary field survey equipment necessary for measurement verification of contractor's work
3) Post-Construction / Project Close-out Services
   - ❖ Manage punchlist completion and documentation of all final waivers, closeout documents and record drawings
   - ❖ Assist in application for payment requests
   - ❖ Close-out project accounting and provide status of final project budget

SECTION 2: ORGANIZATIONAL CHART

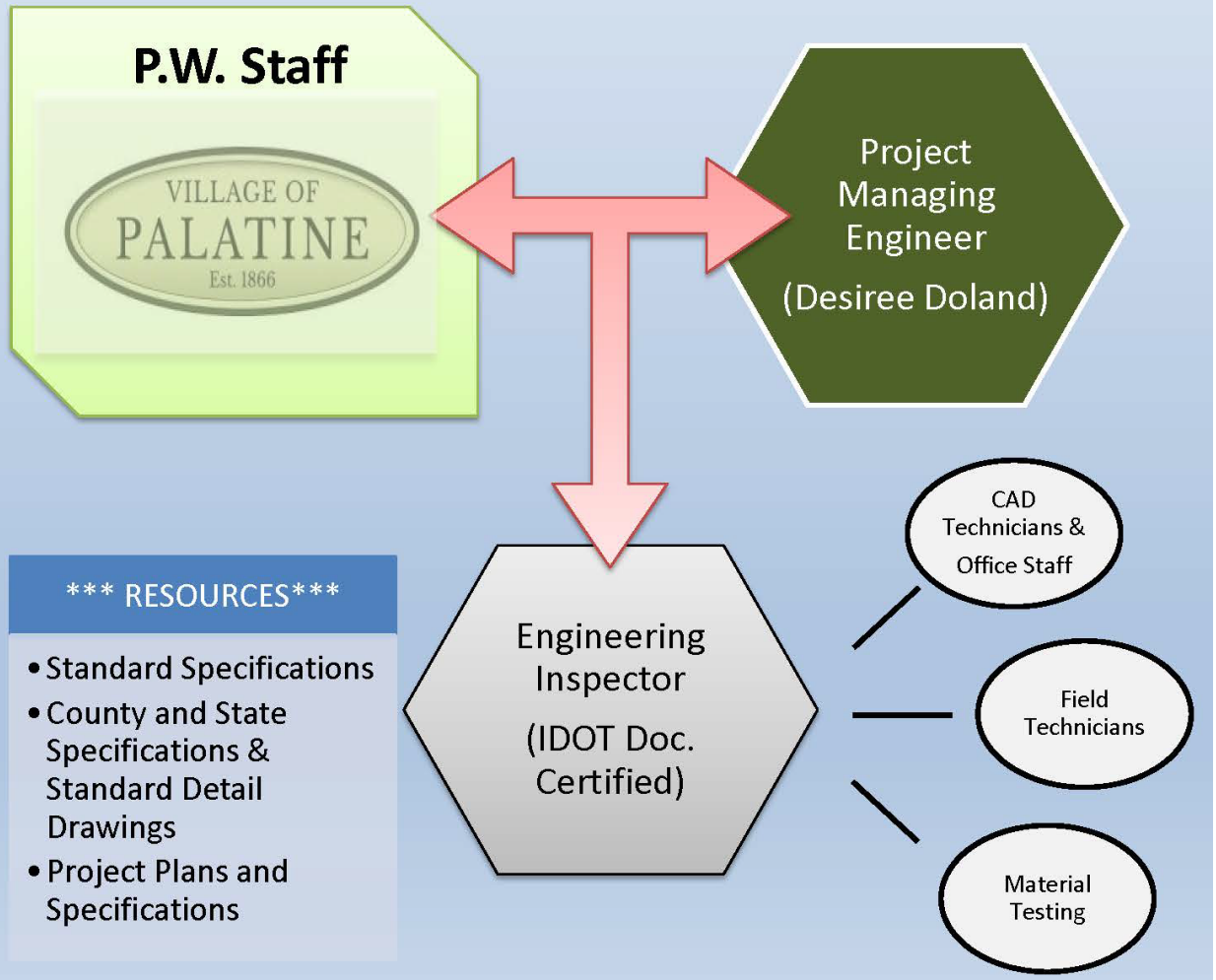
DOLAND ENGINEERING, LLC

2024 W.M. Improvements

Construction Oversight and Inspection Services

Organizational Chart

The illustration below represents how the key staff members will utilize necessary resources and identify communication paths



Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

SECTION 3: PROJECT TIMELINE AND FEES

A. Project Timeline/Milestones

Based upon projects of similar scope of work, we estimate that this project will have a duration for each segment as follows:

Contract 1 (DPW 2421) – 45 days

Contract 2 (DPW 2422) – 48 days

B. Construction Engineering Fee Schedule

For our fee establishment, we have used an anticipated 45-days work schedule for the Contract 1 work scope and further anticipated 48-days work schedule for the Contract 2 project. We further anticipate 5 contractor days for attention to punchlist items on each project. This current anticipated contractor's work schedule was the basis for our man-hours for performing RE duties. A tabulation of the contractor's schedule and our associated inspection hours is tallied as follows:

Contract 1 Working Days Forecast

Task	Contractor's Work Days	Professional Engineer (hrs.)	Construction Inspector (hrs.)
Task 1 Pre-Construction	0	2	16
Task 2 Construction Services	45	45	360
Task 3 Post-Construction	5	10	4
Total Estimated Hours		57	380
Hourly Rate		$150.00	$105.00
Total Fee		$8,550.00	$39,900.00
		Total Fee =	**$48,450.00**

Fee Forecast:

Based on your forecast for a direct overlapping of water main crew installation schedules for Contract 1 and Contract 2, we were able to substantially reduce our Professional Engineer's time to be shared across these two concurrent water main programs. This allowed us to develop a reduced fee that will allow for a construction inspector to provide all necessary inspection and oversight services for the water main installation location. While construction oversight is generally calculated to reflect approximately 10% of the construction cost, we have been able to reduce this fee structure down to approximately 4.0% of the construction contract value.

Total Fee: $98,040.00

Contract 2 Working Days Forecast

Task	Contractor's Work Days	Professional Engineer (hrs.)	Construction Inspector (hrs.)
Task 1 Pre-Construction	0	4	24
Task 2 Construction Services	48	24	384
Task 3 Post-Construction	5	10	10
Total Estimated Hours		38	418
Hourly Rate		$150.00	$105.00
Total Fee		$5,700.00	$43,890.00
		Total Fee =	**$49,590.00**

Attachment: Doland Proposal (2024 Water Main Replacement Contracts 1 and 2 Construction Engineering Services)

This fee forecast is based upon the estimated hours of work of the responsible staff as tallied above. The actual billing will be submitted based upon the actual hours worked by our staff. For any work outside the scope of this proposal (including additional contractor's working days), we would provide you with a supplemental proposal based upon the above-listed hourly rates of the individual staff members.

Accepted By: _____

Title: _____

Date: _____

Consider a Motion to Approve Change Order #1 for the 2024 Sidewalk Replacement Program

BACKGROUND:
On Monday, April 1, 2024, the 2024 Sidewalk Replacement Program contract was awarded to Suburban Concrete, Incorporated of Mundelein, Illinois in the amount of $883,600. The costs of this contract were competitive as Suburban's bid was over 3 percent less than the next lowest bid.

KEY ISSUES:
- The proposed change order expands the scope from the original bid, allowing for the program to complete the vast majority of the portion of the Village planned for 2025 sidewalk maintenance.
- Staff has negotiated a 4.25% price reduction for all sidewalk replaced as part of this change order.
- The proposed change order would increase the total project cost by an amount not to exceed $349,688 to complete the additional work.
- The majority remaining for maintenance in 2025 can be funded using the Community Development Block Grant Fund. Using this Federal Grant source next year, and our American Rescue Plan funds this year, allows the Village to complete nearly 2 years' worth of planned maintenance in one summer.

ALTERNATIVES:
1. Approve change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete in the amount not to exceed $349,688.

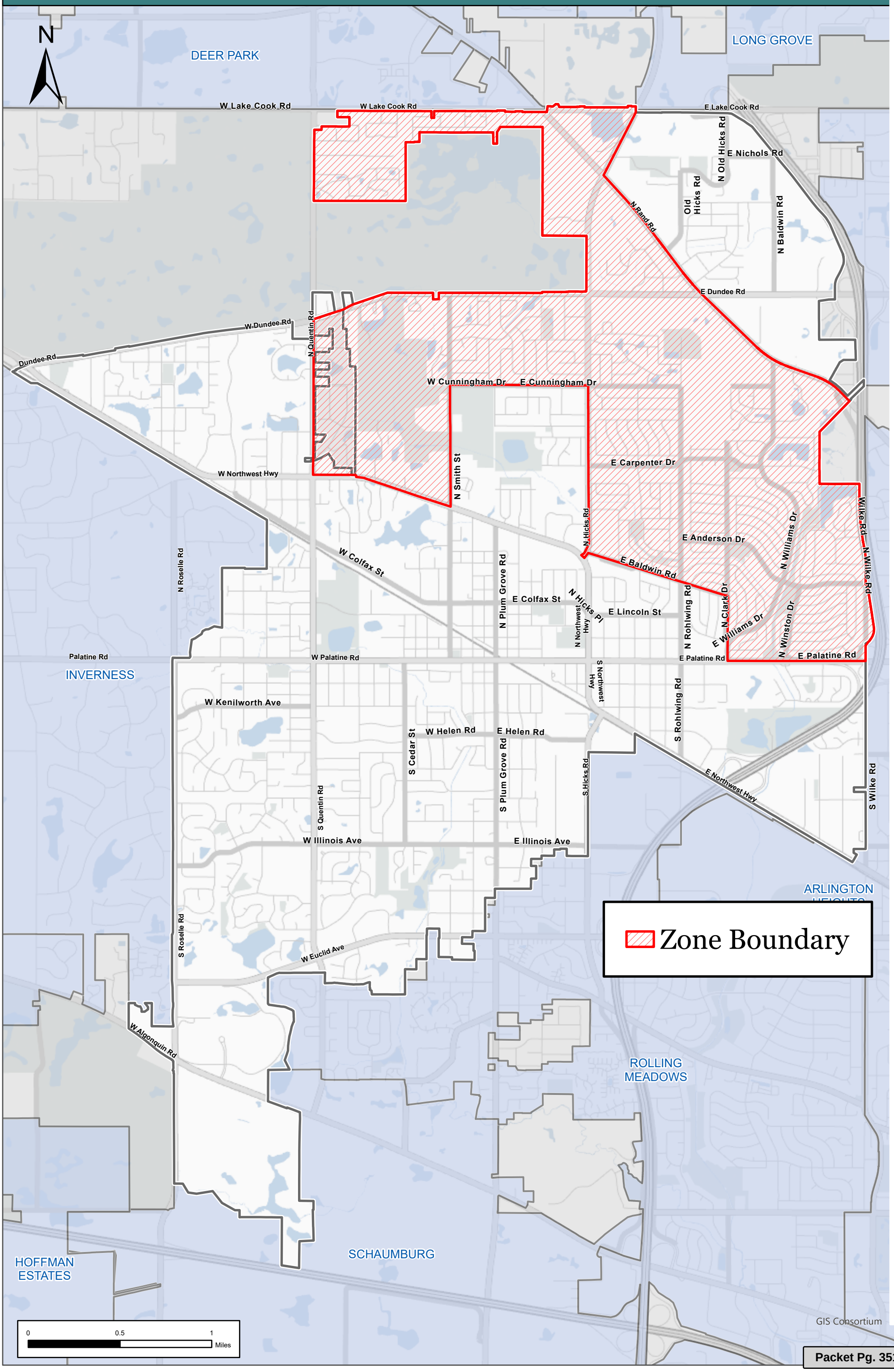
BUDGET IMPACT:
American Rescue Plan Act (ARPA) funds in the amount of $139,669 and local funds in the amount of $210,019 are available in the 2024 Capital Improvement Program to accommodate the proposed work.

ACTION REQUIRED:
Motion to approve change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete, Incorporated of Mundelein, Illinois in the amount not to exceed $349,688, for a total contract price of $1,233,288.

ATTACHMENTS:
- 20240514_2024SidewalkReplacementMap

2024 Sidewalk Replacement

GISConsortium



Attachment: 20240514_2024SidewalkReplacementMap (2024 Sidewalk Replacement Program Change Order #1)

Consider a Motion Authorizing the Village Manager to Execute a Lease of Multifunctional Copy Machines with Imagetec

BACKGROUND:
The Village's copiers are key to the operation of the Village, providing copying, printing, and scanning functionality for users and computers throughout the organization. This year, the Village is leasing seven copiers for four years for the Police Department, Public Works, and Village Hall. During this time frame, lease costs are fixed, with maintenance / consumable costs at a fixed rate multiplied by our copy / print utilization. At the end of the lease, the Village can purchase the equipment for a $1 buyout.

Proposals were received from five vendors, with the lowest cost provider being Imagetec. Imagetec proposed providing HP copiers for the lease price of $862.64 per month with an estimated four-year total cost (lease and maintenance) of $69,009.33.

KEY ISSUES:
- This would replace older multifunctional copy machines.
- These machines would provide additional capabilities, such as ability to print from tablets, ipads, etc.

ALTERNATIVES:
1. Approve four-year lease of seven multifunctional devices.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of the four-year lease of seven multifunctional devices.

ACTION REQUIRED:
A motion to authorize the Village Manager to execute a four-year lease of seven multifunctional devices from Imagetec.

ATTACHMENTS:

- 2024 Copier Proposals

2020 Copier Bid Tabulation

	Lease Length \ Buyout	Make	Lease Payment	Lease cost per year	Total cost of lease	Estimated Usage Cost per month	Estimate usage Cost per year	Estimate Usage over 4 years	Estimated total cost of equipment	Admin					PW Admin					PW Back Office					Finance					PD Communications					PD Admin					PD Sgts			
										Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color	Est Cost PPM	Speed	Copier cost	S&M B&W	S&M Color
										50		4128	2168		50		3746	2452		50		3479	2459		50		2217	1539		50		3408	1644		50		1601	3634		50		6231	1247
Marco	48 / FMV	Sharp	$ 894.25	$ 10,731.00	$ 42,924.00	$ 586.55	$ 7,038.65	$ 28,154.59	$ 71,078.59	55		0.0035	0.0330	$ 85.99	55		0.0035	0.0330	$ 94.03	36		0.0035	0.0330	$ 93.32	55		0.0035	0.0330	$ 58.55	36		0.0035	0.0330	$ 66.18	50		0.0035	0.0330	$ 125.53	55		0.0035	0.0330	$
Marco	48 / 1 dollar	Sharp	$ 969.37	$ 11,632.44	$ 46,529.76	$ 586.55	$ 7,038.65	$ 28,154.59	$ 74,684.35	55		0.0035	0.0330	$ 85.99	55		0.0035	0.0330	$ 94.03	36		0.0035	0.0330	$ 93.32	55		0.0035	0.0330	$ 58.55	36		0.0035	0.0330	$ 66.18	55		0.0035	0.0330	$ 125.53	55		0.0035	0.0330	$
Imagetec	48 / FMV	HP	$ 830.25	$ 9,963.00	$ 39,852.00	$ 575.05	$ 6,900.65	$ 27,602.61	$ 67,454.61	50		0.0056	0.0288	$ 85.56	50		0.0056	0.0288	$ 91.60	35		0.0056	0.0288	$ 90.30	50		0.0056	0.0288	$ 56.74	35		0.0056	0.0288	$ 66.43	50		0.0056	0.0288	$ 113.62	50		0.0056	0.0288	$
Imagetec	48 / 1 dollar	HP	$ 862.64	$ 10,351.68	$ 41,406.72	$ 575.05	$ 6,900.65	$ 27,602.61	$ 69,009.33	50		0.0056	0.0288	$ 85.56	50		0.0056	0.0288	$ 91.60	35		0.0056	0.0288	$ 90.30	50		0.0056	0.0288	$ 56.74	35		0.0056	0.0288	$ 66.43	50		0.0056	0.0288	$ 113.62	50		0.0056	0.0288	$
Canon	48 / FMV	Canon	$ 1,598.00	$ 19,176.00	$ 76,704.00	$ 788.73	$ 9,464.73	$ 37,858.91	$ 114,562.91	50		0.0071	0.0404	$ 117.02	50		0.0071	0.0404	$ 125.78	40		0.0071	0.0404	$ 124.16	50		0.0071	0.0404	$ 77.99	40		0.0071	0.0404	$ 90.72	50		0.0071	0.0404	$ 158.29	50		0.0071	0.0404	$
Canon	48 / 1 dollar	Canon	$ 1,845.00	$ 22,140.00	$ 88,560.00	$ 788.73	$ 9,464.73	$ 37,858.91	$ 126,418.91	50		0.0071	0.0404	$ 117.02	50		0.0071	0.0404	$ 125.78	40		0.0071	0.0404	$ 124.16	50		0.0071	0.0404	$ 77.99	40		0.0071	0.0404	$ 90.72	50		0.0071	0.0404	$ 158.29	50		0.0071	0.0404	$
Gordon Flesch	48 / FMV	Canon	$ 1,198.06	$ 14,376.72	$ 57,506.88	$ 678.87	$ 8,146.38	$ 32,585.52	$ 90,092.40	50		0.0060	0.0350	$ 100.65	50		0.0060	0.0350	$ 108.30	35		0.0060	0.0350	$ 106.94	50		0.0060	0.0350	$ 67.17	35		0.0060	0.0350	$ 77.99	50		0.0060	0.0350	$ 136.80	50		0.0060	0.0350	$
Gordon Flesch	48 / 1 dollar	Canon	$ 1,236.11	$ 14,833.32	$ 59,333.28	$ 678.87	$ 8,146.38	$ 32,585.52	$ 91,918.80	50		0.0060	0.0350	$ 100.65	50		0.0060	0.0350	$ 108.30	35		0.0060	0.0350	$ 106.94	50		0.0060	0.0350	$ 67.17	35		0.0060	0.0350	$ 77.99	50		0.0060	0.0350	$ 136.80	50		0.0060	0.0350	$
Impact (Late)	48 / 1 dollar	Kyocera	$ 1,071.00	$ 12,852.00	$ 51,408.00	$ 701.58	$ 8,418.95	$ 33,675.82	$ 85,083.82	50		0.0060	0.0365	$ 103.90	50		0.0060	0.0365	$ 111.97	35		0.0060	0.0365	$ 110.63	50		0.0060	0.0365	$ 69.48	35		0.0060	0.0365	$ 80.45	50		0.0060	0.0365	$ 142.25	50		0.0060	0.0365	$

Existing Mfg Utilized in Village

	B&W	Color	Comments
VOP Admin	4128	2168	Replace with ~50 PPM
PD Sgts	6231	1247	Replace with ~50 PPM
PD Admin	1601	3634	Replace with ~50 PPM
PW Admin	3746	2452	Replace with ~50 PPM
Finance	2217	1539	Replace with ~50 PPM
PW Back Office	3479	2459	Replace with ~35 PPM
PD Communica	3408	1644	Replace with ~35 PPM
	24810	**15143**	

Attachment: 2024 Copier Proposals (Lease of Copiers)

Authorize the Village Manager to Enter into an Agreement for Cybersecurity Penetration Testing with ShoreBreak iThreat Security, LLC

BACKGROUND:
Cyber-security Penetration Services provides a 3rd party view of the Village's computing environment security posture, ensuring that the Village is providing a secure platform for the Village productivity tools. Penetration testing is a best practice and recommended from the 2022 IT Strategic Plan (*Recommendation 6: Conduct regular network vulnerability and penetration tests*).

To identify the best provider for the cost, the Village published and received 35 responses to an RFQ. From the RFQ, staff interviewed five companies who would supply penetration testing for the Village's external and internal network, WIFI network and SCADA network, ensuring both key system and services were validated as best as possible.

ShoreBreak provided a comprehensive solution for the Village at a cost of $44,762. This was above the budget of $39,000. Operating budget savings will cover the difference.

KEY ISSUES:
- Ensure our computing environment is managed in a secure manner.
- Provide 3rd party view of the CyberSecurity posture of the Village of Palatine.

ALTERNATIVES:
1. Authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for cybersecurity penetration testing.
2. Refer back to staff.

RECOMMENDATION:
Staff recommends approval of the motion to authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for Cybersecurity Penetration testing.

ACTION REQUIRED:
A motion to authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for Cybersecurity Penetration testing not to exceed $44,762.

ATTACHMENTS:

- ShoreBreak - Village of Palatine Request for Quote

NEHCUS3PUPP-24-10013

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)



Cybersecurity Internal and External Penetration Testing Quote

Prepared for The Village of Palatine, Illinois

Prepared by:
Tim Spiegel
Director, Strategic Accounts

ShoreBreak
6 Montgomery Village Ave
Ste 610
Gaithersburg, MD 20879
April 9, 2024

This proposal includes data that shall not be disclosed outside of **Village of Palatine** and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. This restriction does not limit **Village of Palatine's** right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction is contained in the sheets herein.

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Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

1. Executive Summary

At ShoreBreak, we create customized information technology solutions using a combination of tools, methodologies, and best practices to address our client's unique needs by leveraging **decades of experience and insights.**

Improving organizational security posture is our goal in providing **exceptional Penetration Testing & Vulnerability Scanning services to government and commercial clients alike.**

We are trusted by the **Stanford Hospital, Satcom Direct, National Oceanic and Atmospheric Administration (NOAA), U.S. Capitol, The Department of Energy,** and other organizations for our cybersecurity and vulnerability detection services.

Our highly credentialed Security Engineers have **over 50 years of experience in providing the services the Village of Palatine (Village) has requested.** They possess **over 50 cybersecurity certifications including CISSP, ECSA, CICP, OMA, Security+, Linux+, NFA, and OSCP certifications.** With ShoreBreak, clients can rest assured they are receiving the best security services in the industry.

ShoreBreak at a Glance

- ***Over 50 years of combined staff experience in penetration testing***
- ***Highly experienced and credentialed staff possessing CISSP, ECSA, CICP, OMA, Security+, Linux+, NFA, and OSCP certifications***
- ***Exclusive LifeGuard Platform allows for immediate reporting of vulnerabilities***
- ***Real world cyber-attack scenarios***
- ***Non-disruptive or destructive cybersecurity testing***
- ***Thousands of cybersecurity threats detected and remediated***

Each of our security engineers has at least ten years of individual experience in the industry across a wide range of disciplines. The team has extensively studied offensive and defensive cybersecurity techniques and procedures. Further, our Director of Program Management and Strategy has over 35 years of experience in project/program management, systems engineering, and information security; he has led teams who verified security boundaries and validated security controls for Missile Warning Centers and a Surveillance Radar Site in Asia, and teams who performed security assessments for Department of Defense partner nations in the Middle East.

We are the developers of LifeGuard, our proprietary web application that allows us to rapidly and **securely communicate findings with our customers**. LifeGuard provides customers with relevant findings and pertinent information as soon as it is found without waiting on an often-lengthy report process. Not only does LifeGuard allow customers to view findings

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

quickly, **but it also allows us to conduct remediation validation testing "along the way", often closing many findings before the penetration test is over**. Our customer's IT staff are always in the loop, and there is no waiting for important vulnerability data.

ShoreBreak's main goal is to conduct a comprehensive system review while simultaneously causing as little interference as possible. We are experts at **conducting in-depth penetration testing while prioritizing system availability.** Our penetration testers are able to conduct thorough testing without impacting operations. We have over a decade of experience testing mission-critical systems without impacting their availability.

ShoreBreak's penetration testing services are designed to emulate real-world threats of varying degrees - from the "script kiddie" to the highly sophisticated, persistent attacker.

The result of an engagement with ShoreBreak is **not a large report containing pages of vulnerability scan information.** Rather, it is a report on how the **client's IT systems, applications, and personnel withstood a real-world attack.** If systems were compromised, we determine and report on the impact of that compromise. We seek to understand your business or organization drivers and mission so that we can accurately determine the actual risk a particular vulnerability poses to your security.

2. Program Organization

ShoreBreak has provided a talented team to lead the project with the Village. Tim Spiegel, Director of Strategic Accounts and Primary Point of Contact for this contract is empowered to speak for the company on policy and contractual matters. Jose Ocampo manages the ShoreBreak team and will address any escalated issues. Michael V., an experienced PMP certified Program Manager will guide the engagement with timely submission of deliverables. Further, Erik R., the Technical Assessment Manager (TAM) will lead our team of security engineers in providing penetration testing services. Below is a program organization chart for this engagement.



Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

3. Scope of Work

At the start of engagement, ShoreBreak will schedule a Kickoff Meeting with the Village to introduce the leadership team and request specific information necessary to develop the Rules of Engagement (ROE).

During the Kickoff meeting, the Program Manager (PM) will lead the scope review to be included in the ROE. The Test and Assessment Manager (TAM) shall gather targets of the penetration test and any restrictions to the testing scope and methodology and document these in the ROE.

The PM shall develop an overall **project plan based on PMP principles** and oversee the execution of all scope and **timely completion, quality, and submission of all deliverables**. As part of our approach to **quality control and quality assurance**, the PM will also develop **a Schedule Management Plan**. The Schedule Management Plan is part of the larger project management plan and provides a timetable for project deliverables. It also outlines the processes that allow us to meet your due dates.

The PM or the TAM will conduct **weekly progress meetings** to ensure the Village's needs are being met and the engagement is on course.

Preliminary results will be made available prior to the delivery of the formal report by way of ShoreBreak's secure web application Lifeguard™, where the client can utilize Lifeguard's built-in access controls to grant users – such as system owners – visibility to findings relevant to their systems. This provides the Village near **REAL-TIME** access to vulnerabilities identified including **critical findings**.

At the conclusion of testing efforts, a final report will be delivered:

- Penetration Test Report - The report will include what security risks were identified, the potential impact on the systems, and remediation recommendations with a set of detailed prioritized steps to mitigate or remove risks.
- Penetration Test Summary Briefing Presentation - The presentation will contain information relating to the assessment at a high level and will also discuss technical details.

ShoreBreak has carefully developed its **network penetration testing methodology** based on years of experience in network administration, penetration testing, integration engineering, and incident response. Testing procedures will include **non-destructive testing techniques**, including manual analysis of identified vulnerabilities and flaws. ShoreBreak takes great care to **minimize the risk of assessment activities causing any disruption to operational systems**. The below sections provide an overview of ShoreBreak's network penetration testing methodology for **internal, external, and SCADA networks.**

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

3.1 External Penetration Test

This test will include penetration and vulnerability assessment from the Internet, emulating the largest threat source, the Internet-borne attacker.

The ShoreBreak team will conduct a controlled penetration test to identify weaknesses in the external security perimeter of the Village's network. Where vulnerabilities are identified, the penetration testing team will exploit and validate the vulnerabilities, attempting to gain access to, and control of selected systems. Initial efforts of the penetration team will be to identify vulnerabilities in systems that can be reached from the Internet and to logically map the gateway topology. The ultimate goal is to determine if unauthorized access to the internal client network and systems is possible.

The testing will be nondestructive in nature (i.e. there will be no denial of service attacks mounted). However, where applicable, systems and configurations susceptible to denial of service attacks will be noted. The ShoreBreak team maintains a test lab where test tools are developed and tested. No tools or techniques are used on client systems without first being thoroughly tested.

Specific goals of the external testing are to:

- Identify external points of access to client networks, in the same manner as a real-world attacker would
- Identify vulnerabilities in externally accessible systems
- Utilize cutting edge tools and techniques to validate discovered vulnerabilities and determine their overall impact
- Identify potential vulnerabilities in network access controls, firewalls, routers, and the designed network topology, even if they do not immediately provide access to the internal network
- Determine if it is possible to exploit the identified vulnerabilities and the network design and topology to gain access to the internal network from the Internet

External testing will be accomplished across the Internet from the ShoreBreak team's test labs, which are protected from intrusion by a combination of firewalls, router filters, and system-level controls, such as host-level firewalls with intrusion detection and encrypted logons.

The major steps of the vulnerability and penetration assessment are: (1) information gathering, (2) vulnerability assessment, (3) system penetration, and (4) expansion of penetration. In some cases, vulnerabilities of one or more components may be exploited to provide stepping-stones to exploit other components. In this way, it can be determined if two or more minor vulnerabilities can be combined to create a much greater risk of intrusion. Though the specific tests vary based on the topology and exposed systems making up a gateway network, the overall methodology is described in the following sections.

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

Information Gathering and Research

- Passive Information Gathering - Prior to the beginning of active penetration efforts, the ShoreBreak Test Team will conduct an extensive research effort to gather information on the Village's networks and components. The collection of publicly available information concerning a target network is a vital first step in a penetration effort. A wealth of information about any public network is available via a series of internetworking system services, as well as through use of information gathering tools. The types and importance of the information varies with each service and tool, but together this information can be used to identify potential vulnerabilities that may enable a successful penetration of the network perimeter.
- Active Network and System Services Discovery - Physical network design and routing information can often be determined through use of IP scanning tools, traceroute, and probes against various routing protocols. First, the team uses IP scanning tools to perform discovery of systems within the customer's gateway IP addresses. Each system that is discovered is scanned for active network services, using a combination of public, commercial off the shelf and proprietary scanning tools. The choice of tool will be determined by the size of the address block, but the results of the scanning tools are comparable for this purpose. These scans will show the common results of the set of hosts and services which are active on the target systems and the set of services which are permitted to pass through any firewalls or routing filters. In many cases, it will also show which services are being blocked by firewall or routing filters.

Vulnerability Assessment of Exposed Systems

- Each exposed system will be evaluated for vulnerabilities that reduce its security profile. Though there are far too numerous specific vulnerabilities to discuss in detail here, the following paragraphs discuss the process for identifying some of the major types of vulnerabilities.
- Vulnerable Versions of Software - Many systems that have not been updated are running vulnerable versions of software that provides network services. These outdated network services contain software bugs that enable the service to be manipulated into providing information, or even providing unauthorized access to the system. Therefore, once all active hosts and services have been identified, we will probe these services to identify their make and versions, and will cross-reference the active services against a database of potentially vulnerable services.
- Anonymous Access - In addition to versions of software, simple configuration errors and insecure use of certain protocols can permit the compromise of a system. Systems that might permit anonymous access are checked for anonymous read, and even more importantly, anonymous write access. If access is discovered, an Engineer checks the service to determine if access exists to directories that might be used to create unauthorized access, denial of service, or to plant malicious software. Services that commonly provide anonymous access include HTTP (web), FTP and TFTP (file transfer), and network file sharing.

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

- Weak Protocols - A number of services rely on processes that are weakly authenticated, not authenticated at all, or weakly protected from eavesdropping. These protocols and services may be vulnerable to attacks that exploit the services or take advantage of the lack of authentication. Systems that have such services are checked for access controls and susceptibility to spoofing and exploitation of trust relationships. In this way, recommendations are not only offered about the dangers of the general use of some of the more vulnerable of these services, but specific services that are vulnerable to known attacks in the active configurations and versions are listed in the vulnerabilities.
- VPN Testing – The high prevalence of Virtual Private Network installations now means that internal networks can be exposed with a single vulnerability in the VPN server or a misconfiguration that results in weak internal passwords for guest or service accounts being used to authenticate to a VPN server. All externally exposed VPN services are checked for common vulnerabilities, patch levels, and weak authentication.

Penetration of Gateway Network

- The actual penetration methodology is a three step, repetitive process that mirrors an effort by a knowledgeable, motivated hacker. The team must gain initial access to at least one system within the gateway network. Next, the team will increase their access to gain administrative control of any compromised system. Finally, the team then may use the compromised system as a platform from which to repeat data gathering and penetration of other systems in the gateway, or sometimes even in the internal network, to determine if multiple vulnerabilities can be added together to compromise the internal network or other parts of the client's critical infrastructure.
- Initial Penetration of Exposed Systems - Once the exposed vulnerabilities have been identified and mapped, the ShoreBreak Test Team will attempt to gain access to exposed systems. The selection of specific exploits (attacks) to be used against a system will be based on each system's operating system version and the services that are running on it. Since operating systems and services vary widely, exploiting them requires an in-depth knowledge of the potential security flaws of each operating system, as well as a working collection of exploits for all common system services. Our penetration methods have been developed from published exploits, security advisories, and from attacks that have been developed in-house. Due to the large number of potential exploits (attacks), it is impossible to describe each here. However, some of the more common system attacks are listed below:

    a) Hypertext Transfer Protocol (HTTP): Commonly known as web servers, these servers commonly have outdated patch levels that can allow an attacker to immediately penetrate the server, gaining access to a command line. These servers also include web scripting languages such as ASP or PHP compiled languages such as Java. Any web application, especially

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

applications written in such languages, may contain logic flaws or SQL injection vulnerabilities that allow for code execution or data leakage. The more complex the web application the more likely it is to contain such flaws. Due to these potential vulnerabilities, ShoreBreak evaluates the web applications on the network for potential weaknesses that may allow an internet-borne attacker to impact the organization.

b) File Transfer Protocol (FTP) and Trivial File Transfer Protocol (TFTP) : Misconfigured FTP and TFTP servers may provide attack opportunities, such as allowing file access attacks and exploiting the use of trust relationships. If present and improperly configured, both services can provide access to valid user-IDs or to encrypted passwords.

c) Remote Access Services: Services such as Citrix Metaframe, GoToMyPC, or PC-Anywhere are often configured in such a way as to allow service or test accounts access to a remote desktop. These services usually provide an attacker with the equivalent of an internal desktop connection.

d) Rogue Internet Connections and Services: Large organizations with multiple remote offices can fall victim to a policy of securing the primary Internet gateways but neglecting to secure the gateways provided to smaller offices. These offices usually have either a backdoor network connection to the internal network or a VPN connection to the central office, but may rely on a simple DSL modem for security or even no firewall at all.

- Administrative Control of Compromised Systems - Once a normal user shell account is achieved, the Test Team will attempt to obtain administrative privilege, which is tantamount to having total system and application control (except perhaps to some databases). Many of the same exploits used to gain user-level access on a system can be used locally to gain root or administrator access. In addition, misconfigurations and software bugs may be used to obtain increased privileges.

Expanding The Scope of Access

- Once administrative control of a system is obtained, that system then becomes a potential platform from which the team will survey and attack other portions of the network that may not be directly reachable from the Internet. In this way, it is possible to expand the penetration of a single system into a much larger compromise. Some of the methods that are often used to expand the compromised access include discovery scanning to identify newly "visible" systems, sniffing traffic for credentials with escalated privileges, and identifying then exploiting trust relationships to gain access to additional assets.

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

The ultimate goal is to determine if the identified external vulnerabilities can be leveraged into access of critical client systems, or even the internal network.

3.2 Internal Penetration Test

ShoreBreak will perform a network penetration test and assessment of the Village's internal network(s).

At the start of the internal assessment, the ShoreBreak team and client representatives will meet to discuss internal assessment actions and findings, to orientate the test team to the facilities, and to discuss interviews that will be necessary for the cooperative portion of the assessment.

The internal assessment provides the ability to examine system-level vulnerabilities that may not be directly accessible from the Internet, as well as network controls designed to limit the potential damage if a compromise occurs. In this way, the effort can identify vulnerabilities that create risk, not only if the external perimeter, but also from internal threats. Though the Internet represents a large volume of malicious threats, FBI reports confirm that most computer crime is still conducted internally. This is because of the opportunity for unauthorized actions presented to internal users.

The internal assessment will begin with a network discovery and data collection effort designed to logically map the network and identify systems with active vulnerable services. Some penetration techniques will be employed to validate and demonstrate vulnerabilities, to determine if multiple vulnerabilities can be combined to create the risk of intrusion, or to perform in-depth configuration reviews of selected systems.

Specific goals of the internal testing are:

- Logically map the internal network, and identify types and functions of systems within
- Identify internal network topology and design vulnerabilities
- Identify vulnerabilities in internal network components, such as routers and switches
- Identify system-level vulnerabilities in operating systems and their configuration
- Identify vulnerabilities in web and other applications
- Utilize cutting edge tools and techniques to exploit and validate discovered vulnerabilities and determine their overall impact
- Identify potential vulnerabilities in network access controls, firewalls, routers, and the designed network topology
- Determine if visitor Wi-Fi networks are adequately separated from client internal networks
- Determine if Wi-Fi networks at up to 4 locations are adequately secured

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

Internal Information Gathering and Network Discovery

The internal assessment will begin with a network discovery and data collection effort. The internal network discovery will be designed to logically map the network and identify active systems that are running potentially vulnerable services. As the systems are scanned and active services identified, the ShoreBreak team analysts will probe them to discover operating system and software types and versions. In addition, engineers will probe the systems to determine if existing configurations permit the systems to leak information to an intruder. In these cases, we will use public domain and proprietary information gathering tools to collect such information as account policies, user IDs, group memberships, exported directories or shares, and accounts with weak passwords.

At the conclusion of the information-gathering portion of the task, the assessment team will be able to identify the systems with the most potential vulnerabilities.

We expend exhaustive efforts to ensure that data is not modified and that authorized user access to client systems and networks is not impeded. Also, denial of service attacks are not executed, but as denial of service vulnerabilities are identified during the effort, they will be documented, and recommendations will be made to correct them.

Internal Technical Vulnerability Assessment

Identified systems will be evaluated for vulnerabilities that reduce their security profile. Vulnerabilities often include vulnerable versions of software, excessive or insecurely controlled anonymous access, and vulnerable Remote Procedure Call (RPC) services. In addition, the findings of the discovery and vulnerability identification effort will be used to probe and identify interdependent-system and network security controls and authentication systems. Particular focus during the internal assessment is paid to the following configurations:

- Windows Active Directory structures and security settings
- Single sign-on or password synchronized relationships
- Infrastructure management systems
- Connections from the corporate network to the remote branch office networks

Internal Penetration and In-depth Assessment of System Inter-dependencies

Once vulnerable systems are identified, they will be prioritized for penetration. Target systems will be chosen from those that represent some strategic significance within the network. For example, Active Directory domain controllers and a representative sample of other Windows servers and workstations are normally selected for penetration to review access controls of the domains in general and consistency across the domains. Other examples may include UNIX, database, web, and DNS servers, a server that resides on a gateway between two segments of the WAN, network management servers, single sign-on

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

authentication servers, RADIUS servers, etc. The selection of specific exploits (attacks) to be used in penetration testing will be based on each system's operating system version and active services.

Also, during the internal testing, the ShoreBreak team will expend special focus to identify and determine the risk of connections to remote networks.

3.3 Wi-Fi Penetration Test

For the Wi-Fi penetration test, ShoreBreak will identify IEEE 802.11 wireless assets on agreed upon IP address space or network ranges. All discovery activities will per performed by the ShoreBreak team on premises. Wireless Access Points (WAPs) will be determined and a wireless heat map will be created. This heat map will be included with an electronic copy of the floor plan, if available and supplied by the Village.



Figure 1: Notional Survey with Mapping Overlay

ShoreBreak will survey the respective areas and identify the following WAP criteria: physical location, IP address, network name (SSID), MAC address (BSSID), signal strength, channel and frequency band, environmental notes and interference sources.

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

Rogue wireless devices not intended for the Village's wireless environment will be identified once recorded in our LifeGuard system and handled during the Wireless Assessment activity.

ShoreBreak intends to use their proprietary LifeGuard tool for recording finding and secure communication with the Village. Scanning tools may include Nessus, NetSpot, and other tools as appropriate.

Wireless Exploitation: Infrastructure Vulnerability Scan

ShoreBreak will perform a series of on-premises wireless infrastructure vulnerability scans to include all the Village's devices found during the wireless infrastructure mapping Exercise. The purpose of these scans is to identify vulnerabilities that may be exploitable by attackers. Shorebreak will perform the Wireless Infrastructure Vulnerability Scan in accordance with NIST SP 800-115, Technical Guide to Information Security Testing and Assessment, Section 4.4 - Wireless Scanning. We will confirm the NIST standard no later than the Kickoff Meeting when formal Rules of Engagement are established.

3.4 Reporting/Deliverables

The following documentation and deliverable items will be produced:

- Penetration Test Report - The report will include what security risks were identified, the potential impact on the systems, and remediation recommendations with a set of detailed prioritized steps to mitigate or remove risks.
- Penetration Test Summary Briefing Presentation - The presentation will contain information relating to the assessment at a high level and will also discuss technical details.
- LifeGuard – Throughout the engagement the Village will have access to the LifeGuard platform, a proprietary web application that allows us to rapidly and securely communicate findings with our customers. LifeGuard provides customers with relevant findings and pertinent information as soon as it is found without waiting on an often-lengthy report process. Not only does Lifeguard allow customers to view findings quickly, but it also allows us to conduct remediation validation testing "along the way", often closing many findings before the penetration test is over. Our customer's IT staff are always in the loop, and there is no waiting for important vulnerability data.

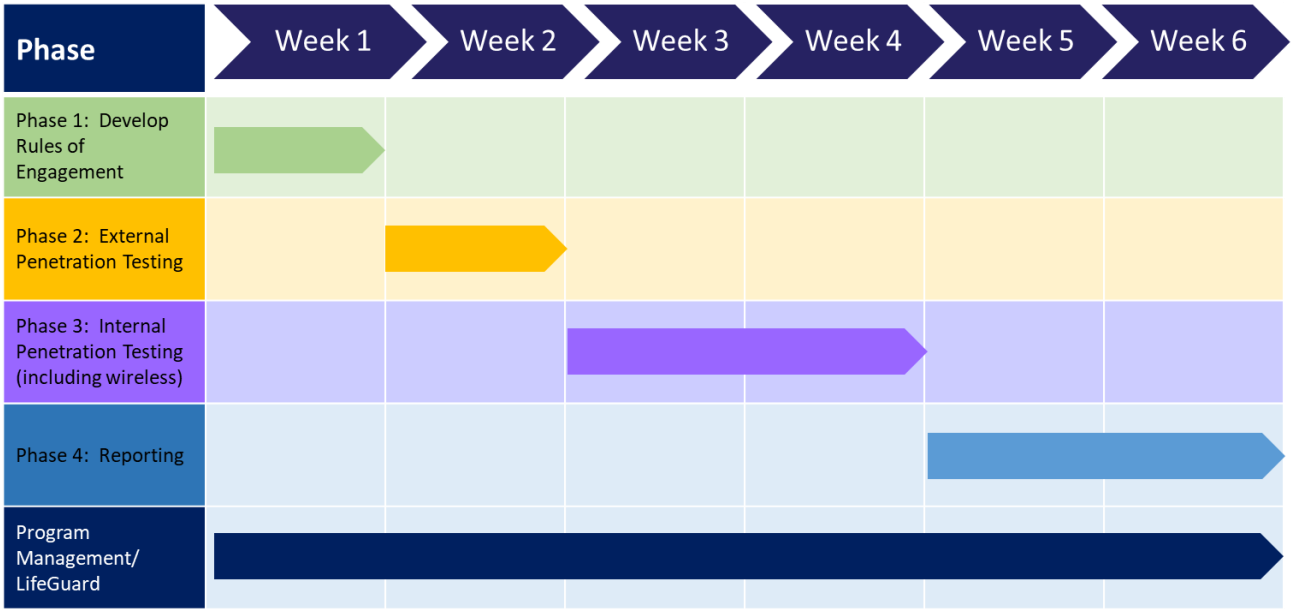
All aspects of the penetration test will be thoroughly documented, and screenshots will be provided. We pride ourselves in that our Penetration Testing and Vulnerability Assessment efforts are a critical part of your overall security toolkit. The testing is a collaborative effort, and we are happy to explain the process, our techniques and tools as we carry out the work, as well as documenting everything in the in the reports.

The documents will be provided in Draft format and will be submitted in an encrypted manner to the appropriate Village staff members for review and feedback. After review and feedback from the Village, the documents will be finalized.

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

4. Project Timeline

Below we have provided a notional schedule for this engagement.



5. Price Quote

We are pleased to provide a firm fixed price for the scope of services described in this quote: **$44,762.**

Attachment: ShoreBreak - Village of Palatine Request for Quote (Penetration Testing Services)

Consider a Motion to Approve Warrant 2024 #10

Village of Palatine
Warrant Approval

_____
Village Clerk

_____
Mayor

Warrant 2024 # 10 having been approved by the Village Council on 05/20/2024 authorizes the Treasurer to deposit funds from the accounts indicated below:

		Check/ACH Disbursements	Electronic (EFT/W-T) Disbursements	Manual Checks	UB Refunds Processed	Fund Expense
General Fund	100	209,575.97	39,400.61	-	-	248,976.58
Motor Fuel Tax Fund	205	1,178,455.94	-	-	-	1,178,455.94
CDBG Fund	210	113,781.78	-	-	-	113,781.78
Federal Equitable Sharing Fund	221	864.19	-	-	-	864.19
Downtown TIF Fund	233	39,489.92	-	-	-	39,489.92
Rand Corridor TIF Fund	234	177,517.82	56,190.00	-	-	233,707.82
ARPA Fund	256	80,319.87	-	-	-	80,319.87
Debt Service Fund	300	-	358,978.13	-	-	358,978.13
Capital Equipment Fund	401	47,477.00	-	-	-	47,477.00
Capital Improvements Fund	402	505,934.09	-	-	-	505,934.09
Water Fund	605	1,121,388.87	365,040.29	-	-	1,486,429.16
Sewer Fund	610	16,586.15	90,355.85	-	-	106,942.00
Refuse Fund	615	132,659.00	269,651.18	-	65.62	402,375.80
Parking Fund	620	16,842.05	98.54	-	-	16,940.59
Fleet Services Fund	710	48,662.94	3,595.38	-	-	52,258.32
Total Report		**3,689,555.59**	**1,183,309.98**	**-**	**65.62**	**4,872,931.19**

ATTACHMENTS:

- Warrant #10

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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 **4040 - 1st Ayd Corporation**									
PSI694797	Parts - M-999	Open		04/18/2024	05/18/2024	05/09/2024			107.92
PSI694786	Parts - Stock	Open		04/24/2024	05/24/2024	05/09/2024			274.20
		Vendor **4040 - 1st Ayd Corporation** Totals				Invoices	2		$382.12
Vendor **5391 - 360 Hazardous Cleanup, LLC**									
1277	Clean & Disinfect Squad T400	Open		04/24/2024	05/24/2024	05/14/2024			225.00
1284	Cleaning & Disinfection of Cell & Interview Room 2	Open		04/29/2024	05/29/2024	05/14/2024			175.00
		Vendor **5391 - 360 Hazardous Cleanup, LLC** Totals				Invoices	2		$400.00
Vendor **1553 - Acme Truck & Brake Supply**									
01_397210	Parts - T-276	Open		05/02/2024	06/02/2024	05/09/2024			112.89
		Vendor **1553 - Acme Truck & Brake Supply** Totals				Invoices	1		$112.89
Vendor **5416 - Advance Auto Parts**									
6432409533603	Parts - PT-418	Open		04/04/2024	05/16/2024	05/09/2024			27.64
6432409533605	Parts - PT-418	Open		04/04/2024	05/16/2024	05/09/2024			6.47
6432411560233	Parts - STOCK	Open		04/24/2024	05/24/2024	04/30/2024			25.80
6432411560234	Parts - T-465	Open		04/24/2024	05/24/2024	04/30/2024			27.46
6432411634404	Parts - Stock	Open		04/25/2024	05/25/2024	05/09/2024			41.82
6432411634413	Parts - T-373	Open		04/25/2024	05/25/2024	05/09/2024			320.75
6432411634414	Parts - Stock	Open		04/25/2024	05/25/2024	05/09/2024			29.74
6432411634423	Parts - Stock	Open		04/25/2024	05/25/2024	05/09/2024			39.36
6432411734485	Parts - Stock	Open		04/26/2024	05/26/2024	05/09/2024			15.24
6432412034555	Parts - Stock	Open		04/29/2024	05/29/2024	05/09/2024			521.25
6432412160373	Parts - Stock	Open		04/30/2024	05/30/2024	05/09/2024			127.38
6432412234654	Parts - T-241	Open		05/01/2024	05/31/2024	05/09/2024			61.94
6432412234655	Parts - T-241	Open		05/01/2024	05/31/2024	05/09/2024			13.99
6432412234656	Parts - T-276	Open		05/01/2024	05/31/2024	05/09/2024			13.99
6432412234657	Parts - T-276	Open		05/01/2024	05/31/2024	05/09/2024			37.44
6432412360459	Parts - T-276	Open		05/02/2024	06/01/2024	05/09/2024			6.64
		Vendor **5416 - Advance Auto Parts** Totals				Invoices	16		$1,316.91
Vendor **3030 - Advanced Automation & Control**									
24-4419	SCADA Troubleshooting & Surge Protection-North Supply & Heron PS	Open		04/15/2024	05/15/2024	05/08/2024			7,079.85
24-4465	Kasuba and Deer Grove Lift Stations PLC Upgrades	Open		05/03/2024	06/02/2024	05/13/2024			19,575.00
		Vendor **3030 - Advanced Automation & Control** Totals				Invoices	2		$26,654.85
Vendor **1759 - Air One Equipment, Inc.**									
206077	Clothing	Open		04/24/2024	05/24/2024	04/23/2024			605.00

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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
206426	Brass Cap	Open		05/03/2024	06/02/2024	05/01/2024			347.00
			Vendor **1759 - Air One Equipment, Inc.** Totals			Invoices	2		$952.00
Vendor **5350 - Airespring Inc**									
184114503	Communications Invoice=	Open		05/08/2024	05/08/2024	05/08/2024			1,751.12
			Vendor **5350 - Airespring Inc** Totals			Invoices	1		$1,751.12
Vendor **3060 - Allegra Print & Imaging**									
103261	envelopes	Open		04/22/2024	05/22/2024	04/22/2024			245.13
103325	FP Envelopes	Open		04/30/2024	05/29/2024	05/01/2024			149.86
			Vendor **3060 - Allegra Print & Imaging** Totals			Invoices	2		$394.99
Vendor **2496 - Altorfer Industries, Inc**									
P56C0047281	Parts - E-212	Open		04/22/2024	05/22/2024	04/30/2024			66.44
P56C0047717	Parts - E-223	Open		04/30/2024	05/30/2024	05/14/2024			36.64
P56C0047780	Parts - E-223	Open		05/01/2024	05/31/2024	05/14/2024			74.85
			Vendor **2496 - Altorfer Industries, Inc** Totals			Invoices	3		$177.93
Vendor **2491 - Anderson Pest Solutions**									
60745253	Pest Control Services May 2024-Fire Station 83	Open		05/05/2024	06/04/2024	05/08/2024			43.14
			Vendor **2491 - Anderson Pest Solutions** Totals			Invoices	1		$43.14
Vendor **5021 - Arlington Heights Ford LLC**									
138068H	Parts - T-465	Open		04/24/2024	05/24/2024	04/30/2024			78.13
			Vendor **5021 - Arlington Heights Ford LLC** Totals			Invoices	1		$78.13
Vendor **1443 - Arlington Power Equipment**									
189083	Parts - PT-999	Open		04/09/2024	05/09/2024	05/14/2024			161.35
190352	Parts - PT-124	Open		04/18/2024	05/18/2024	05/14/2024			242.38
190731	Parts - PT-112	Open		04/22/2024	05/22/2024	05/14/2024			178.46
191012	Propane - PT-999, M-999	Open		04/23/2024	05/23/2024	05/14/2024			166.92
			Vendor **1443 - Arlington Power Equipment** Totals			Invoices	4		$749.11
Vendor **3027 - Association of Police Social Services**									
000132	2024 Membership Renewal (Quintanilla & DiCristofano)	Open		05/01/2024	05/20/2024	05/14/2024			150.00
			Vendor **3027 - Association of Police Social Services** Totals			Invoices	1		$150.00
Vendor **4455 - AutoZone Stores LLC**									
2567874669	Tools - M-999	Open		04/25/2024	05/25/2024	05/14/2024			58.79
			Vendor **4455 - AutoZone Stores LLC** Totals			Invoices	1		$58.79
Vendor **2282 - Baxter And Woodman**									
0257794	2024 NPDES Phase II Compliance Assistance	Open		04/22/2024	05/22/2024	04/18/2024			1,000.00

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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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
			Vendor **2282 - Baxter And Woodman** Totals			Invoices	1		$1,000.00
Vendor **1722 - BLA, Inc**									
23240-12	Palatine Road Reconstruction Phase II Engineering Services	Open		03/31/2024	05/17/2024	05/15/2024			19,933.97
23286-12	Palatine and Rohlwing Improvements Phase I Engineering Services	Open		04/30/2024	05/30/2024	05/15/2024			9,094.57
23298-2	Illinois Avenue Improvements Construction Engineering	Open		04/30/2024	05/30/2024	05/15/2024			5,868.48
23314-13	Palatine Road Reconstruction Phase II Engineering Services	Open		04/30/2024	05/30/2024	05/15/2024			9,828.37
			Vendor **1722 - BLA, Inc** Totals			Invoices	4		$44,725.39
Vendor **1492 - Bound Tree Medical LLC**									
85335211	Restraint Straps	Open		05/02/2024	06/01/2024	05/08/2024			115.99
			Vendor **1492 - Bound Tree Medical LLC** Totals			Invoices	1		$115.99
Vendor **1857 - Brian Edward Landscaping Inc**									
25078	May 2024 Landscape Maintenance	Open		05/01/2024	05/31/2024	05/15/2024			10,296.00
			Vendor **1857 - Brian Edward Landscaping Inc** Totals			Invoices	1		$10,296.00
Vendor **5135 - Builders Paving, LLC**									
2400903	2024 Street Resurfacing Program MFT Section #24-00000-00-GM	Open		05/14/2024	05/17/2024	05/15/2024			2,012,177.02
2401002	2024 Supplemental Street Resurfacing DPW-2417	Open		05/14/2024	05/17/2024	05/15/2024			142,149.79
			Vendor **5135 - Builders Paving, LLC** Totals			Invoices	2		$2,154,326.81
Vendor **2650 - Case Lots**									
24257	M-fold Towels,Can Liners,Antibac & Gojo Soap,Dish/Laundry Soap	Open		04/24/2024	05/24/2024	04/25/2024			1,863.35
			Vendor **2650 - Case Lots** Totals			Invoices	1		$1,863.35
Vendor **5218 - Casey Automotive**									
30555152	Repairs & Maintenance - T-515	Open		04/08/2024	05/08/2024	05/14/2024			91.93
30555589	Repairs & Maintenance - T-376	Open		04/22/2024	05/22/2024	04/30/2024			375.93
30555869	Repairs & Maintenance - T-401	Open		05/01/2024	05/31/2024	05/14/2024			389.13

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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
30555914	Repairs & Maintenance - T-400	Open		05/02/2024	06/01/2024	05/14/2024			2,780.52
30555915	Repairs & Maintenance - T-400	Open		05/02/2024	06/01/2024	05/14/2024			633.27
30555916	Repairs & Maintenance - T-428	Open		05/02/2024	06/01/2024	05/14/2024			1,245.37
30555950	Repairs & Maintenance - T-472	Open		05/03/2024	06/03/2024	05/14/2024			56.94
30555951	Repairs & Maintenance - T-400	Open		05/03/2024	06/02/2024	05/14/2024			265.89
			Vendor **5218 - Casey Automotive** Totals			Invoices	8		$5,838.98
Vendor **1576 - CC Cartage Excavating**									
10016	Wash Stone & Delivery-WMB Restoration	Open		04/22/2024	05/22/2024	04/11/2024			1,146.33
10017	Lowboy Move-Palatine to Roland Machinery	Open		04/22/2024	05/22/2024	04/25/2024			720.00
			Vendor **1576 - CC Cartage Excavating** Totals			Invoices	2		$1,866.33
Vendor **2555 - Chicago Parts & Sound**									
1-0434459	Parts - T-465	Open		04/19/2024	05/19/2024	05/14/2024			52.90
1-0434552	Parts - T-367	Open		04/19/2024	05/19/2024	05/14/2024			105.18
1CR0076540	Credit Memo	Open		04/23/2024	05/30/2024	05/14/2024			(165.51)
1-0436470	Parts - Stock	Open		04/26/2024	05/26/2024	05/14/2024			59.52
1-0437049	Parts - T-402	Open		04/30/2024	05/30/2024	05/14/2024			589.86
			Vendor **2555 - Chicago Parts & Sound** Totals			Invoices	5		$641.95
Vendor **3050 - Cintas #22**									
4191588669	Uniform Cleaning	Open		05/03/2024	06/02/2024	05/09/2024			183.25
4190296306	Village Hall Carpets	Open		04/22/2024	05/22/2024	04/22/2024			147.13
4190821816	Shop Rags	Open		04/26/2024	05/26/2024	05/01/2024			17.12
4190821899	Uniform Cleaning	Open		04/26/2024	05/26/2024	05/01/2024			133.75
4191588577	Shop Rags	Open		05/03/2024	06/02/2024	05/09/2024			17.12
4191588584	CSF Carpets	Open		05/03/2024	06/02/2024	05/09/2024			151.11
			Vendor **3050 - Cintas #22** Totals			Invoices	6		$649.48
Vendor **4199 - Clark Baird Smith LLP**									
98	2024 Clark Baird Smith LLP (Legal Expenses - services rendered)	Open		04/30/2024	05/30/2024	05/08/2024			765.00
			Vendor **4199 - Clark Baird Smith LLP** Totals			Invoices	1		$765.00
Vendor **2383 - Colfax Welding & Fabricating**									
64110	Parts - M-999	Open		04/24/2024	05/24/2024	05/14/2024			65.20
			Vendor **2383 - Colfax Welding & Fabricating** Totals			Invoices	1		$65.20

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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 **3033 - Comcast Cable**									
PW 02-24 B	Backup Internet Connections	Open		02/24/2024	05/23/2024	02/22/2024			6.30
FD83 04-24 A	Backup Internet Connections	Open		04/24/2024	05/22/2024	05/13/2024			84.90
PW 04-24 B	Backup Internet Connections	Open		04/24/2024	05/22/2024	05/13/2024			6.30
CC 04-24 B	Backup Internet Connections	Open		04/25/2024	05/23/2024	05/13/2024			59.70
PW 05-24 A	Backup Internet Connections	Open		05/02/2024	05/30/2024	05/13/2024			332.76
PD24-MAY	Monthly Service Fee's (05/11/24 - 06/10/24)	Open		05/04/2024	06/01/2024	05/14/2024			16.80
			Vendor **3033 - Comcast Cable** Totals			Invoices	6		$506.76
Vendor **2980 - Commonwealth Edison**									
2730382222 4/24	Electricity-Dundee Rd and Park Place Traffic Signal	Open		04/19/2024	05/19/2024	05/13/2024			57.24
9314784000 4/24	Electricity-25 W. Palatine Rd American Data Building	Open		04/19/2024	05/19/2024	05/13/2024			31.60
5874509000 4/24	Electricity-135 W. Michigan Ave Heat Meter	Open		04/22/2024	05/22/2024	05/13/2024			518.18
			Vendor **2980 - Commonwealth Edison** Totals			Invoices	3		$607.02
Vendor **2741 - Conserv FS**									
65172913	Restoration Materials	Open		04/24/2024	05/24/2024	04/25/2024			1,708.40
			Vendor **2741 - Conserv FS** Totals			Invoices	1		$1,708.40
Vendor **3706 - Constellation NewEnergy Inc**									
68142018801	Electricity-700 N. North Court RT/25 Street Lighting	Open		04/16/2024	05/16/2024	05/15/2024			63.87
68142762201	Electricity-884 E. Lilly Lane Rose and Lilly Lift Station	Open		04/16/2024	05/16/2024	05/14/2024			752.57
68161655601	Electricity-0 N. Smith St/1 N Cherrywood Dr. Street Lighting	Open		04/18/2024	05/18/2024	05/15/2024			9,738.80
68162121901	Electricity-47 W. Slade Street RT/25 Street Lighting	Open		04/18/2024	05/18/2024	05/15/2024			46.58
68162235601	Electricity-1199 W. Northwest Highway Countryside Pump Station	Open		04/18/2024	05/18/2024	05/15/2024			2,685.58
68162385401	Electricity-0 N. Smith St/King George Ct RT/23 Street Lighting	Open		04/18/2024	05/18/2024	05/15/2024			6,442.34
68162464301	Electricity-0 W. Rohlwing Road RT/25 Street Lighting	Open		04/18/2024	05/18/2024	05/15/2024			262.13
68163140401	Electricity-2399 N. Dee Lane Deer Park Booster Station	Open		04/18/2024	05/18/2024	05/14/2024			372.30
68163220801	Electricity-0 Haleyshill Court Dunhaven Woods Lift Station	Open		04/18/2024	05/18/2024	05/15/2024			215.07

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VILLAGE OF PALATINE

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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
68163259501	Electricity-2175 N. Coach Road Long Grove Pump Station	Open		04/18/2024	05/18/2024	05/15/2024			183.83
68163171101	Electricity-1501 N. Hicks Road Hicks and Dundee Pump Station	Open		04/19/2024	05/19/2024	05/15/2024			1,027.77
68163238601	Electricity-2175 N. Coach Road Long Grove Well 15	Open		04/19/2024	05/19/2024	05/14/2024			1,329.18
68168188201	Electricity-1465 E. Evergreen Drive Randville Lift Station	Open		04/19/2024	05/19/2024	05/14/2024			1,505.25
68168412201	Electricity-137 W. Wood Street Unit 2 Train Station	Open		04/19/2024	05/19/2024	05/14/2024			538.03
68168553201	Electricity-1 N. Plum Grove Rd. Rotary Plaza Sign	Open		04/19/2024	05/19/2024	05/14/2024			42.85
68168931801	Electricity-137 W. Wood Street Unit 1 Parking Lot Lights	Open		04/19/2024	05/19/2024	05/14/2024			719.01
68169093601	Electricity-0 N. Hicks Pl./1 W. Northwest Hwy. Holiday Lighting	Open		04/19/2024	05/19/2024	05/14/2024			62.01
68169217801	Electricity-429 N. Hicks Road Holiday Lighting	Open		04/19/2024	05/19/2024	05/14/2024			21.03
681693014401	Electricity-1484 N. Oak Street Pepper Tree Lift Station	Open		04/19/2024	05/19/2024	05/14/2024			540.31
68169479501	Electricity-803 W. Panorama Drive Deer Grove Lift Station	Open		04/19/2024	05/19/2024	05/15/2024			254.27
68169535301	Electricity-137 W. Wood Street Unit 3 Conscious Cup	Open		04/19/2024	05/19/2024	05/14/2024			164.38
68169584901	Electricity-150 W. Wilson St. Clu Building	Open		04/19/2024	05/19/2024	05/14/2024			1,455.85
68161736701	Electricity-251 W. Colfax Street RT/25 Parking Lot Lighting	Open		04/22/2024	05/22/2024	05/15/2024			27.82
68168506801	Electricity-Heron Drive Well 10 Pump Station	Open		04/22/2024	05/22/2024	05/14/2024			6,868.42
68168843401	Electricity-251 W. Colfax Street Parking Deck	Open		04/22/2024	05/22/2024	05/14/2024			5,487.33
68168926501	Electricity-1381 N. Rohlwing Road North Supply Pump Station	Open		04/22/2024	05/22/2024	05/15/2024			3,322.05
68169417701	Electricity-550 N. Smith Street Well 7 Pump Station	Open		04/22/2024	05/22/2024	05/14/2024			747.79
68180945801	Electricity-519 S. Consumers Ave Arlington Crest Lift Station	Open		04/22/2024	05/22/2024	05/14/2024			237.40

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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
68181091701	Electricity-0 Benton and Wilmette Wilmette Lift Station	Open		04/22/2024	05/22/2024	05/15/2024			103.40
68181171401	Electricity-1830 N. Baldwin Road Kasuba Lift Station	Open		04/22/2024	05/22/2024	05/14/2024			2,057.67
68181273901	Electricity-560 S. Hale Street Storm Water Lift Station	Open		04/22/2024	05/22/2024	05/15/2024			103.30
68181418501	Electricity-50 N. Brockway Street Parking Lot Lighting	Open		04/22/2024	05/22/2024	05/15/2024			84.91
68181486001	Electricity-Palatine and Oak Street Lighting	Open		04/22/2024	05/22/2024	05/15/2024			133.27
68181604301	Electricity-0 Kenilworth and Elizabeth Winston Tank	Open		04/22/2024	05/22/2024	05/15/2024			65.23
68181609601	Electricity-0 N. Smith Street Union Pacific Box	Open		04/22/2024	05/22/2024	05/14/2024			251.15
68187200701	Electricity-149 W. Michigan Avenue South Supply Pump Station	Open		04/23/2024	05/23/2024	05/14/2024			10,053.79
68187201201	Electricity-826 W. Exner Court Pond Aerator	Open		04/23/2024	05/23/2024	05/15/2024			30.82
68187209001	Electricity-914 W. Lukas Avenue Square D Lift Station	Open		04/23/2024	05/23/2024	05/15/2024			162.74
68187216201	Electricity-1279 W. Palatine Road Entrance Sign	Open		04/23/2024	05/23/2024	05/14/2024			5.81
68187407201	Electricity-1100 W. Illinois Av. Well 5	Open		04/23/2024	05/23/2024	05/15/2024			1,252.26
68188025301	Electricity-0 Harper Well 6	Open		04/23/2024	05/23/2024	05/14/2024			662.86
68187227401	Electricity-1525-35 S. Roselle Road Shires Lift Station	Open		04/24/2024	05/24/2024	05/15/2024			690.02
68203451701	Electricity-1465 E. Evergreen Drive Randville Lift Station	Open		04/24/2024	05/24/2024	05/13/2024			1,293.67
68203472301	Electricity-137 W. Wood Street Unit 2 Train Station	Open		04/24/2024	05/24/2024	05/13/2024			426.86
68203474501	Electricity-1 N. Plum Grove Rd. Rotary Plaza Sign	Open		04/24/2024	05/24/2024	05/13/2024			42.39
68203478101	Electricity-550 N. Smith Street Well 7 Pump Station	Open		04/24/2024	05/24/2024	05/13/2024			753.49
68203481401	Electricity-803 W. Panorama Drive Deer Grove Lift Station	Open		04/24/2024	05/24/2024	05/13/2024			212.79
68203485901	Electricity-0 N. Hicks Pl./1 W. Northwest Hwy. Holiday Lighting	Open		04/24/2024	05/24/2024	05/13/2024			60.22
68203489701	Electricity-251 W. Colfax Street Parking Deck	Open		04/24/2024	05/24/2024	05/13/2024			5,442.36
68203493001	Electricity-429 N. Hicks Road Holiday Lighting	Open		04/24/2024	05/24/2024	05/01/2024			21.03

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68203499601	Electricity-1484 N. Oak Street Pepper Tree Lift Station	Open		04/24/2024	05/24/2024	05/13/2024			477.18
68203504201	Electricity-150 W. Wilson St. Clu Building	Open		04/24/2024	05/24/2024	05/13/2024			1,443.81
68203507101	Electricity-1381 N. Rohlwing Road North Supply Pump Station	Open		04/24/2024	05/24/2024	05/13/2024			3,341.59
68203507301	Electricity-137 W. Wood Street Unit 1 Parking Lot Lights	Open		04/24/2024	05/24/2024	05/13/2024			742.78
68203511901	Electricity-137 W. Wood Street Unit 3 Conscious Cup	Open		04/24/2024	05/24/2024	05/13/2024			183.02
67746283901	Electricity-560 S. Hale Street Storm Water Lift Station	Open		04/25/2024	05/25/2024	04/24/2024			87.37
67746593001	Electricity-0 Kenilworth and Elizabeth Winston Tank	Open		04/25/2024	05/25/2024	04/24/2024			88.66
67746607201	Electricity-0 N. Smith Street Union Pacific Box	Open		04/25/2024	05/25/2024	04/24/2024			272.87
67746705401	Electricity-50 N. Brockway Street Parking Lot Lighting	Open		04/25/2024	05/25/2024	04/24/2024			105.75
67746766901	Electricity-Palatine and Oak Street Lighting	Open		04/25/2024	05/25/2024	04/24/2024			190.56
67747279701	Electricity-0 Benton and Wilmette Wilmette Lift Station	Open		04/25/2024	05/25/2024	04/24/2024			100.88
67747533301	Electricity-1830 N. Baldwin Road Kasuba Lift Station	Open		04/25/2024	05/25/2024	04/24/2024			2,337.15
68203473801	Electricity-Heron Drive Well 10 Pump Station	Open		04/25/2024	05/25/2024	05/13/2024			7,422.37
68218467801	Electricity-Palatine and Bothwell Street Lighting	Open		04/26/2024	05/26/2024	05/15/2024			304.84
		Vendor **3706 - Constellation NewEnergy Inc** Totals				Invoices	64		$86,122.69
Vendor **2981 - Continental Weather Service**									
195776	Monthly Weather Forecasting-May 2024	Open		05/01/2024	05/31/2024	05/09/2024			150.00
		Vendor **2981 - Continental Weather Service** Totals				Invoices	1		$150.00
Vendor **3840 - Crown Trophy**									
23947	Retirement Plaque for D. Daigle	Open		05/07/2024	05/20/2024	05/14/2024			144.25
		Vendor **3840 - Crown Trophy** Totals				Invoices	1		$144.25
Vendor **4599 - Cummins Sales and Service**									
F2-51237	Parts - T-490	Open		04/29/2024	05/29/2024	05/14/2024			112.70
F2-51602	Repairs - T-412	Open		04/30/2024	05/30/2024	05/14/2024			15,230.68

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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
		Vendor **4599 - Cummins Sales and Service** Totals				Invoices	2		$15,343.38
Vendor **4918 - DACRA Tech LLC**									
DT 2024-04-083	Municipal Enforcement Software Monthly Service & Citation Fee's	Open		04/30/2024	04/30/2024	05/14/2024			2,349.36
		Vendor **4918 - DACRA Tech LLC** Totals				Invoices	1		$2,349.36
Vendor **5264 - Sean Delaney**									
SD-clothing 5/1	clothing reimbursement	Open		05/01/2024	05/14/2024	05/14/2024			98.00
SD-clothing 4/15	clothing reimbursement	Open		05/14/2024	05/14/2024	05/14/2024			127.47
		Vendor **5264 - Sean Delaney** Totals				Invoices	2		$225.47
Vendor **1929 - Delta Sonic Car Wash Systems**									
INV-0015083	Car Wash	Open		04/26/2024	05/26/2024	05/14/2024			300.23
		Vendor **1929 - Delta Sonic Car Wash Systems** Totals				Invoices	1		$300.23
Vendor **5389 - Deux Frenchies LLC**									
239679	Food for K-9 "Jax" (Wagner)	Open		05/06/2024	05/22/2024	05/14/2024			73.15
		Vendor **5389 - Deux Frenchies LLC** Totals				Invoices	1		$73.15
Vendor **3811 - Dive Right In Scuba Inc**									
232892	Replacement Hose	Open		04/23/2024	05/22/2024	04/23/2024			59.95
		Vendor **3811 - Dive Right In Scuba Inc** Totals				Invoices	1		$59.95
Vendor **4781 - Document Imaging Services, LLC**									
3168	Toner	Open		04/25/2024	05/25/2024	05/13/2024			834.00
		Vendor **4781 - Document Imaging Services, LLC** Totals				Invoices	1		$834.00
Vendor **1728 - Doland Engineering, LLC**									
24-10546	April 2024 Engineering Plan Review Services	Open		04/30/2024	05/30/2024	05/15/2024			2,325.00
24-10553	April 2024 Site Development Permit Inspection Fees	Open		04/30/2024	05/30/2024	05/15/2024			2,130.00
24-10555	2023 WM Replacement Contract 1 Phase 2 Const Eng DPW-2321-2	Open		04/30/2024	05/30/2024	05/15/2024			33,198.75
24-10569	Fire Stations 82 and 85 Renovations Pre-Construction Services	Open		04/30/2024	05/30/2024	05/15/2024			1,625.00
24-10570	US 14 Water Main Ext. & Heron Valve Isolation Const Eng DPW-2224	Open		04/30/2024	05/30/2024	05/15/2024			5,700.00
24-10574	2024 Water Main Replacement Contract 1 Design DPW-2421	Open		04/30/2024	05/30/2024	05/15/2024			5,000.00

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		Vendor **1728 - Doland Engineering, LLC** Totals				Invoices	6		$49,978.75
Vendor **5225 - DVBC Inc DBA Terrazon Group**									
2077	2023 Fiber Optic Link Project DPW-2242	Open		04/26/2024	05/26/2024	05/15/2024			221,222.21
HRDRPW055092024	Hydrant Meter Deposit Refund	Open		05/09/2024	05/23/2024	05/09/2024			596.98
		Vendor **5225 - DVBC Inc DBA Terrazon Group** Totals				Invoices	2		$221,819.19
Vendor **2829 - EFI-Solutions**									
7 & 8	Water System Interconnect-Booster Station Procurement DPW-2153	Open		04/19/2024	05/19/2024	05/15/2024			40,016.06
		Vendor **2829 - EFI-Solutions** Totals				Invoices	1		$40,016.06
Vendor **1535 - Equipment Management Company**									
63556	Equipment Repair	Open		04/06/2024	05/05/2024	05/08/2024			377.00
		Vendor **1535 - Equipment Management Company** Totals				Invoices	1		$377.00
Vendor **2195 - FMP**									
50-5166006	Parts - Stock	Open		03/14/2024	05/16/2024	05/14/2024			186.07
50-5301461	Parts - G-009, G-018, G-022	Open		03/29/2024	05/16/2024	05/14/2024			1,087.72
162-175286	Oil/Fluid	Open		04/19/2024	05/19/2024	05/14/2024			52.71
50-5261401	Parts - STOCK	Open		04/23/2024	05/23/2024	04/30/2024			293.90
1-9643703	Parts - Stock	Open		04/24/2024	05/24/2024	05/14/2024			97.90
162-175569	Parts - STOCK	Open		04/24/2024	05/24/2024	04/30/2024			107.70
162-175750	Oil/Fluid	Open		04/25/2024	05/25/2024	05/14/2024			240.12
162-175815	Credit Memo	Open		04/26/2024	05/16/2024	05/14/2024			(152.00)
162-175824	Credit Memo	Open		04/26/2024	05/16/2024	05/14/2024			(186.07)
162-176110	Parts - Stock	Open		04/30/2024	05/30/2024	05/14/2024			59.99
162-176438	Parts - Stock	Open		05/02/2024	06/01/2024	05/14/2024			38.46
		Vendor **2195 - FMP** Totals				Invoices	11		$1,826.50
Vendor **1621 - Fox Valley Fire & Safety**									
IN00683375	Annual Fire Alarm Inspection-Fire Station 81	Open		05/03/2024	06/02/2024	05/08/2024			393.00
		Vendor **1621 - Fox Valley Fire & Safety** Totals				Invoices	1		$393.00
Vendor **2442 - Goodmark Nurseries Llc**									
ARINV-006165	Plants	Open		04/30/2024	05/30/2024	05/07/2024			706.22
		Vendor **2442 - Goodmark Nurseries Llc** Totals				Invoices	1		$706.22
Vendor **4753 - Granicus Llc**									
182031	April Streaming	Open		05/13/2024	05/13/2024	05/13/2024			1,540.00
		Vendor **4753 - Granicus Llc** Totals				Invoices	1		$1,540.00

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Vendor **5145 - Granite Telecommunications, LLC**									
645497834	POTs Lines	Open		05/01/2024	06/01/2024	05/13/2024			132.64
		Vendor **5145 - Granite Telecommunications, LLC** Totals				Invoices	1		$132.64
Vendor **1173 - Graybar Electric Company, Inc.**									
9337036207	Street Light Poles	Open		04/30/2024	05/30/2024	05/08/2024			3,416.65
		Vendor **1173 - Graybar Electric Company, Inc.** Totals				Invoices	1		$3,416.65
Vendor **3258 - Tamara A Gulisano-Canada**									
2024-00000387	Reimbursement - Supplies purchased for Chief's Retirement Party	Open		05/09/2024	05/20/2024	05/14/2024			148.47
		Vendor **3258 - Tamara A Gulisano-Canada** Totals				Invoices	1		$148.47
Vendor **1638 - H & H Electric Co.**									
43511	Ground Fault Repair-922 N. Carmel Drive	Open		03/02/2024	04/30/2024	05/08/2024			8,554.13
43512	Conduit Installation at Northeast Corner of Slade and Brockway	Open		03/02/2024	05/17/2024	05/15/2024			8,629.92
		Vendor **1638 - H & H Electric Co.** Totals				Invoices	2		$17,184.05
Vendor **3997 - H-O-H Water Technology Inc**									
674927	Glykool 38 for Sidewalk Melting System-Police HQ	Open		04/22/2024	05/22/2024	04/25/2024			1,324.00
		Vendor **3997 - H-O-H Water Technology Inc** Totals				Invoices	1		$1,324.00
Vendor **2976 - Huffman Landscape**									
HUFF4-29-24	Replacement and 50/50 Parkway Tree Installations	Open		04/29/2024	05/29/2024	05/15/2024			2,740.00
		Vendor **2976 - Huffman Landscape** Totals				Invoices	1		$2,740.00
Vendor **4847 - Impressions in Stone**									
12821	Engraved Brick Paver-Tito & Banaszak Retirement	Open		04/03/2024	05/03/2024	05/15/2024			196.00
		Vendor **4847 - Impressions in Stone** Totals				Invoices	1		$196.00
Vendor **4951 - Interstate Batteries of North Chicago**									
23047637	Parts - STOCK	Open		04/23/2024	05/23/2024	04/29/2024			630.70
		Vendor **4951 - Interstate Batteries of North Chicago** Totals				Invoices	1		$630.70
Vendor **4366 - Interstate Power Systems Inc**									
CO42072671 : 01	Parts - Stock	Open		04/24/2024	05/24/2024	05/14/2024			441.55
		Vendor **4366 - Interstate Power Systems Inc** Totals				Invoices	1		$441.55
Vendor **4165 - J.M.L. Overhead Door Inc**									

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3539	Station 82 Overhead Door Repair	Open		04/02/2024	05/02/2024	05/08/2024			2,422.50
		Vendor **4165 - J.M.L. Overhead Door Inc** Totals				Invoices	1		$2,422.50
Vendor **2992 - James Messineo**									
Messineo 4-30-24	Services - Legal - Adjudication	Open		04/30/2024	05/15/2024	05/02/2024			2,025.00
		Vendor **2992 - James Messineo** Totals				Invoices	1		$2,025.00
Vendor **3869 - John Nelson Architect Inc**									
JN 5/13/24	Plan Review/ Consultation Services 5/1-5/10	Open		05/13/2024	05/14/2024	05/14/2024			1,820.00
		Vendor **3869 - John Nelson Architect Inc** Totals				Invoices	1		$1,820.00
Vendor **1635 - Joseph D. Foreman & Company**									
334352	3" MJ Cap w/ Megalug Acc	Open		04/30/2024	05/30/2024	05/08/2024			198.00
		Vendor **1635 - Joseph D. Foreman & Company** Totals				Invoices	1		$198.00
Vendor **2268 - Journal & Topics Newspapers**									
192314	Progress Report Publication	Open		04/24/2024	05/16/2024	05/01/2024			800.00
192247	legal notice 574 W Colfax St	Open		04/24/2024	05/24/2024	04/29/2024			45.00
192248	legal notice 3 E Northwest Hwy	Open		04/24/2024	05/24/2024	04/29/2024			45.00
192249	legal notice 1916 N Rand Rd	Open		04/24/2024	05/24/2024	04/29/2024			62.50
		Vendor **2268 - Journal & Topics Newspapers** Totals				Invoices	4		$952.50
Vendor **2594 - Kenneth J Kogut & Associates**									
KJK4-24-24SF	2025-2027 Electricity RFP Consulting Services-SelectedFacilities	Open		04/24/2024	05/24/2024	05/01/2024			1,400.00
KJK4-24-24SL	2025-2027 Electricity RFP Consulting Services-Street Lighting	Open		04/24/2024	05/24/2024	05/01/2024			1,400.00
		Vendor **2594 - Kenneth J Kogut & Associates** Totals				Invoices	2		$2,800.00
Vendor **4857 - Joe Leone**									
2024-00000385	Continuing Education	Open		05/14/2024	05/14/2024	05/14/2024			175.00
		Vendor **4857 - Joe Leone** Totals				Invoices	1		$175.00
Vendor **1176 - Liberty Tire Recycling Llc**									
2719355	Tires - PT - 999, M -999	Open		04/20/2024	05/20/2024	05/14/2024			281.76
		Vendor **1176 - Liberty Tire Recycling Llc** Totals				Invoices	1		$281.76
Vendor **1084 - Logsdon Office Supply**									
OE-5577-1	Name Plate - Redlinger	Open		04/29/2024	05/29/2024	04/29/2024			24.50
		Vendor **1084 - Logsdon Office Supply** Totals				Invoices	1		$24.50

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

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Invoice Due Date Range 04/01/24 - 06/04/24
Report By Vendor - Invoice
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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
Vendor **2641 - Lyons Electric Company, Inc**									
18982	Monthly Traffic Signal Maintenance-April 2024	Open		04/30/2024	05/30/2024	05/08/2024			940.00
		Vendor **2641 - Lyons Electric Company, Inc** Totals				Invoices	1		$940.00
Vendor **5385 - Macon County Law Enforcement Training Center**									
24-1282	Basic Police Academy Training (01/07/24 - 04/26/24) x3	Open		05/01/2024	05/31/2024	05/14/2024			23,400.00
		Vendor **5385 - Macon County Law Enforcement Training Center** Totals				Invoices	1		$23,400.00
Vendor **4957 - MacQueen Equipment, LLC**									
P28072	Parts - Stock	Open		04/25/2024	05/25/2024	05/14/2024			30.63
P28147	Parts - T-492	Open		04/30/2024	05/30/2024	05/14/2024			233.34
		Vendor **4957 - MacQueen Equipment, LLC** Totals				Invoices	2		$263.97
Vendor **5421 - Norman James Malcolm**									
2024-00000390	Lead Water Service Line Replacement Program Reimbursement	Open		05/13/2024	05/17/2024	05/15/2024			10,413.00
		Vendor **5421 - Norman James Malcolm** Totals				Invoices	1		$10,413.00
Vendor **5066 - Marco Technologies LLC**									
527704001	Copier Maintenance Agreement	Open		04/23/2024	05/23/2024	05/13/2024			1,412.28
		Vendor **5066 - Marco Technologies LLC** Totals				Invoices	1		$1,412.28
Vendor **2756 - Mc Master Carr Supply Co.**									
26503256	Parts - Stock	Open		05/03/2024	06/02/2024	05/14/2024			64.29
		Vendor **2756 - Mc Master Carr Supply Co.** Totals				Invoices	1		$64.29
Vendor **4600 - Meridian IT Inc**									
547382	Reporting and Support Services: Commvault Licenses	Open		05/01/2024	06/01/2024	04/02/2024			763.48
		Vendor **4600 - Meridian IT Inc** Totals				Invoices	1		$763.48
Vendor **1118 - Mid American Water Of Wauconda Inc**									
269050W	PVC Pipe	Open		04/09/2024	05/09/2024	05/08/2024			1,098.40
269094W	2" Concrete Adjusting Rings	Open		04/10/2024	05/10/2024	05/08/2024			973.00
269103W	3" Concrete Adjusting Rings	Open		04/10/2024	05/10/2024	05/08/2024			811.02
		Vendor **1118 - Mid American Water Of Wauconda Inc** Totals				Invoices	3		$2,882.42
Vendor **2998 - Midwest Groundcovers**									
850265	Beautification Commission Daylily Project	Open		04/29/2024	05/29/2024	04/29/2024			1,380.00

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VILLAGE OF PALATINE

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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
		Vendor **2998 - Midwest Groundcovers** Totals				Invoices	1		$1,380.00
Vendor **2421 - Mikes Towing/Auto & Truck Repair**									
1072878	Safety Lane T-396	Open		04/19/2024	05/19/2024	05/14/2024			40.00
1072899	Safety Lane T-405, 81, T-514	Open		04/26/2024	05/26/2024	05/14/2024			120.00
1072900	Safety Lane T-490	Open		04/26/2024	05/26/2024	05/14/2024			60.00
		Vendor **2421 - Mikes Towing/Auto & Truck Repair** Totals				Invoices	3		$220.00
Vendor **5099 - NAPA Auto Parts**									
430613	Parts -PT-237	Open		04/02/2024	05/16/2024	05/09/2024			39.48
432775	Parts - T-500	Open		04/22/2024	05/22/2024	04/29/2024			7.69
432839	Lubricants & Additives - STOCK	Open		04/22/2024	05/22/2024	04/29/2024			31.32
432894	Lubricants & Additives - STOCK	Open		04/22/2024	05/22/2024	04/29/2024			118.24
433095	Parts - T-389	Open		04/24/2024	05/24/2024	04/29/2024			15.21
433113	Parts - STOCK	Open		04/24/2024	05/24/2024	04/29/2024			56.12
433118	Parts - STOCK	Open		04/24/2024	05/24/2024	04/29/2024			56.61
433164	Parts - T-465	Open		04/24/2024	05/24/2024	04/29/2024			81.58
433233	Credit Memo	Open		04/25/2024	05/24/2024	04/29/2024			(56.61)
434013	Parts - M-999	Open		05/02/2024	06/01/2024	05/09/2024			53.37
434212	Fluids - T-241	Open		05/03/2024	06/02/2024	05/09/2024			89.99
434213	Fluids - T-241	Open		05/03/2024	06/02/2024	05/09/2024			246.53
		Vendor **5099 - NAPA Auto Parts** Totals				Invoices	12		$739.53
Vendor **1808 - Newberg Construction Company Inc**									
2020530	Deep Water Main Repair-Quentin Rd at Riemer Reservoir	Open		02/20/2024	04/30/2024	05/08/2024			5,213.09
		Vendor **1808 - Newberg Construction Company Inc** Totals				Invoices	1		$5,213.09
Vendor **2616 - Nicor Gas**									
93126652572-4/24	Natural Gas-150 W. Wilson Street Clu Building	Open		04/16/2024	05/16/2024	05/10/2024			679.61
37917400006-4/24	Natural Gas-914 W. Lukas Avenue Square D Lift Station	Open		04/17/2024	05/17/2024	05/10/2024			44.69
39263126664-4/24	Natural Gas-25 W. Palatine Rd. American Data	Open		04/18/2024	05/18/2024	05/10/2024			46.66
55424779829-4/24	Natural Gas-1545-47 Shires Court Lift Station	Open		04/18/2024	05/18/2024	05/10/2024			44.91
88271305703-4/24	Natural Gas-1465 E. Evergreen Drive Randville Lift Station	Open		04/19/2024	05/19/2024	05/10/2024			121.45

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46007255576-4/24	Natural Gas-804 W. Panorama Drive Deer Grove Lift Station	Open		04/23/2024	05/23/2024	05/10/2024			47.24
70018165616-4/24	Natural Gas-432 W. Haleys Hill Court Dunhaven Woods Lift Station	Open		04/23/2024	05/23/2024	05/10/2024			46.68
83980510966-4/24	Natural Gas-550 N. Smith Street Well 7 Generator	Open		04/23/2024	05/23/2024	05/10/2024			42.73
19505219626-4/24	Natural Gas-251 W. Colfax Street Parking Deck	Open		04/24/2024	05/24/2024	05/10/2024			147.60
25623386239-4/24	Natural Gas-1484 N. Oak Street Pepper Tree Lift Station	Open		04/24/2024	05/24/2024	05/10/2024			42.11
66457600006-4/24	Natural Gas-555 E. Dundee Road Hicks and Dundee Pump Station	Open		04/24/2024	05/24/2024	05/10/2024			132.13
68017400000-4/24	Natural Gas-137 W. Wood Street Train Station	Open		04/24/2024	05/24/2024	05/10/2024			241.66
36756460568-4/24	Natural Gas-884 E. Lilly Lane Rose and Lilly Lift Station	Open		04/26/2024	05/26/2024	05/10/2024			143.34
88097600006-4/24	Natural Gas-2175 N. Coach Road Long Grove Pump Station	Open		04/26/2024	05/26/2024	05/10/2024			162.62
			Vendor **2616 - Nicor Gas** Totals			Invoices	14		$1,943.43
Vendor **4231 - North Central Emergency Vehicles**									
0042954	Parts - Stock	Open		04/16/2024	05/16/2024	05/14/2024			96.96
			Vendor **4231 - North Central Emergency Vehicles** Totals			Invoices	1		$96.96
Vendor **1413 - Northwest Central Dispatch Syst**									
9601	2024 Member Assessment Fee - PD & FD (June)	Open		05/01/2024	05/31/2024	05/14/2024			39,725.34
			Vendor **1413 - Northwest Central Dispatch Syst** Totals			Invoices	1		$39,725.34
Vendor **3002 - Northwest Community Hospital-OEHS**									
33558	Physicals/DOT Screening	Open		04/30/2024	05/30/2024	04/30/2024			620.00
33795	Physicals/DOT Screening/Hepatitis B Titers & Immunizations	Open		05/01/2024	05/31/2024	05/03/2024			1,191.00
			Vendor **3002 - Northwest Community Hospital-OEHS** Totals			Invoices	2		$1,811.00
Vendor **1324 - Northwest Municipal Conference**									
11088	NWMC Membership Dues 2024-2025	Open		05/01/2024	05/31/2024	05/01/2024			25,528.00
			Vendor **1324 - Northwest Municipal Conference** Totals			Invoices	1		$25,528.00
Vendor **5203 - ODP Business Solutions, LLC**									

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30652710	Shared Paper and Shared Office Supplies	Open		04/30/2024	05/30/2024	05/06/2024			280.01
30652807	OFFICE SUPPLIES	Open		04/30/2024	05/30/2024	05/14/2024			61.63
30652779	Department Copy Paper & Supplies	Open		04/30/2024	05/30/2024	05/14/2024			332.58
27591288	Office Suppplies	Open		04/30/2024	05/30/2024	05/09/2024			57.07
		Vendor **5203 - ODP Business Solutions, LLC** Totals				Invoices	4		$731.29
Vendor **4155 - Ozinga Ready Mix Concrete Inc**									
ARI01989549	Concrete	Open		05/01/2024	05/31/2024	05/08/2024			630.00
		Vendor **4155 - Ozinga Ready Mix Concrete Inc** Totals				Invoices	1		$630.00
Vendor **5151 - Pace Analytical Services, LLC**									
247201928	Water Sample Testing	Open		04/29/2024	05/29/2024	04/11/2024			460.00
		Vendor **5151 - Pace Analytical Services, LLC** Totals				Invoices	1		$460.00
Vendor **2572 - Paddock Publications, Inc**									
286702	Legal Notices - 4614527, 4614552	Open		04/22/2024	05/22/2024	05/02/2024			275.40
		Vendor **2572 - Paddock Publications, Inc** Totals				Invoices	1		$275.40
Vendor **1784 - Parent Petroleum**									
1652546	Lubricants & Additives - STOCK	Open		04/22/2024	05/22/2024	04/18/2024			8,241.25
		Vendor **1784 - Parent Petroleum** Totals				Invoices	1		$8,241.25
Vendor **5403 - Park Consulting Group, Inc**									
507	Milestone Billing for NS Project	Open		05/03/2024	05/03/2024	05/03/2024			7,875.00
		Vendor **5403 - Park Consulting Group, Inc** Totals				Invoices	1		$7,875.00
Vendor **1622 - Prime Tack & Seal Co**									
78860	Primer for Milling and Paving Program	Open		04/23/2024	05/23/2024	04/25/2024			1,968.00
78879	Primer for Milling and Paving Program	Open		04/24/2024	05/24/2024	04/25/2024			2,157.50
78919	Primer for Milling and Paving Program	Open		04/26/2024	05/26/2024	04/25/2024			1,192.50
78976	Primer for Milling and Paving Program	Open		05/01/2024	05/31/2024	05/09/2024			1,722.00
79004	Primer for Milling and Paving Program	Open		05/02/2024	06/01/2024	05/09/2024			1,230.00
		Vendor **1622 - Prime Tack & Seal Co** Totals				Invoices	5		$8,270.00
Vendor **4300 - Ray O'Herron Co, Inc**									
2336135	Equipment for New Officer Hires	Open		04/11/2024	05/11/2024	05/14/2024			1,568.14

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			Vendor **4300 - Ray O'Herron Co, Inc** Totals			Invoices	1		$1,568.14
Vendor **4545 - Robinson Engineering Ltd**									
24040486	Lead Service Line Inventory	Open		04/30/2024	05/30/2024	05/15/2024			50,000.00
			Vendor **4545 - Robinson Engineering Ltd** Totals			Invoices	1		$50,000.00
Vendor **1375 - Romeoville Fire Academy**									
2024-230	Engine Operations (Turner)	Open		04/08/2024	05/07/2024	05/01/2024			550.00
			Vendor **1375 - Romeoville Fire Academy** Totals			Invoices	1		$550.00
Vendor **4019 - Rush Truck Centers**									
3036982917	Parts - T-450	Open		04/22/2024	05/22/2024	04/29/2024			157.20
3036951749	Parts - STOCK	Open		04/24/2024	05/24/2024	04/29/2024			98.48
3037011658	Parts - Stock	Open		04/25/2024	05/25/2024	05/14/2024			159.28
3037025788	Parts - T-426	Open		04/26/2024	05/26/2024	05/14/2024			41.48
3037044413	Parts - T-426	Open		04/26/2024	05/26/2024	05/14/2024			138.02
3037064726	Parts - Stock	Open		04/29/2024	05/29/2024	05/14/2024			189.36
3037069589	Parts - Stock	Open		05/01/2024	05/31/2024	05/14/2024			36.51
3037069590	Parts - T-424	Open		05/01/2024	05/31/2024	05/14/2024			72.54
3037108519	Parts - T-410	Open		05/01/2024	05/31/2024	05/14/2024			2,020.95
3037085999	Parts - T-424	Open		05/02/2024	06/02/2024	05/14/2024			227.08
			Vendor **4019 - Rush Truck Centers** Totals			Invoices	10		$3,140.90
Vendor **5322 - SAE Customs Inc**									
4835	Squad Equipment Additions (T-517 & P-17)	Open		02/29/2024	05/20/2024	05/14/2024			864.19
			Vendor **5322 - SAE Customs Inc** Totals			Invoices	1		$864.19
Vendor **5418 - SafetyLane Automotive Equipment**									
2024-00000391	Repairs-Column Truck Lifts E-117 & E-118	Open		01/31/2024	05/16/2024	05/14/2024			1,852.37
			Vendor **5418 - SafetyLane Automotive Equipment** Totals			Invoices	1		$1,852.37
Vendor **2673 - Schain Banks Kenny & Schwartz**									
SCHAIN APRIL24	Schain Legal Services	Open		05/06/2024	05/20/2024	05/08/2024			21,281.50
			Vendor **2673 - Schain Banks Kenny & Schwartz** Totals			Invoices	1		$21,281.50
Vendor **4281 - Sigma Controls, Inc.**									
032859	Transducer-Rebuild & Recal S/N 051534-01RB2	Open		04/23/2024	05/23/2024	04/11/2024			469.07
			Vendor **4281 - Sigma Controls, Inc.** Totals			Invoices	1		$469.07
Vendor **3008 - Sikich LLP**									
53431	Annual Financial Audit	Open		04/26/2024	05/26/2024	04/29/2024			1,000.00
			Vendor **3008 - Sikich LLP** Totals			Invoices	1		$1,000.00

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Vendor **4308 - Solid Waste Agency of Northern Cook County**									
7556	Refuse Service - June	Open		05/01/2024	05/24/2024	04/22/2024			132,659.00
			Vendor **4308 - Solid Waste Agency of Northern Cook County** Totals			Invoices	1		$132,659.00
Vendor **1422 - Spunky Dunkers**									
2024-00000393	Prisoner Meals (04/08/24 - 05/10/24)	Open		05/10/2024	05/20/2024	05/14/2024			140.40
			Vendor **1422 - Spunky Dunkers** Totals			Invoices	1		$140.40
Vendor **5082 - State Graphics**									
95809	Business Cards - Redlinger	Open		04/30/2024	05/30/2024	05/03/2024			198.00
			Vendor **5082 - State Graphics** Totals			Invoices	1		$198.00
Vendor **1613 - Steiner Electric Company**									
S007548929.001	Fleet Electrical Panel Fuses	Open		04/08/2024	05/08/2024	05/08/2024			422.36
			Vendor **1613 - Steiner Electric Company** Totals			Invoices	1		$422.36
Vendor **1776 - Suburban Accents, Inc.**									
34527	Outfitting T-536	Open		02/21/2024	05/15/2024	05/14/2024			575.00
			Vendor **1776 - Suburban Accents, Inc.** Totals			Invoices	1		$575.00
Vendor **3310 - Suburban Concrete Inc**									
DPW-2412 #1	2024 Sidewalk Replacement Program DPW-2412	Open		05/06/2024	05/31/2024	05/16/2024			80,319.87
			Vendor **3310 - Suburban Concrete Inc** Totals			Invoices	1		$80,319.87
Vendor **4966 - T-Mobile**									
983355792-0524	Birchwood Cameras	Open		05/01/2024	06/01/2024	05/13/2024			76.60
965537055-0424	CS Telematics Program Monthly Service Fee-April	Open		04/29/2024	05/29/2024	05/14/2024			300.00
			Vendor **4966 - T-Mobile** Totals			Invoices	2		$376.60
Vendor **2111 - Terminal Supply Co**									
33199-00	Parts - Stock	Open		04/26/2024	05/26/2024	05/14/2024			538.58
			Vendor **2111 - Terminal Supply Co** Totals			Invoices	1		$538.58
Vendor **2466 - The Flolo Corporation**									
104789	Countryside Pump Station Booster Pump #1 Rebuild	Open		04/30/2024	05/30/2024	05/13/2024			16,817.23
			Vendor **2466 - The Flolo Corporation** Totals			Invoices	1		$16,817.23
Vendor **1844 - Third Millennium Associates Inc**									
31370	UB Bill Processing	Open		04/30/2024	05/31/2024	05/03/2024			2,763.41
			Vendor **1844 - Third Millennium Associates Inc** Totals			Invoices	1		$2,763.41
Vendor **3190 - Thomas Dodge Chrysler-Jeep**									

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F46257	(1) 2023 Dodge Durango Pursuit T-536	Open		02/05/2024	05/17/2024	05/14/2024			39,027.00
		Vendor **3190 - Thomas Dodge Chrysler-Jeep** Totals				Invoices	1		$39,027.00
Vendor **5346 - TIGRIS Aquatic Services, LLC**									
3183749	2024 Aquatic Weed, Algae Control & Winterization Services	Open		05/01/2024	05/31/2024	05/08/2024			6,950.00
		Vendor **5346 - TIGRIS Aquatic Services, LLC** Totals				Invoices	1		$6,950.00
Vendor **1628 - Trine Construction**									
B-202404-01	2023 Water Main Replacement Contract 1 Phase 2 DPW-2321-2	Open		04/30/2024	05/30/2024	05/15/2024			358,789.58
		Vendor **1628 - Trine Construction** Totals				Invoices	1		$358,789.58
Vendor **3364 - Tritech Forensics**									
01012352	Practical Shooting Incident Reconstruction Training (Olech)	Open		04/29/2024	05/29/2024	05/14/2024			729.00
		Vendor **3364 - Tritech Forensics** Totals				Invoices	1		$729.00
Vendor **4797 - Ultra Cleaning, Inc.**									
1166	Cleaning Services for CSF and Police HQ-April 2024	Open		04/30/2024	05/30/2024	05/08/2024			4,810.00
		Vendor **4797 - Ultra Cleaning, Inc.** Totals				Invoices	1		$4,810.00
Vendor **2501 - United Parcel Service**									
0000X6A670164	Shipping	Open		04/20/2024	05/19/2024	05/01/2024			39.47
00004E3E18184	Shipping Charges	Open		05/04/2024	06/03/2024	05/09/2024			39.05
		Vendor **2501 - United Parcel Service** Totals				Invoices	2		$78.52
Vendor **3156 - Utility Service Co, Inc**									
603110	Smith Street Tank Water Tank Maintenance Semi-Annual Fee	Open		05/01/2024	05/31/2024	05/15/2024			69,018.50
		Vendor **3156 - Utility Service Co, Inc** Totals				Invoices	1		$69,018.50
Vendor **4825 - Verizon Connect NWF Inc**									
OSV000003279751	PW Telematics Program Monthly Service Fee-March	Open		04/01/2024	05/01/2024	05/15/2024			323.80
OSV000003299522	PW Telematics Program Monthly Service Fee - April	Open		05/01/2024	05/31/2024	05/15/2024			323.80
		Vendor **4825 - Verizon Connect NWF Inc** Totals				Invoices	2		$647.60
Vendor **3709 - Verizon Wireless**									
9961561299	Cellular Usage	Open		04/12/2024	05/04/2024	04/30/2024			6,156.08

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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 **3709 - Verizon Wireless** Totals			Invoices	1		$6,156.08
Vendor **3020 - Village of Palatine Petty Cash**									
PWPCMB020624	Barry-Reimbursement of Transportation Expenses-Eng Interviewee	Open		02/06/2024	05/16/2024	05/15/2024			36.92
PWPCJK020924	Kernan-Bib Overall Zipper Repairs-Hansen & Salas	Open		02/09/2024	05/16/2024	05/15/2024			44.00
			Vendor **3020 - Village of Palatine Petty Cash** Totals			Invoices	2		$80.92
Vendor **2716 - W.S. Darley & Fireground Supply**									
17527650	Gloves	Open		04/23/2024	05/22/2024	04/23/2024			3,126.44
			Vendor **2716 - W.S. Darley & Fireground Supply** Totals			Invoices	1		$3,126.44
Vendor **2780 - Walgreen Company**									
500096225	Prisoner Prescriptions (April)	Open		05/02/2024	05/31/2024	05/14/2024			20.39
			Vendor **2780 - Walgreen Company** Totals			Invoices	1		$20.39
Vendor **2796 - Walz Scale Co**									
3544-A	Portable Scale Repair	Open		05/08/2024	05/20/2024	05/14/2024			265.00
			Vendor **2796 - Walz Scale Co** Totals			Invoices	1		$265.00
Vendor **3209 - Warehouse Direct**									
5714081-0	Adding Machine Rolls	Open		05/01/2024	05/31/2024	05/03/2024			9.59
5710697-0	Sponges, Kitchen Roll Towels, TP, Blue Can Liners	Open		04/25/2024	05/25/2024	04/25/2024			1,239.24
			Vendor **3209 - Warehouse Direct** Totals			Invoices	2		$1,248.83
Vendor **2258 - Wickstrom Auto Group**									
176840	Parts - C-376	Open		04/22/2024	05/22/2024	05/14/2024			547.84
176728	Parts - T-535, T-536	Open		05/02/2024	05/31/2024	05/14/2024			47.48
177014	Parts - C-376	Open		05/02/2024	05/31/2024	05/14/2024			48.32
			Vendor **2258 - Wickstrom Auto Group** Totals			Invoices	3		$643.64
Vendor **3476 - Wirfs Industries Inc**									
33710	Pump & Ladder Certification - T-371	Open		04/25/2024	05/25/2024	05/14/2024			2,550.00
34502	Parts - T-371	Open		04/25/2024	05/25/2024	05/14/2024			234.48
			Vendor **3476 - Wirfs Industries Inc** Totals			Invoices	2		$2,784.48
Vendor **3901 - Wold Architects and Engineers Inc**									
93058	CSF Renovation Architectural and Engineering Services	Open		04/30/2024	05/30/2024	04/25/2024			17,202.16
			Vendor **3901 - Wold Architects and Engineers Inc** Totals			Invoices	1		$17,202.16
Vendor **1901 - Wurth Usa Inc**									

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10

Invoice Due Date Range 04/01/24 - 06/04/24
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
98095623	Parts - PT-999, M-999	Open		04/30/2024	05/30/2024	05/14/2024			707.50
98095862	Parts - Stock	Open		04/30/2024	05/30/2024	05/14/2024			141.50
			Vendor **1901 - Wurth Usa Inc** Totals			Invoices	2		$849.00
Vendor **Richard Boos**									
2024-00000389	50/50 Curb and Apron Program Refund	Open		05/15/2024	05/17/2024	05/15/2024			318.70
			Vendor **Richard Boos** Totals			Invoices	1		$318.70
Vendor **Jessica Boudreau**									
2024-00000388	Ambulance Fee Refund	Open		05/14/2024	05/14/2024	05/14/2024			622.24
			Vendor **Jessica Boudreau** Totals			Invoices	1		$622.24
			Grand Totals			Invoices	322		$3,689,555.59

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #1

Payment Date Range 05/09/24 - 05/09/24
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 **4466 - JP Morgan Chase Bank Commercial Card**									
HSV-042524-1	Hobby Lobby #0205 Palatine	Paid by EFT #11485		04/25/2024	05/09/2024	05/09/2024		05/09/2024	2,379.93
RTO-042524-1	ICMA ONLINE	Paid by EFT #11480		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,200.00
RTO-042524-2	TST Head West Sub Sto Springfield	Paid by EFT #11481		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.36
RTO-042524-3	TST Obed And Isaacs S Springfield	Paid by EFT #11482		04/25/2024	05/09/2024	05/09/2024		05/09/2024	25.71
RTO-042524-4	Darcyspint Springfield IL	Paid by EFT #11483		04/25/2024	05/09/2024	05/09/2024		05/09/2024	31.95
RTO-042524-5	Springhill Suites Springfield	Paid by EFT #11484		04/25/2024	05/09/2024	05/09/2024		05/09/2024	224.25
FIN-042524-1	Groot Industries	Paid by EFT #11328		04/25/2024	05/09/2024	05/09/2024		05/09/2024	269,651.18
FIN-042524-2	Federal Express	Paid by EFT #11329		04/25/2024	05/09/2024	05/09/2024		05/09/2024	63.29
PDM-042524-1	Staples	Paid by EFT #11330		04/25/2024	05/09/2024	05/09/2024		05/09/2024	12.67
PDM-042524-2	Nothing Bundt Cake	Paid by EFT #11332		04/25/2024	05/09/2024	05/09/2024		05/09/2024	146.52
PDM-042524-3	Illinois CPA Society	Paid by EFT #11331		04/25/2024	05/09/2024	05/09/2024		05/09/2024	375.00
SDC-042524-1	IGFOA	Paid by EFT #11415		04/25/2024	05/09/2024	05/09/2024		05/09/2024	100.00
PJ-042524-1	Human Resources Certification Institute	Paid by EFT #11333		04/25/2024	05/09/2024	05/09/2024		05/09/2024	994.00
PJ-042524-10	LLBEAN	Paid by EFT #11342		04/25/2024	05/09/2024	05/09/2024		05/09/2024	246.95
PJ-042524-2	Amazon MKTP	Paid by EFT #11334		04/25/2024	05/09/2024	05/09/2024		05/09/2024	37.48
PJ-042524-3	Jobmatch Eagle Mountain	Paid by EFT #11335		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,272.00
PJ-042524-4	Jobmatch Eagle Mountain	Paid by EFT #11336		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,272.00
PJ-042524-5	Jobmatch Eagle Mountain	Paid by EFT #11337		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,272.00
PJ-042524-6	Amazon MKTP	Paid by EFT #11338		04/25/2024	05/09/2024	05/09/2024		05/09/2024	161.79
PJ-042524-7	Jobmatch Eagle Mountain	Paid by EFT #11339		04/25/2024	05/09/2024	05/09/2024		05/09/2024	(1,272.00)
PJ-042524-8	ApplicantPro	Paid by EFT #11340		04/25/2024	05/09/2024	05/09/2024		05/09/2024	19.00
PJ-042524-9	Illinois Public Employer Labor Relations Association	Paid by EFT #11341		04/25/2024	05/09/2024	05/09/2024		05/09/2024	175.00
BDK-042524-1	Microsoft Azure	Paid by EFT #11427		04/25/2024	05/09/2024	05/09/2024		05/09/2024	11.49
BDK-042524-2	ChatGPT	Paid by EFT #11428		04/25/2024	05/09/2024	05/09/2024		05/09/2024	20.00
BDK-042524-3	Marriott Hotel	Paid by EFT #11429		04/25/2024	05/09/2024	05/09/2024		05/09/2024	502.02
LAS-042524-1	KingswaysSoft	Paid by EFT #11463		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,448.00
LAS-042524-10	Amazon	Paid by EFT #11476		04/25/2024	05/09/2024	05/09/2024		05/09/2024	(304.05)
LAS-042524-11	TeamViewer	Paid by EFT #11472		04/25/2024	05/09/2024	05/09/2024		05/09/2024	610.80
LAS-042524-12	TeamViewer	Paid by EFT #11471		04/25/2024	05/09/2024	05/09/2024		05/09/2024	745.67
LAS-042524-13	Marriott Hotel	Paid by EFT #11473		04/25/2024	05/09/2024	05/09/2024		05/09/2024	316.66
LAS-042524-14	Marriott Hotel	Paid by EFT #11474		04/25/2024	05/09/2024	05/09/2024		05/09/2024	472.34
LAS-042524-2	Google	Paid by EFT #11464		04/25/2024	05/09/2024	05/09/2024		05/09/2024	57.60
LAS-042524-3	B&H Photo	Paid by EFT #11465		04/25/2024	05/09/2024	05/09/2024		05/09/2024	126.37
LAS-042524-4	Google Cloud	Paid by EFT #11466		04/25/2024	05/09/2024	05/09/2024		05/09/2024	.20
LAS-042524-5	Ebay	Paid by EFT #11467		04/25/2024	05/09/2024	05/09/2024		05/09/2024	26.49
LAS-042524-6	Amazon	Paid by EFT #11468		04/25/2024	05/09/2024	05/09/2024		05/09/2024	896.98
LAS-042524-7	Amazon	Paid by EFT #11469		04/25/2024	05/09/2024	05/09/2024		05/09/2024	12.99
LAS-042524-8	Amazon	Paid by EFT #11470		04/25/2024	05/09/2024	05/09/2024		05/09/2024	262.13

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #1

Payment Date Range 05/09/24 - 05/09/24
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
LAS-042524-9	Amazon	Paid by EFT #11475		04/25/2024	05/09/2024	05/09/2024		05/09/2024	(304.05)
DLG-042524-1	ZAGG- ECOM	Paid by EFT #11416		04/25/2024	05/09/2024	05/09/2024		05/09/2024	9.99
DLG-042524-2	Illinois Environmental	Paid by EFT #11417		04/25/2024	05/09/2024	05/09/2024		05/09/2024	250.00
DLG-042524-3	AMAZON.COM	Paid by EFT #11418		04/25/2024	05/09/2024	05/09/2024		05/09/2024	49.82
MWJ-042524-1	American Planning A	Paid by EFT #11496		04/25/2024	05/09/2024	05/09/2024		05/09/2024	400.00
MWJ-042524-2	Int'l Code Council	Paid by EFT #11497		04/25/2024	05/09/2024	05/09/2024		05/09/2024	110.00
MWJ-042524-3	ILSOS Notary	Paid by EFT #11498		04/25/2024	05/09/2024	05/09/2024		05/09/2024	16.00
MWJ-042524-4	Amer Assoc Notaries	Paid by EFT #11499		04/25/2024	05/09/2024	05/09/2024		05/09/2024	30.00
MWJ-042524-5	Amer Assoc Notaries	Paid by EFT #11500		04/25/2024	05/09/2024	05/09/2024		05/09/2024	32.90
ARC-042524-1	Map Industries LLC (Policejobfinder.com)	Paid by EFT #11452		04/25/2024	05/09/2024	05/09/2024		05/09/2024	500.00
ARC-042524-2	Sticker Mule	Paid by EFT #11453		04/25/2024	05/09/2024	05/09/2024		05/09/2024	350.50
ARC-042524-3	Drury Inn Ofallon, IL	Paid by EFT #11454		04/25/2024	05/09/2024	05/09/2024		05/09/2024	162.67
ARC-042524-4	Booking.Com	Paid by EFT #11455		04/25/2024	05/09/2024	05/09/2024		05/09/2024	730.94
PAC-042524-1	Amazon Marketplace	Paid by EFT #11400		04/25/2024	05/09/2024	05/09/2024		05/09/2024	159.99
PAC-042524-10	Ray O'Herron Co	Paid by EFT #11409		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,382.25
PAC-042524-11	Quinn Flags	Paid by EFT #11410		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,499.08
PAC-042524-12	UPS	Paid by EFT #11411		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.70
PAC-042524-2	Amazon.Com	Paid by EFT #11401		04/25/2024	05/09/2024	05/09/2024		05/09/2024	27.51
PAC-042524-3	Battery Junction	Paid by EFT #11402		04/25/2024	05/09/2024	05/09/2024		05/09/2024	24.80
PAC-042524-4	Amazon Marketplace	Paid by EFT #11403		04/25/2024	05/09/2024	05/09/2024		05/09/2024	119.98
PAC-042524-5	Ray O'Herron Co	Paid by EFT #11404		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,039.55
PAC-042524-6	Ray O'Herron Co	Paid by EFT #11405		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,477.83
PAC-042524-7	Amazon Marketplace	Paid by EFT #11406		04/25/2024	05/09/2024	05/09/2024		05/09/2024	99.38
PAC-042524-8	Amazon Marketplace	Paid by EFT #11407		04/25/2024	05/09/2024	05/09/2024		05/09/2024	249.98
PAC-042524-9	Amazon Marketplace	Paid by EFT #11408		04/25/2024	05/09/2024	05/09/2024		05/09/2024	58.38
WEN-042524-1	Emmett Brewing	Paid by EFT #11449		04/25/2024	05/09/2024	05/09/2024		05/09/2024	150.00
ARL-042524-1	Promotions Now	Paid by EFT #11442		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,350.00
ARL-042524-2	IL DPT PUB Health	Paid by EFT #11443		04/25/2024	05/09/2024	05/09/2024		05/09/2024	41.00
CJZ-042524-1	Home Depot	Paid by EFT #11444		04/25/2024	05/09/2024	05/09/2024		05/09/2024	15.79
JJA-042524-1	Amazon	Paid by EFT #11477		04/25/2024	05/09/2024	05/09/2024		05/09/2024	12.70
JJA-042524-2	Amazon	Paid by EFT #11478		04/25/2024	05/09/2024	05/09/2024		05/09/2024	11.70
JJA-042524-3	Amazon	Paid by EFT #11479		04/25/2024	05/09/2024	05/09/2024		05/09/2024	245.72
MDB-042524-1	Berland's	Paid by EFT #11501		04/25/2024	05/09/2024	05/09/2024		05/09/2024	109.99
MDB-042524-2	Ace Hardware	Paid by EFT #11502		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1.82
MDB-042524-3	Home Depot	Paid by EFT #11503		04/25/2024	05/09/2024	05/09/2024		05/09/2024	152.68
MDB-042524-4	Ace Hardware	Paid by EFT #11504		04/25/2024	05/09/2024	05/09/2024		05/09/2024	8.99
NLB-042524-1	VUE Testing Exam	Paid by EFT #11419		04/25/2024	05/09/2024	05/09/2024		05/09/2024	59.00
NLB-042524-2	Vue Testing	Paid by EFT #11420		04/25/2024	05/09/2024	05/09/2024		05/09/2024	59.00
PMG-042524-1	LA-Z-BOY Furniture	Paid by EFT #11445		04/25/2024	05/09/2024	05/09/2024		05/09/2024	4,649.94
PMG-042524-2	IL DPT PUB Health	Paid by EFT #11446		04/25/2024	05/09/2024	05/09/2024		05/09/2024	21.00
PMG-042524-3	Illinois Fire Chiefs	Paid by EFT #11447		04/25/2024	05/09/2024	05/09/2024		05/09/2024	185.00

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #1

Payment Date Range 05/09/24 - 05/09/24
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
PMG-042524-4	Metro Fire Chiefs	Paid by EFT #11448		04/25/2024	05/09/2024	05/09/2024		05/09/2024	20.00
SAM-042524-1	Ace Hardware	Paid by EFT #11459		04/25/2024	05/09/2024	05/09/2024		05/09/2024	29.66
SAM-042524-2	Speedway	Paid by EFT #11460		04/25/2024	05/09/2024	05/09/2024		05/09/2024	60.24
SEM-042524-1	Amazon	Paid by EFT #11486		04/25/2024	05/09/2024	05/09/2024		05/09/2024	45.97
SEM-042524-10	Lands End Business	Paid by EFT #11495		04/25/2024	05/09/2024	05/09/2024		05/09/2024	189.92
SEM-042524-2	Tyco Integrated Security	Paid by EFT #11487		04/25/2024	05/09/2024	05/09/2024		05/09/2024	76.12
SEM-042524-3	Tyco Integrated Security	Paid by EFT #11488		04/25/2024	05/09/2024	05/09/2024		05/09/2024	61.28
SEM-042524-4	Tyco Integrated Security	Paid by EFT #11489		04/25/2024	05/09/2024	05/09/2024		05/09/2024	61.28
SEM-042524-5	Amazon	Paid by EFT #11490		04/25/2024	05/09/2024	05/09/2024		05/09/2024	22.97
SEM-042524-6	Aamzon	Paid by EFT #11491		04/25/2024	05/09/2024	05/09/2024		05/09/2024	149.48
SEM-042524-7	CMS Medicare Applic Fee	Paid by EFT #11492		04/25/2024	05/09/2024	05/09/2024		05/09/2024	709.00
SEM-042524-8	Metro Fire Chief	Paid by EFT #11493		04/25/2024	05/09/2024	05/09/2024		05/09/2024	50.00
SEM-042524-9	Metro Fire Chief	Paid by EFT #11494		04/25/2024	05/09/2024	05/09/2024		05/09/2024	50.00
AJB-042524-1	ebay	Paid by EFT #11423		04/25/2024	05/09/2024	05/09/2024		05/09/2024	51.96
AJB-042524-2	A Freedom Flag Co.	Paid by EFT #11424		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1,223.60
AJB-042524-3	Sprayer Depot	Paid by EFT #11425		04/25/2024	05/09/2024	05/09/2024		05/09/2024	844.34
AJB-042524-4	Jersey Mike's	Paid by EFT #11426		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.59
CGJ-042524-1	Menards	Paid by EFT #11450		04/25/2024	05/09/2024	05/09/2024		05/09/2024	179.01
CGJ-042524-2	Menards	Paid by EFT #11451		04/25/2024	05/09/2024	05/09/2024		05/09/2024	392.58
DVN-042524-1	Home Depot	Paid by EFT #11435		04/25/2024	05/09/2024	05/09/2024		05/09/2024	74.97
DVN-042524-2	Four Points Sheraton	Paid by EFT #11436		04/25/2024	05/09/2024	05/09/2024		05/09/2024	60.40
JM-042524-1	North American Safety	Paid by EFT #11349		04/25/2024	05/09/2024	05/09/2024		05/09/2024	315.00
JM-042524-10	Amazon	Paid by EFT #11355		04/25/2024	05/09/2024	05/09/2024		05/09/2024	105.14
JM-042524-11	Amazon	Paid by EFT #11356		04/25/2024	05/09/2024	05/09/2024		05/09/2024	11.65
JM-042524-12	Amazon	Paid by EFT #11357		04/25/2024	05/09/2024	05/09/2024		05/09/2024	39.85
JM-042524-13	Amazon	Paid by EFT #11365		04/25/2024	05/09/2024	05/09/2024		05/09/2024	68.99
JM-042524-14	Amazon	Paid by EFT #11358		04/25/2024	05/09/2024	05/09/2024		05/09/2024	173.00
JM-042524-15	Amazon	Paid by EFT #11359		04/25/2024	05/09/2024	05/09/2024		05/09/2024	19.99
JM-042524-16	Illinois AWWA	Paid by EFT #11360		04/25/2024	05/09/2024	05/09/2024		05/09/2024	576.00
JM-042524-17	Precision Today	Paid by EFT #11361		04/25/2024	05/09/2024	05/09/2024		05/09/2024	974.00
JM-042524-18	Amazon	Paid by EFT #11366		04/25/2024	05/09/2024	05/09/2024		05/09/2024	29.99
JM-042524-19	Amazon	Paid by EFT #11367		04/25/2024	05/09/2024	05/09/2024		05/09/2024	89.09
JM-042524-2	Standard Electric Supply	Paid by EFT #11350		04/25/2024	05/09/2024	05/09/2024		05/09/2024	21.83
JM-042524-20	Amazon	Paid by EFT #11368		04/25/2024	05/09/2024	05/09/2024		05/09/2024	50.97
JM-042524-21	Amazon	Paid by EFT #11369		04/25/2024	05/09/2024	05/09/2024		05/09/2024	25.98
JM-042524-22	Amazon	Paid by EFT #11370		04/25/2024	05/09/2024	05/09/2024		05/09/2024	(173.00)
JM-042524-23	Amazon	Paid by EFT #11371		04/25/2024	05/09/2024	05/09/2024		05/09/2024	36.99
JM-042524-24	Amazon	Paid by EFT #11372		04/25/2024	05/09/2024	05/09/2024		05/09/2024	22.10
JM-042524-25	Amazon	Paid by EFT #11373		04/25/2024	05/09/2024	05/09/2024		05/09/2024	238.92
JM-042524-26	Amazon	Paid by EFT #11374		04/25/2024	05/09/2024	05/09/2024		05/09/2024	109.99
JM-042524-27	Amazon	Paid by EFT #11375		04/25/2024	05/09/2024	05/09/2024		05/09/2024	169.99
JM-042524-28	Amazon	Paid by EFT #11376		04/25/2024	05/09/2024	05/09/2024		05/09/2024	36.76

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #1

Payment Date Range 05/09/24 - 05/09/24
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
JM-042524-29	Amazon	Paid by EFT #11377		04/25/2024	05/09/2024	05/09/2024		05/09/2024	42.63
JM-042524-3	Amazon	Paid by EFT #11351		04/25/2024	05/09/2024	05/09/2024		05/09/2024	133.58
JM-042524-30	Amazon	Paid by EFT #11378		04/25/2024	05/09/2024	05/09/2024		05/09/2024	39.60
JM-042524-31	Amazon	Paid by EFT #11379		04/25/2024	05/09/2024	05/09/2024		05/09/2024	84.50
JM-042524-4	Amazon	Paid by EFT #11352		04/25/2024	05/09/2024	05/09/2024		05/09/2024	88.12
JM-042524-5	Amazon	Paid by EFT #11353		04/25/2024	05/09/2024	05/09/2024		05/09/2024	116.98
JM-042524-6	Amazon	Paid by EFT #11362		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.35
JM-042524-7	Amazon	Paid by EFT #11363		04/25/2024	05/09/2024	05/09/2024		05/09/2024	29.84
JM-042524-8	Amazon	Paid by EFT #11364		04/25/2024	05/09/2024	05/09/2024		05/09/2024	32.98
JM-042524-9	Amazon	Paid by EFT #11354		04/25/2024	05/09/2024	05/09/2024		05/09/2024	59.99
JRK-042524-1	Grainger	Paid by EFT #11437		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.17
JRK-042524-2	Grainger	Paid by EFT #11438		04/25/2024	05/09/2024	05/09/2024		05/09/2024	25.10
JRK-042524-3	End of the Road, Inc.	Paid by EFT #11439		04/25/2024	05/09/2024	05/09/2024		05/09/2024	42.95
JRK-042524-4	Mutual Ace Hardware	Paid by EFT #11440		04/25/2024	05/09/2024	05/09/2024		05/09/2024	24.95
JRK-042524-5	Hyundai of Palatine	Paid by EFT #11441		04/25/2024	05/09/2024	05/09/2024		05/09/2024	448.90
KML-042524-1	Triple Crown Products	Paid by EFT #11461		04/25/2024	05/09/2024	05/09/2024		05/09/2024	45.25
KML-042524-2	FMCSA D & A Clearinghouse	Paid by EFT #11462		04/25/2024	05/09/2024	05/09/2024		05/09/2024	1.25
MB-042524-1	Tramco Pump	Paid by EFT #11343		04/25/2024	05/09/2024	05/09/2024		05/09/2024	3,960.00
MB-042524-2	Four Points By Sheraton	Paid by EFT #11344		04/25/2024	05/09/2024	05/09/2024		05/09/2024	299.00
MB-042524-3	Four Points By Sheraton	Paid by EFT #11345		04/25/2024	05/09/2024	05/09/2024		05/09/2024	319.00
MB-042524-4	Four Points By Sheraton	Paid by EFT #11346		04/25/2024	05/09/2024	05/09/2024		05/09/2024	159.50
MB-042524-5	Four Points By Sheraton	Paid by EFT #11347		04/25/2024	05/09/2024	05/09/2024		05/09/2024	299.00
MB-042524-6	Wally's Pontiac	Paid by EFT #11348		04/25/2024	05/09/2024	05/09/2024		05/09/2024	77.02
MIH-042524-1	Mutual Ace Palatine	Paid by EFT #11456		04/25/2024	05/09/2024	05/09/2024		05/09/2024	16.00
MIH-042524-2	Mutual Ace Palatine	Paid by EFT #11457		04/25/2024	05/09/2024	05/09/2024		05/09/2024	30.58
MIH-042524-3	Grainger	Paid by EFT #11458		04/25/2024	05/09/2024	05/09/2024		05/09/2024	380.15
MJK-042524-1	Home Depot	Paid by EFT #11398		04/25/2024	05/09/2024	05/09/2024		05/09/2024	6.34
MJK-042524-2	Home Depot	Paid by EFT #11399		04/25/2024	05/09/2024	05/09/2024		05/09/2024	61.94
MWK-042524-1	Ebay	Paid by EFT #11380		04/25/2024	05/09/2024	05/09/2024		05/09/2024	124.31
MWK-042524-10	Ebay	Paid by EFT #11388		04/25/2024	05/09/2024	05/09/2024		05/09/2024	231.60
MWK-042524-11	Heinrich Company	Paid by EFT #11397		04/25/2024	05/09/2024	05/09/2024		05/09/2024	24.85
MWK-042524-12	Grainger	Paid by EFT #11389		04/25/2024	05/09/2024	05/09/2024		05/09/2024	39.01
MWK-042524-13	Grainger	Paid by EFT #11390		04/25/2024	05/09/2024	05/09/2024		05/09/2024	41.05
MWK-042524-14	Grainger	Paid by EFT #11391		04/25/2024	05/09/2024	05/09/2024		05/09/2024	13.82
MWK-042524-15	Ebay	Paid by EFT #11392		04/25/2024	05/09/2024	05/09/2024		05/09/2024	693.00
MWK-042524-16	RAJ & Associates, LLC	Paid by EFT #11393		04/25/2024	05/09/2024	05/09/2024		05/09/2024	63.36
MWK-042524-17	Grainger	Paid by EFT #11394		04/25/2024	05/09/2024	05/09/2024		05/09/2024	260.64
MWK-042524-18	Palatine True Value	Paid by EFT #11395		04/25/2024	05/09/2024	05/09/2024		05/09/2024	3.59
MWK-042524-2	Ebay	Paid by EFT #11381		04/25/2024	05/09/2024	05/09/2024		05/09/2024	493.99
MWK-042524-3	Grainger	Paid by EFT #11382		04/25/2024	05/09/2024	05/09/2024		05/09/2024	9.54
MWK-042524-4	Mutual Ace Hardware	Paid by EFT #11383		04/25/2024	05/09/2024	05/09/2024		05/09/2024	11.69
MWK-042524-5	Heinrich Company	Paid by EFT #11396		04/25/2024	05/09/2024	05/09/2024		05/09/2024	81.95

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #1

Payment Date Range 05/09/24 - 05/09/24
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
MWK-042524-6	Mutual Ace Hardware	Paid by EFT #11384		04/25/2024	05/09/2024	05/09/2024		05/09/2024	3.23
MWK-042524-7	Mutual Ace Hardware	Paid by EFT #11385		04/25/2024	05/09/2024	05/09/2024		05/09/2024	57.58
MWK-042524-8	Grainger	Paid by EFT #11386		04/25/2024	05/09/2024	05/09/2024		05/09/2024	404.40
MWK-042524-9	Ebay	Paid by EFT #11387		04/25/2024	05/09/2024	05/09/2024		05/09/2024	178.00
RLK-042524-1	Mutual Ace Palatine	Paid by EFT #11412		04/25/2024	05/09/2024	05/09/2024		05/09/2024	14.55
RLK-042524-2	Mutual Ace Palatine	Paid by EFT #11413		04/25/2024	05/09/2024	05/09/2024		05/09/2024	11.69
RLK-042524-3	Home Depot	Paid by EFT #11414		04/25/2024	05/09/2024	05/09/2024		05/09/2024	28.42
SC-042524-1	Home Depot	Paid by EFT #11430		04/25/2024	05/09/2024	05/09/2024		05/09/2024	266.41
SC-042524-2	Home Depot	Paid by EFT #11431		04/25/2024	05/09/2024	05/09/2024		05/09/2024	222.12
SC-042524-3	Mutual Ace Palatine	Paid by EFT #11432		04/25/2024	05/09/2024	05/09/2024		05/09/2024	23.38
SC-042524-4	Home Depot	Paid by EFT #11433		04/25/2024	05/09/2024	05/09/2024		05/09/2024	377.16
SC-042524-5	Home Depot	Paid by EFT #11434		04/25/2024	05/09/2024	05/09/2024		05/09/2024	190.40
WES-042524-1	Home Depot	Paid by EFT #11421		04/25/2024	05/09/2024	05/09/2024		05/09/2024	147.16
WES-042524-2	Home Depot	Paid by EFT #11422		04/25/2024	05/09/2024	05/09/2024		05/09/2024	103.38
	Vendor **4466 - JP Morgan Chase Bank Commercial Card** Totals					Invoices	177		$317,459.85
				Grand Totals		Invoices	177		$317,459.85

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #2

Payment Date Range 05/13/24 - 05/13/24
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.**									
0000508227	May 2024 Flex Spending Fees	Paid by EFT #11510		05/13/2024	05/13/2024	05/13/2024		05/13/2024	432.00
		Vendor **1462 - Allied Benefit Systems, Inc.** Totals				Invoices	1		$432.00
				Grand Totals		Invoices	1		$432.00

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #3

Payment Date Range 05/14/24 - 05/14/24
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**									
Postage 05-13-24	Village Wide Postage Machine	Paid by EFT #11511		05/13/2024	05/14/2024	05/14/2024		05/14/2024	3,000.00
		Vendor **2048 - Quadient Finance USA, Inc** Totals				Invoices	1		$3,000.00
				Grand Totals		Invoices	1		$3,000.00

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #4

Payment Date Range 05/30/24 - 05/30/24
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 **4650 - Amalgamated Bank of Chicago**									
2017B - 06/2024	Debt Service	Paid by EFT #11507		05/14/2024	05/30/2024	05/30/2024		05/30/2024	14,625.00
2017D - 06/2024	Debt Service	Paid by EFT #11508		05/14/2024	05/30/2024	05/30/2024		05/30/2024	31,280.00
2018 - 06/2024	Debt Service	Paid by EFT #11506		05/14/2024	05/30/2024	05/30/2024		05/30/2024	98,750.00
2020 - 06/2024	Debt Service	Paid by EFT #11505		05/14/2024	05/30/2024	05/30/2024		05/30/2024	245,603.13
		Vendor **4650 - Amalgamated Bank of Chicago** Totals				Invoices	4		$390,258.13
				Grand Totals		Invoices	4		$390,258.13

Attachment: Warrant #10 (Warrant 2024 # 10)

VILLAGE OF PALATINE

Warrant #10 EFT #5

Payment Date Range 05/30/24 - 05/30/24
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 **5132 - Computershare**									
VILLA 01062024	Debt Service	Paid by EFT #11509		05/14/2024	05/30/2024	05/30/2024		05/30/2024	472,160.00
			Vendor **5132 - Computershare** Totals			Invoices	1		$472,160.00
				Grand Totals		Invoices	1		$472,160.00

Attachment: Warrant #10 (Warrant 2024 # 10)

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 05/03/2024

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA						
Check	05/03/2024	264890	Utility Management Refund	JOHNSON , PATRICK		47.84
	Account Type			Account Number	Transaction Date	Transaction Type
Check	05/03/2024	264891	Utility Management Refund	YUN , NIN DUK		17.78
	Account Type			Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:				Transactions: 2		$65.62
	Checks:	2		$65.62		

Attachment: Warrant #10 (Warrant 2024 # 10)

Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, at 3 E. Northwest Highway

BACKGROUND:
The subject tenant space is approximately 1,887 square feet and was previously occupied by a Japanese curry restaurant, Takumi, which was also approved for liquor service. The Petitioner is proposing to open a new Japanese ramen restaurant, Chicago Ramen Palatine. The proposed restaurant would operate with a liquor license to serve beer and wine. Therefore, the Petitioner is requesting approval of the following:

Special Use to permit a restaurant, with a local liquor license.

KEY ISSUES:
- The Petitioner has applied for a Class 'G' liquor license (beer and wine) to open a Japanese ramen restaurant.
- The proposed hours of operation are from Monday - Sunday 11 AM to 11:30 PM. These are comparable hours to the eight other Chicago Ramen restaurants operated by Chicago Ramen. For reference, the previous restaurant at this location (Takumi) was approved to be open until 10 PM and the recently approved restaurant at 23 E. Northwest Highway (Kimpro Sushi) was approved to be open until 9:30 PM. The business plan hours reflect an update from the Planning and Zoning Commission and these hours would govern over the liquor license hours.
- The submitted floor plan for the new restaurant illustrates 40 seats, which does not increase the total required parking for the center and maintains the parking count permitted by the existing parking Variation (#O-112-18).

ALTERNATIVES:
1. Approve the Special Use to permit a restaurant, with a local liquor license, at the subject property.
2. Do not approve the Special Use to permit a restaurant, with a local liquor license, at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	None.
Vote:	The PZC voted unanimously to approve the Special Use to permit a restaurant with a local liquor license at the subject property, and Staff concurs.

ACTION REQUIRED:
A motion to approve the ordinance granting a Special Use to permit a restaurant, with a local liquor license at the Subject Property.

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Chicago Ramen Located at 3 E. Northwest Highway

BACKGROUND:
On this evening's agenda is a Special Use request for a new Japanese ramen restaurant at 3 E. Northwest Highway. Owner Kenta Ikehata wishes to apply for a Class G (Beer and Wine) liquor license. The proposed hours of operation are seven days a week: 11:00 AM to 11:30 PM.

KEY ISSUES:
- Increase Class G Restaurant (Beer & Wine) Liquor Licenses by one.
- The business plan hours reflect an update from the Planning and Zoning Commission and these hours would govern over the liquor license hours.

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

RECOMMENDATION:
Approve an Ordinance increasing Class G Restaurant (Beer & Wine) Liquor Licenses by one for a total of 11.

ACTION REQUIRED:
Action is at the discretion of the Committee.

Consider an Ordinance Granting a Special Use to Permit a Restaurant, with a Local Liquor License, and a Variation for Parking at 1916 N. Rand Road

BACKGROUND:
The Petitioner is proposing to utilize a portion of the tenant space for the existing bakery for dine-in seating, with a focus on traditional Polish/European style street food. The proposed dine-in seating restaurant area would operate with a liquor license to serve beer and wine to dine-in customers, as retail liquor sales are not proposed. The proposed number of seats provided would be 34, including 12 seasonal outdoor seats. Therefore, the Petitioner is requesting approval of the following:

1. **Special Use to permit a restaurant with liquor service; and**
2. **Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces.**

KEY ISSUES:
- Per the submitted floor plan, the concept would reduce some store shelf space and introduce 4 tables, in addition to the 2 existing tables near the vestibule, for a total of 22 interior seats. The floor plan also illustrates 4 additional tables (12 total seats) outside to be seasonally used on a portion of the sidewalk in front of the business.
- The business plan indicates that take-out and dine-in orders will be placed, and picked up, from the front counter.
- The new proposed hours of operation for the existing business are 9 AM - 9 PM Monday through Saturday.
- There are currently 23 parking spaces provided on-site. Per Code, 14 parking spaces would be required for the proposed use and reflective of the additional seating. As a whole, 29 parking spaces would be required for the entire building. In addition to the parking in front of the building, there is additional parking behind the building.

ALTERNATIVES:
1. Approve the Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.
2. Do not approve the Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	One letter of support from the surrounding residential neighborhood was submitted. One residential neighbor objected to the proposal during the public hearing, citing the possibility of injured property values and liquor license impacts.
Vote:	The PZC voted 7-1 to approve the Special Use and Variation to permit dine-in seating and alcohol service at the subject property, and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use to permit a restaurant with alcohol service and a Variation for parking at the subject property.

Consider an Ordinance Increasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Kolatek Baking Company Located at 1916 N. Rand Road

BACKGROUND:
On this evening's agenda is a Special Use request for an existing Eastern European bakery serving various Polish and European style street foods at 1916 N. Rand Road. Owner Bartlomiej Kolatek wishes to apply for a Class G (Beer and Wine) liquor license. The proposed hours of operation are Monday through Saturday: 9:00 AM to 9:00 PM.

KEY ISSUES:
- Increase Class G Restaurant (Beer & Wine) Liquor Licenses by one.

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

RECOMMENDATION:
Approve an Ordinance increasing Class G Restaurant (Beer & Wine) Liquor Licenses by one for a total of 12.

ACTION REQUIRED:
Action is at the discretion of the Committee.

Consider an Ordinance Granting a Special Use for a Tattoo Business to Operate as a Unique Use at 574 W. Colfax Street

BACKGROUND:
The Petitioner is proposing to open a tattoo business and would occupy a single office within an existing tenant space. Therefore, the Petitioner is requesting approval of the following:

> **Special use to permit a tattoo business, as a Unique Use, at the subject property.**

KEY ISSUES:
- The Subject Property is an existing multi-tenant building in the Colfax Street manufacturing district. The proposed floor plan illustrates the use of a single office, within the 574 W. Colfax tenant space. The tenant space also has access to a check-in/waiting room, a storage/break room, and a bathroom.
- Per the submitted business plan, 1 - 3 clients are anticipated per day and the hours of operation would be 12 PM - 8 PM Monday to Saturday. Clients are required to make appointments, with appointments starting at 12 PM, 3 PM, and 6 PM. The parking requirement will not change for the property with the proposed tattoo business use. The Petitioner is working with the property owner to determine if there is space available on the existing monument sign for the business name. If there is not any available signage space on that sign, per Code, the business would be allowed to have nameplate signage on the access door to the tenant space, which is approximately 100 feet from W. Colfax Street.
- The business plan also addresses cleanliness and sterilization, with most of the tattooing supplies being disposable and thrown away in biohazard collection bins and collected by an appropriate agency. The tattoo machine itself is cleaned regularly, with a small UV Sanitation Box. The Petitioner also maintains a current bloodborne pathogen certification. All tattoo uses in the State of Illinois are required to register with the Illinois Department of Public Health. Additionally, the Cook County Department of Public Health inspects tattoo uses and investigates any complaints about their operation.
- The subject use is not contemplated by the Zoning Ordinance, and there is no history of approved tattoo businesses as Special Uses within the Village. Nevertheless, Staff believes that the proposed use complies with the Special Use requirements and would not be injurious to the surrounding properties. Ultimately, this is a policy matter for the Village Council to determine.

ALTERNATIVES:
1. Approve the Special Use to permit a tattoo business as a unique use at the subject property.
2. Do not approve the Special Use to permit a tattoo business as a unique use at the subject property.

RECOMMENDATION:

Public Hearing**:**	PZC meeting on May 14, 2024.
Residents testifying:	None.
Vote:	The PZC voted unanimously to approve the Special Use to

permit a tattoo business at the subject property. Staff recommends action at the discretion of the Village Council.

ACTION REQUIRED:
A motion to approve the ordinance granting a Special Use to permit a tattoo business as a unique use at the subject property.

Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects

BACKGROUND:
Construction is scheduled for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects. Work will commence in June with construction to be substantially completed by early August for Contract 1. For Contract 2, work is tentatively scheduled to commence in June with construction to be substantially completed by mid-August.

KEY ISSUES:
- Utilizing construction engineering services is recommended to meet procedural requirements, assure quality construction, and allow for the necessary intermittent attention needed during this construction project.
- A qualification-based selection process was used for construction engineering.
- Doland Engineering completed the design and permitting for the Contract 1 project and demonstrated their ability to perform construction engineering on behalf of the Village in 2023 for water main replacement projects.

ALTERNATIVES:
1. Authorize the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends authorizing the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects.

BUDGET IMPACT:
Funding is available in the Water Fund of the 2024 Capital Improvement Program to accommodate this work.

ACTION REQUIRED:
Motion to authorize the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the 2024 Water Main Replacement Contract 1 and Contract 2 Projects in the amount of $98,040.

Consider a Motion to Approve Change Order #1 for the 2024 Sidewalk Replacement Program

BACKGROUND:
On Monday, April 1, 2024, the 2024 Sidewalk Replacement Program contract was awarded to Suburban Concrete, Incorporated of Mundelein, Illinois in the amount of $883,600. The costs of this contract were competitive as Suburban's bid was over 3 percent less than the next lowest bid.

KEY ISSUES:
- The proposed change order expands the scope from the original bid, allowing for the program to complete the vast majority of the portion of the Village planned for 2025 sidewalk maintenance.
- Staff has negotiated a 4.25% price reduction for all sidewalk replaced as part of this change order.
- The proposed change order would increase the total project cost by an amount not to exceed $349,688 to complete the additional work.
- The majority remaining for maintenance in 2025 can be funded using the Community Development Block Grant Fund. Using this Federal Grant source next year, and our American Rescue Plan funds this year, allows the Village to complete nearly 2 years' worth of planned maintenance in one summer.

ALTERNATIVES:
1. Approve change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete in the amount not to exceed $349,688.

BUDGET IMPACT:
American Rescue Plan Act (ARPA) funds in the amount of $139,669 and local funds in the amount of $210,019 are available in the 2024 Capital Improvement Program to accommodate the proposed work.

ACTION REQUIRED:
Motion to approve change order #1 for the 2024 Sidewalk Replacement Program with Suburban Concrete, Incorporated of Mundelein, Illinois in the amount not to exceed $349,688, for a total contract price of $1,233,288.

Consider a Motion Authorizing the Village Manager to Execute a Lease of Multifunctional Copy Machines with Imagetec

BACKGROUND:
The Village's copiers are key to the operation of the Village, providing copying, printing, and scanning functionality for users and computers throughout the organization. This year, the Village is leasing seven copiers for four years for the Police Department, Public Works, and Village Hall. During this time frame, lease costs are fixed, with maintenance / consumable costs at a fixed rate multiplied by our copy / print utilization. At the end of the lease, the Village can purchase the equipment for a $1 buyout.

Proposals were received from five vendors, with the lowest cost provider being Imagetec. Imagetec proposed providing HP copiers for the lease price of $862.64 per month with an estimated four-year total cost (lease and maintenance) of $69,009.33.

KEY ISSUES:
- This would replace older multifunctional copy machines.
- These machines would provide additional capabilities, such as ability to print from tablets, ipads, etc.

ALTERNATIVES:
1. Approve four-year lease of seven multifunctional devices.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of the four-year lease of seven multifunctional devices.

ACTION REQUIRED:
A motion to authorize the Village Manager to execute a four-year lease of seven multifunctional devices from Imagetec.

Authorize the Village Manager to Enter into an Agreement for Cybersecurity Penetration Testing with ShoreBreak iThreat Security, LLC

BACKGROUND:
Cyber-security Penetration Services provides a 3rd party view of the Village's computing environment security posture, ensuring that the Village is providing a secure platform for the Village productivity tools. Penetration testing is a best practice and recommended from the 2022 IT Strategic Plan (*Recommendation 6: Conduct regular network vulnerability and penetration tests*).

To identify the best provider for the cost, the Village published and received 35 responses to an RFQ. From the RFQ, staff interviewed five companies who would supply penetration testing for the Village's external and internal network, WIFI network and SCADA network, ensuring both key system and services were validated as best as possible.

ShoreBreak provided a comprehensive solution for the Village at a cost of $44,762. This was above the budget of $39,000. Operating budget savings will cover the difference.

KEY ISSUES:
- Ensure our computing environment is managed in a secure manner.
- Provide 3rd party view of the CyberSecurity posture of the Village of Palatine.

ALTERNATIVES:
1. Authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for cybersecurity penetration testing.
2. Refer back to staff.

RECOMMENDATION:
Staff recommends approval of the motion to authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for Cybersecurity Penetration testing.

ACTION REQUIRED:
A motion to authorize the Village Manager to enter into an agreement with ShoreBreak iThreat Security for Cybersecurity Penetration testing not to exceed $44,762.