



VILLAGE OF PALATINE

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

PLANNING AND ZONING COMMISSION

AGENDA • MAY 14, 2024

Village Hall - Council Chambers

Regular Meeting

7:00 PM

I. CALL TO ORDER

II. MEETING MINUTES

1. Planning and Zoning Commission - Regular Meeting - Apr 9, 2024 7:00 PM

III. PUBLIC HEARING

1. 3 E. Northwest Highway
 - (a) Special Use to permit a restaurant with liquor service.
2. 574 W. Colfax Street
 - (a) Special Use to permit a tattoo business as a unique use at the subject property.
3. 1916 N. Rand Road
 - (a) Special Use to permit a restaurant with liquor service; and
 - (b) Variation to permit 23 parking spaces, instead of the minimum required 29 parking spaces.

IV. COMMUNICATIONS

V. ADJOURNMENT



VILLAGE OF PALATINE

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PLANNING AND ZONING COMMISSION

MINUTES • APRIL 9, 2024

Village Hall - Council Chambers

Regular Meeting

7:00 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Patrick Noonan	Commissioner	Present	
Cindy Roth-Wurster	Commissioner	Present	
Eric Friedman	Vice Chairperson	Present	
Jan Wood	Chairperson	Present	
Rodney Bettenhausen	Commissioner	Present	
Robert Kolososki	Commissioner	Present	
Kevin Cavanaugh	Commissioner	Present	
Stephen Fedota	Commissioner	Present	
Tim Schubert	Commissioner	Present	

II. MEETING MINUTES

1. Planning and Zoning Commission - Regular Meeting - Mar 26, 2024 7:00 PM - **Accepted**

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Patrick Noonan, Commissioner
SECONDER: Cindy Roth-Wurster, Commissioner
AYES: Noonan, Roth-Wurster, Friedman, Wood, Bettenhausen, Kolososki, Cavanaugh, Fedota, Schubert

Minutes Acceptance: Minutes of Apr 9, 2024 7:00 PM (Meeting Minutes)

III. PUBLIC HEARING

1. 1521 E. Reynolds Drive - **Recommend To Approve**

VAR-000096-2024 - 1521 E. Reynolds Drive

Notice was published in the Journal & Topics on March 21st, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Proof of Ownership
2. Special Use Application
3. Site Plan & Plat of Survey
4. Elevations
5. Public Notice

Ms. Bremanis provides background information on this request and states the Subject Property is zoned R-2 Single Family and is part of the Winston Park Northwest Unit 1 Subdivision. The Subject Property is approximately 9,000 square feet and currently consists of a single-family residential home with a patio in the rear yard. The existing residence is currently set back approximately 44 feet from the rear lot line. Therefore, any meaningful addition to the rear of the residence would require zoning relief.

The Petitioner is proposing to construct an addition to their kitchen off the rear of the existing single-family residence. The proposed addition that would encroach into the required rear yard setback would be located off the southeast corner of the home, and would be approximately 30 feet from the rear property line. Requesting a special use for addition to be set back 30 feet instead of the required 40 feet.

Sworn in petitioner: Brian & Patty Malinowski - 1521 E. Reynolds Drive

Ms. Malinowski expressed that their current home is their forever home and that they love the district and diverse schools. She highlighted the abundance of activities offered by the park district for both young and old. Ms. Malinowski mentioned their participation in neighborhood activities and their enjoyment of spending time with their neighbors. She requested to add one more room to accommodate their family and continue enjoying the incredible neighborhood they have grown to love.

Mr. Malinowski stated that he would like to build a small 12x14 structure off of the kitchen, which would be used as his office space, expand the household and provide a little extra space.

Ms. Malinowski further explained that the additional room would expand out into the existing patio area.

Commissioner Shubert asked if anyone else has submitted a similar setbacks.

Mr. Malinowski referred to the site plan and noted the homes that have similar

setbacks.

Commissioner Bettenhausen asked if the sidewalk in the rear would be extended.

Mr. Malinowski responded that they are not planning to extend the sidewalk.

Ms. Malinowski added that there are existing sidewalks at the side of the house.

Commissioner Bettenhausen questioned if the addition would be cutting off the sidewalk.

Mr. & Ms. Malinowski agreed that it would.

Ms. Bremanis stated that they are well under lot coverage and reiterated that other properties with similar applications are existing non-conforming, with measurements of 26' and 32', whereas the petitioner is requesting 30'. Ms. Bremanis noted that the shape of the lot is unique and would not have line of sight issues.

Commissioner Fedota inquires about the required side setback.

Ms. Bremanis states 10 feet is the required side yard setback.

Commissioner Friedman points out that the site plan shows the side yard setback from the building. He asks for clarification on the measurement from the corner of the building perpendicular to the lot line, or if the arrow shown is incorrect.

Ms. Bremanis acknowledges that the measurement is perpendicular.

Commissioner Friedman also notes an illegible note regarding the easement on the Plat and asks for clarification on the measurement.

Ms. Bremanis clarifies that it is a 5-foot easement. She further states that the structure meets height requirements as it is only one story.

Commissioner Schubert asks about the concrete patio being sacrificed for the addition.

Ms. Bremanis confirms that this is correct and also points out a small addition to the southwest corner of the home being built that doesn't require relief.

STAFF RECOMMENDATION:

The Petitioner is proposing to construct an addition off the rear of their existing residence. The required 40-foot setback for the subject property and existing placement of the home would not permit a reasonably usable addition to the rear of the residence without zoning relief. Additionally, there are a few residences in the surrounding neighborhood with existing non-conforming rear yard setbacks that are comparable to the Petitioner's proposal. With that said, the addition should not cause substantial injury to the value of the other properties in the surrounding area. Therefore, Staff recommends approval of the requested Special Use, subject to the following condition:

1. The Special Use shall substantially conform to the Site Plan and Elevations submitted by the Petitioner, Brian Malinowski, 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.

DELIBERATIONS:

Commissioner Cavanaugh stated that it is an odd-shaped lot with different scenarios. The petitioner has done a good job addressing those and has met the standards. He also noted the existing homes in the neighborhood that are non-conforming. Commissioner Cavanaugh emphasized that the Petitioners indicate that this their forever home and they are trying to improve its value, while expanding to accommodate their family.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 9-0. This item will tentatively go to Village Council on Monday April 15th, 2024.

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

2. 2240 - 2266 N. Rand Road - **Recommend To Approve**

FPD-000097-2024 - 2266 N Rand Road

Notice was published in the Journal & Topics on March 21st, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. **Project Narrative**
2. **Final Engineering Plans**
3. **Final Architectural Plans**
4. **Landscape Plan**
5. **Plat of Subdivision**
6. **Traffic Study**
7. **Application**
8. **Proof of Ownership**
9. **Plat of Survey**
10. **O-69-22 Missner Planned Development**
11. **Public Notice**

Ms. Bremanis provides background on the request and states the Subject properties, along with the surrounding properties fronting Rand Road, generally northwest of Rand and Hicks Roads up to Lake Cook Road, were annexed in 2007. Presently, the only remaining use on the property is a contractor's supply use, as a previous used car dealership vacated the property at the end of March. These properties, along with 2296 N. Rand Road, were approved as a Planned Development for a distribution and logistics' center in 2022 and the property was rezoned from B-5 (Highway Business - only Route 12/Rand Road properties) to Planned Development.

This project never came to fruition.

The Petitioner is now requesting a new Planned Development and Plat of Consolidation, with a smaller building footprint and lot area. Orest Express Inc. plans to relocate their existing transportation and logistical solutions' facility from Elk Grove Village to the subject property. Therefore, the Petitioner is requesting:

1. **Final Planned Development to permit a logistics and distribution use, with accessory office uses; and**
2. **Final Plat of Subdivision to allow for the consolidation of six existing lots into one consolidated lot.**

Sworn in petitioner: Thomas Budzik - Architect - 2800 S River Rd., Des Plaines, IL

Mr. Budzik stated that the project team present includes the petitioner, the contract purchaser, and the civil engineer. He mentioned that the project was previously approved in 2022 as a Planned Development for a distribution and logistics center. Mr. Budzik addressed the differences in their submission today compared to what was approved in 2022.

He outlined the changes, noting that the building is smaller and will be developed on 7.9 acres instead of the originally approved 8.9 acres. The frontage along Rand Rd is reduced from 600' to 500', and the building itself is 100' narrower and shorter, with a height of 30'. The setback from the front property line remains the same, and the proposed building size is 58,000 square feet compared to the original 140,000 square feet.

Mr. Budzik explained that the end user is Orest Express, a family-owned second-generation company based in Elk Grove Village. They intend to move their facility to this location and establish it as their corporate headquarters, primarily handling goods transportation from the Midwest to the West. The proposed hours of operation are Monday to Friday, from 5 am to 7 pm, with office hours from 7 am to 5 pm.

The building is designed to accommodate their immediate and future needs, with space for up to 40 employees and 80 drivers. The office space is 7,000 square feet, with an additional 10,000 square feet for service and maintenance, and the remainder as general warehouse area. Mr. Budzik noted that they don't require storage but do need trailer parking.

Regarding stormwater management, the original proposal had a stormwater detention pond at the west end of the property, but they will handle all stormwater detention in an underground structure per MWRD requirements. Security measures include a fenced perimeter with gates at southern and northern accesses, designed to prevent truck traffic from blocking traffic flow.

Mr. Budzik described the building design as modern, clean, and efficient, with precast construction and windows reflecting the interior use. Landscaping will enhance the aesthetic, with colors reflecting the business branding.

Mr. Kolososki asks about the 10000 sq feet of maintenance.

Mr. Budzik responds that it will primarily be fleet service for their trucks, with no heavy repairs planned and will not be available to the general public.

Comm Kolososki asks if any truck drivers would be spending the night.

Mr. Budzik replies they would not.

Chairman Wood asks to provide further details regarding the trucks such as sizes, arrival times, departure times.

Sworn In: Volodymyr Motkalyuk - Vice President of Orest Express - 221 Joey Dr. Elk Grove Village

Mr. Motkalyuk explains that the company owns 50 trucks, which are semi-sleeper trucks with trailers measuring 53 feet, all transporting dry freight with no refrigerated or hazardous materials. He mentions that most of the fleet can be

parked on-site, but the majority will be on the road.

Chairman Wood asks where they will park.

Mr. Motkalyuk explains that they will park in the rear of the property.

Chairman Wood asks what brought this company to this property and if they looked at an industrial area.

Mr. Motkalyuk states that Palatine is strategically located near highways, airports, and train terminals, and also notes the strong labor force in this area.

Chairman Wood asks Mr. Motkalyuk to explain what a busy day would entail.

Mr. Motkalyuk responds that there may be trucks leaving at all times of the day depending on the delivery location, with most leaving between 5-7 am, as they are a long-haul company.

Chairman Wood asks if there is residential property near this property.

Ms. Bremanis responds that she doesn't have an exact distance but points out the residential homes in the photo. She states that this project went through the process 3 years ago and was deemed appropriate for this location.

Commissioner Schubert asks if trucks will be able to make a left turn out of the property.

Ms. Bremanis refers to the elevation of existing conditions, stating that at the northern entrance, there is a median, allowing for right-in and right-out access only. The petitioner adds that the entrance on the south end would have full access.

Commissioner Fedota asks if 5 of the 6 lots are being combined.

Ms. Bremanis clarifies that it is 6 of the 7 lots.

Commissioner Fedota notes that one lot will be orphaned.

Ms. Bremanis explains that if approved and the project moves forward, the owner of the lot to the north would be reached out to discuss different options. She mentions that the lot is part of the planned development zoning, and the two lots next to them to the north are zoned B5.

Commissioner Fedota asks if this cross-dock is for primary maintenance.

Mr. Motkalyuk responds that it is for short-term storage and maintenance.

Commissioner Roth-Wurster asks if the transit is parts or business to business.

Mr. Motkalyuk states it is business to business.

Commissioner Schubert asks if there will be hazardous materials.

Mr. Motkalyuk states they do not transport hazardous materials.

Commissioner Bettenhausen asks if the driveway is large enough to accommodate a waiting truck and a truck waiting for the gate to be opened.

Mr. Budzik states there is room for both.

Ms. Bremanis states that they have addressed most of the packet plans that were submitted. She notes that per the traffic study the previous plan had 598 total daily trips and this is at 120 trips, indicating a significant difference. The traffic study also notes a less than 1% increase on overall traffic along Rand Road.

Chairman Wood asks if parking accommodates 80 trucks.
Commissioner Friedman clarifies that they have 50 trucks but capacity for 86.
Ms. Bremanis states it is overparked for what is required.

Chairman Wood asks if they will be redoing parking lot.
Mr. Bremanis states they would be, as it is currently in poor condition.

Commissioner Friedman asks a procedural question and states that this is coming before them as a Final Planned Development, and although this was reviewed and approved previously, this is the first time for this request. Is this combining the Preliminary & Final?

Ms. Bremanis states that the original preliminary and final that was approved would hold for this request since it was decided it was of similar use and less dense.

Commissioner Friedman asks if the approval and action of the village are transferable in those cases.

Ms. Bremanis believes it is and notes other project conditions that state a change in ownership would require a new review, and the previous approval did not have this as a condition. Therefore, the new proposal would be heard as a final planned development request.

Commissioner Friedman also notes the diagram provided from previous plan to note the site comparison from the previous approval. He asks if the new building will sit the same distance off Rand Rd as the previous approval.

Ms. Bremanis confirms it was within 2 feet of the previously approved building.

Commissioner Friedman notes that the landscaping feels light on this proposal. He asks if there was a prior landscaping approval and would have liked to see that.

Ms. Bremanis states that per the conditions landscaping would be increased.

Commissioner Roth-Wurster asks about the storm water vault and asks if anything similar like this has been done in the village.

Mr. Bremanis states she doesn't recall but the architect could speak to it.

Commissioner Roth-Wurster asks if it would be monitored by MWRD.

Ms. Bremanis states MWRD would review.

Commissioner Roth-Wurster asks if the forest preserve would be protected.

Commissioner Schubert asks if fencing will be required.

Mr. Budzik states there is no requirement but they are proposing fencing and guard rails.

Commissioner Fedota asks if flow control is by pump or gravity.

Sworn in: Brian Ratajczak - Space Co - 9575 W. Higgins - Civil Engineer

Mr. Ratajczak states the flow control is gravity outlet and is not pumped and outlet at southwest corner of property where drainage is currently located.

He addresses Commissioner Roth-Wurster's question regarding the vault, stating

that they are common in areas being redeveloped where land prices are high and space is being maximized for development. It's a cost decision on their part. There is more value with trailer stalls versus detention ponds that are installed in these areas.

Commissioner Bettenhausen notes that there is a vault at Advanced Auto parts and Commissioner Freidman notes another location on Palatine Road at dental office that has a storm water vault.

Resident: Robert Kuhn - 97 W Brentwood Dr.

Mr. Kuhn points out his location on the site plan. He expresses concerns regarding the hours of operation, noise, movement of trucks, and horns honking. He questions what would happen if they have extended hours and are dropping trailers. Additionally, he raises concerns about the drainage at the southwest corner, noting that the field is already wet and becoming a swamp area. He's concerned about how the water will drain into the forest preserve. Mr. Kuhn requests that the flowage of water and off-hours sound control be addressed.

Mr. Motkalyuk addresses his concerns and states that they are a smaller scale operation than a UPS facility and don't anticipate their trucks using horns or making noise. They operate a driver fleet and they don't have noisy refrigerated trailers.

Chairman Wood asks what kind of truck traffic is anticipated leaving at 5am.

Mr. Motkalyuk states there may early morning trucks especially on Mondays and Fridays.

Mr. Ratajczak addresses the storm water management - the current non existing detention on the property and the storm water would be collected and released at a control rate to existing location where the storm water goes today and notes there would be no impact to the current wetland. He further states that previous MWRD received approval but it will go through another review for the new ownership.

Commissioner Friedman reiterates that the storm water vault discharges to the wetlands but in a matter and rate approved by those bodies.

Mr. Ratajczak confirms that is correct.

STAFF RECOMMENDATION:

The property was previously approved as a Planned Development for a distribution center in 2022, however, the project was never pursued. The Petitioner's proposed plans and use of the property are similar to the previously approved uses, and would relocate the existing transportation and logistical solutions facility to the Village. The current proposal features a reduced building footprint (square footage and height) and the traffic impact study indicates a lower daily volume. Additionally, Staff agrees that the proposed Planned Development complies with the required Planned Development Standards and

Design Standards. Therefore, Staff recommends approval of the Preliminary and Final Planned Development and Preliminary and Final Plat of Subdivision, subject to the following conditions:

1. The development shall substantially conform to the engineering plans by Spaceco INC., dated February 19, 2024 and the architectural plans by Thomas Architects, dated February 20, 2024, except as such plans may be changed to conform to Village Codes and Ordinances.
2. The Final Plat of Subdivision shall be submitted on Mylar with the required signatures and significantly conform to the Plat of Subdivision in a manner acceptable to the Village Engineer.
3. The Final Engineering Plans shall be revised in a manner acceptable to the Village Engineer, including the Final Engineer's Cost Estimate which shall be submitted in a manner acceptable to the Village.
4. Uses shall be governed by the B-5 Highway Business District use lists in the Village of Palatine Zoning Ordinance. In addition, the following uses shall also be permitted uses; Cartage or express establishments, Warehousing and distribution centers, and related office uses. Any use of the property shall also be subject to the required performance standards in the Village's Zoning Code. Any signage shall comply with the regulations in the Village's B-5 District.
5. The final landscape plans shall be submitted/revised in a manner acceptable to the Director of Planning and Zoning.
6. The final photometric and lighting plan shall be revised in a manner acceptable to the Village Engineer.
7. The final traffic directional signage plan shall be submitted in a manner acceptable to the Village Engineer.
8. If required by the Village Attorney, declarations shall be submitted in a manner acceptable to the Village Attorney. This could include a cross access easement for the property directly north of the Subject Property, if that property were to redevelop in the future, if requested by the Village of Palatine.
9. A Public Improvement letter of credit shall be submitted in a manner acceptable to the Village Engineer.
10. Review fees, in the amount of 1.5% of the total project improvement costs (as defined in the Village Code) based upon the finally accepted EEOPC shall be submitted in a manner acceptable to the Village Engineer.
11. A Subdivision Improvement Agreement shall be submitted in a manner acceptable to the Village Attorney.
12. A Planned Development letter of credit shall be submitted in a manner acceptable to the Director of Planning and Zoning.
13. All required extra agency permits (e.g., MWRD WMO, IDOT and IEPA Sewer and Water) shall be submitted in a manner acceptable to the Village Engineer.
14. A construction management plan, indicated the proposed material delivery routes and contractor parking areas, shall be submitted to the Village Engineer.
15. Recording fees in the amount of \$600 shall be submitted.

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 states he believes it's an appropriate use for this area. Previous plans had transportation and vehicle-related projects in the corridor. It will be a good use of space. He expresses concerns about turns in but notes that the drivers are experienced and should have no issues.

Commissioner Kolososki states it will be an improvement to the area and looks to be a good project.

Chairman Wood states that the property currently is in disrepair and vacant. She notes that the proposed new building is smaller in size than the original approval and highlights that they will be fixing up the property and providing landscaping. She further states that it is a high traffic area and believes this development will improve the corridor coming into Palatine. Chairman Wood emphasizes that this should not negatively affect other businesses or residences and points out that the business is expanding. She expresses confidence that, with years of operation and the previous approval for a heavier use, this project is favorable. Chairman Wood also notes that transportation is a growing business, which adds to her support.

Commissioner Friedman recalls that in a previous meeting, his concerns were centered around the size of the building being close to the street. He notes that currently, the property needs improvement and discusses the size and nature of the building at this location. Commissioner Friedman appreciates the smaller floor plan and size but emphasizes the importance of ensuring that landscaping would buffer the effects of the large building. He expresses that this type of building on Rand Road does not necessarily feel appropriate.

Chairman Wood agrees that the concrete building at this location is not what she envisioned but it will be an improvement to the gateway.

Commissioner Fedota notes that previously there were lumber yards, concrete contractors, auto dealerships and landscapers. If this is the direction for public land use and it fits within the zoning requirements it will be a substantial improvement.

Commissioner Roth-Wurster notes that the petitioner has put a lot of effort into design and engineer and making this their corporate headquarters. She feels they will address the landscaping to make it a nice space.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 9-0. This item will tentatively go to Village Council on Monday April 15th, 2024.

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

IV. COMMUNICATIONS

Clyde & Illinois

228 N Clyde was approved

223 E. Illinois was denied

Next meeting 5/14

Multi use denied at Northwest Highway

V. ADJOURNMENT

Minutes Acceptance: Minutes of Apr 9, 2024 7:00 PM (Meeting Minutes)

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

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



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)



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: Special Use Application (3 E. Northwest Hwy - SU Restaurant w Liquor)

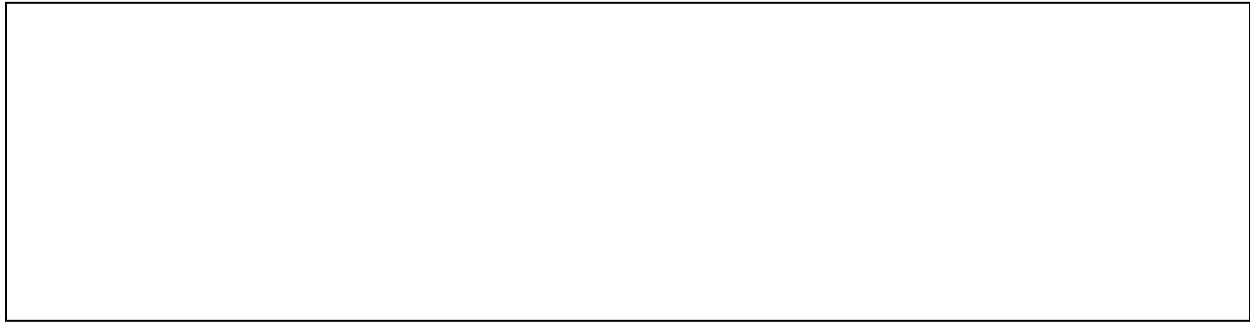
In order to supplement the above standards, the Planning and Zoning Commission may also consider the following:

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.



ALTA/ACSM LAND TITLE SURVEY

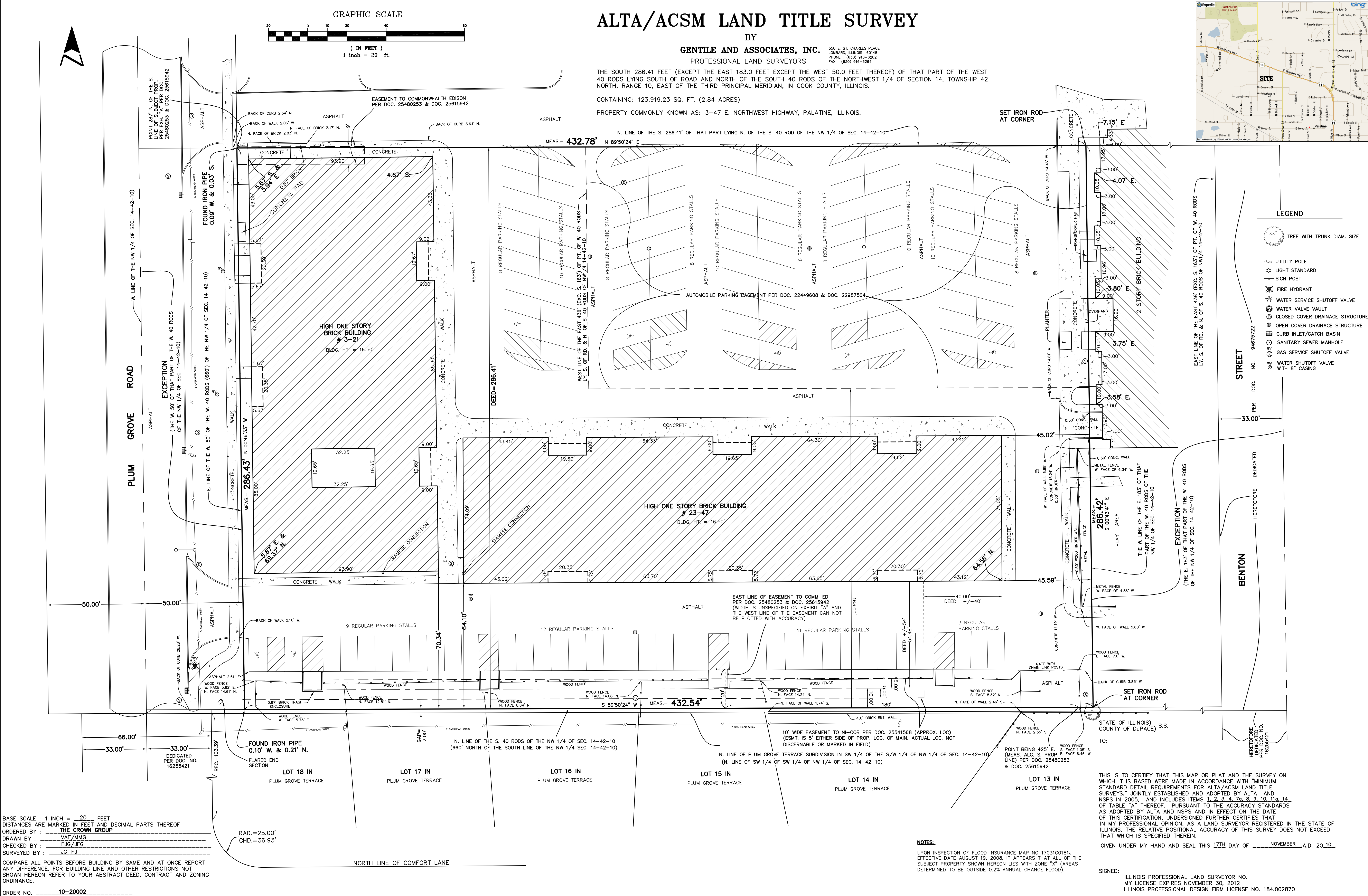
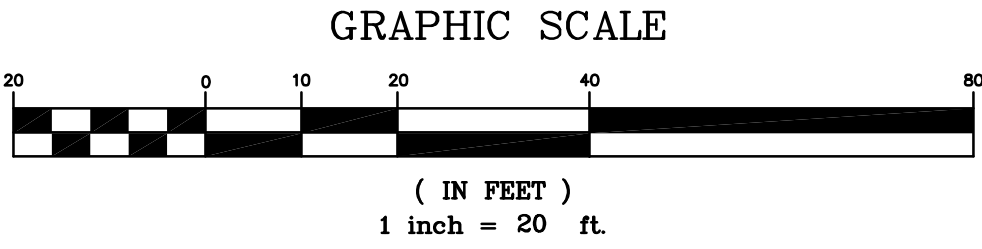
BY
GENTILE AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS

550 E. ST. CHARLES PLACE
LOMBARD, ILLINOIS 60148
PHONE : (630) 916-6262
FAX : (630) 916-6264

THE SOUTH 286.41 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 PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

CONTAINING: 123,919.23 SQ. FT. (2.84 ACRES)

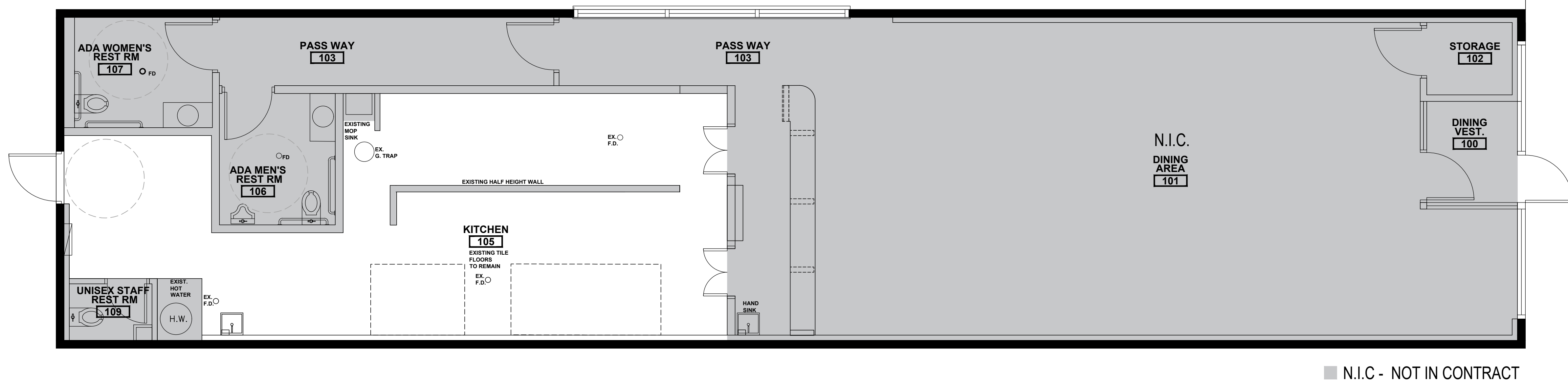
PROPERTY COMMONLY KNOWN AS: 3-47 E. NORTHWEST HIGHWAY, PALATINE, ILLINOIS.



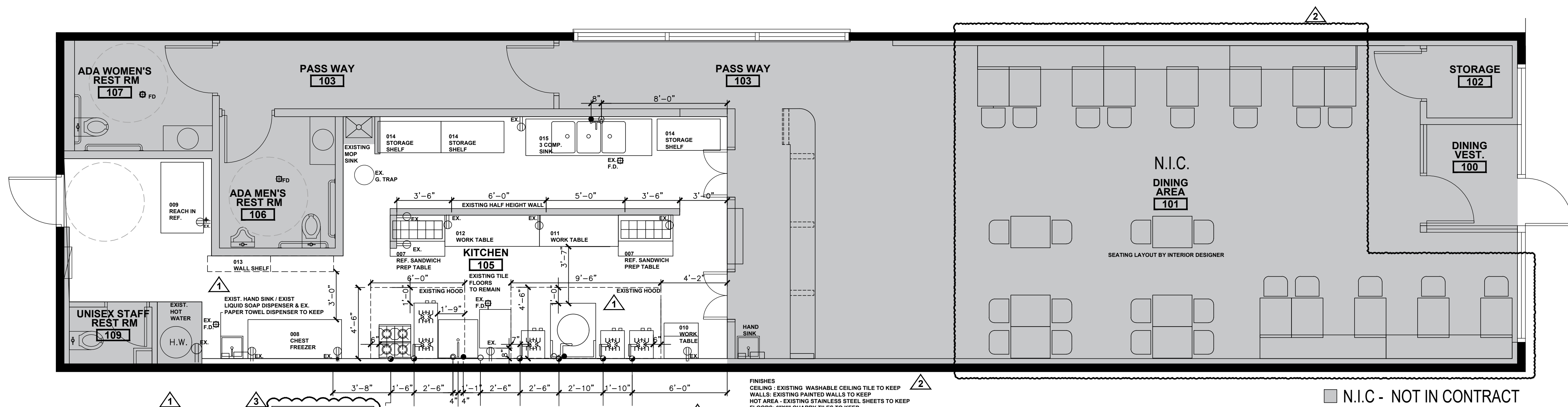
BASE SCALE : 1 INCH = 20 FEET
DISTANCES ARE MARKED IN FEET AND DECIMAL PARTS THEREOF
ORDERED BY : THE CROWN GROUP
DRAWN BY : VAF/MMG
CHECKED BY : FJG/JFG
SURVEYED BY : JG-FJ

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE. FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN HEREON REFER TO YOUR ABSTRACT DEED, CONTRACT AND ZONING ORDINANCE.

ORDER NO. 10-20002



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



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

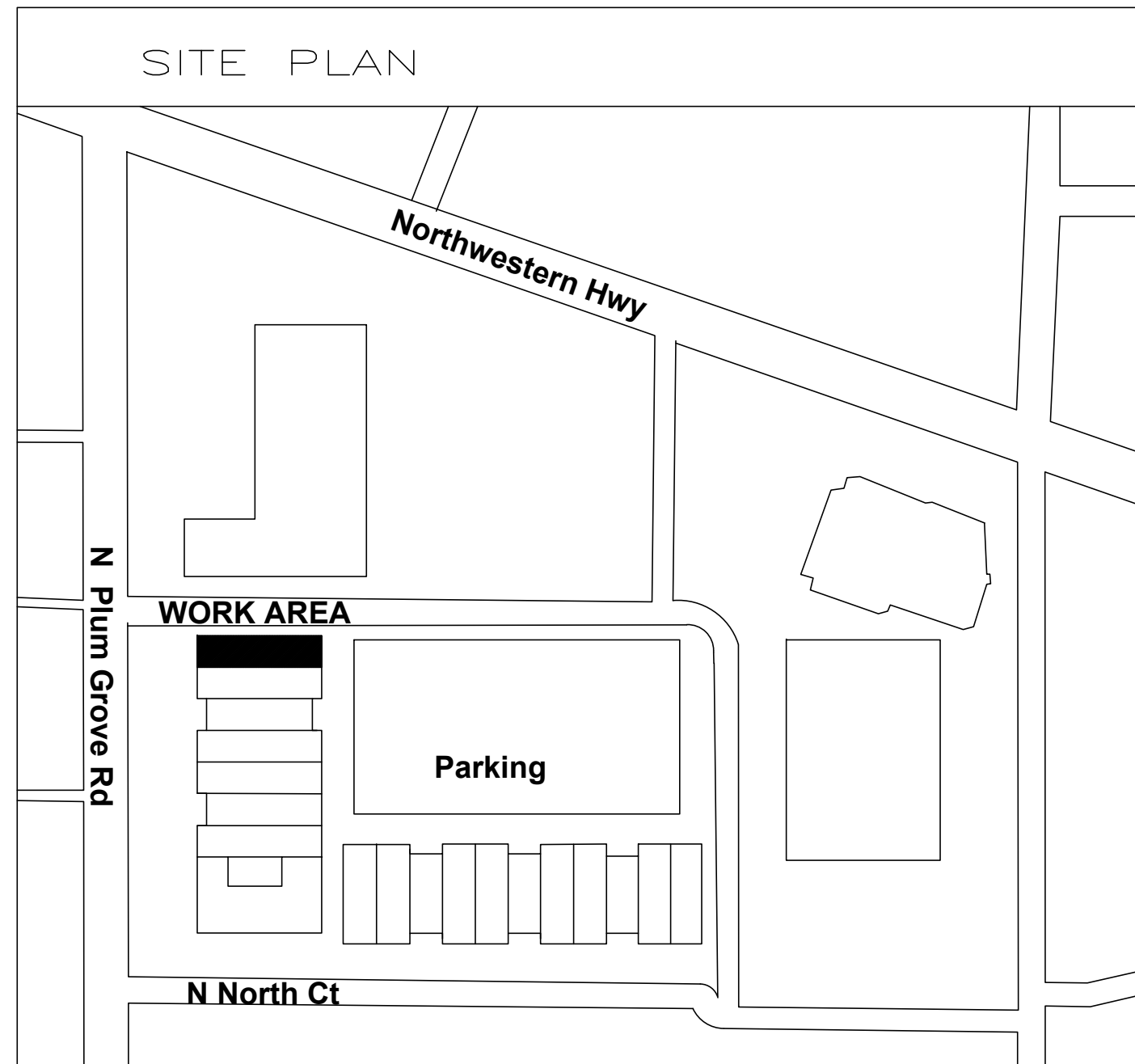
FOOD SERVICE EQUIPMENT						WATER CONN.		DRAIN		GAS
NUMBER	NAME	DESCRIPTION	MODEL#	QTY.	MANUFACTURE	MOUNTING	WATER CONN.	DRAIN	GAS	
001	WOK RANGE	17" W X 20" D X 34" H	351CPGWOKNG	2	COOKING PERFORMANCE GROUP	STAND ALONE	1/2"		3/4" 116000	
002	NOODLE RANGE	36" W X 42" D X 62" H	ABC-1	1	ABC RESTAURANT EQUIPMENT CO	STAND ALONE	1/2"		1" 116000	
003	STOCK POT STOVE	18" W X 25" D X 22.5" H	351CPGSP18N	1	COOKING PERFORMANCE GROUP	STAND ALONE			3/4" 116000	
004	STOCK POT STOVE	18" W X 46" D X 22.5" H	351CPGSPRN	1	COOKING PERFORMANCE GROUP	STAND ALONE			3/4" 116000	
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" 116000	
006	S.S. ONE COMPARTMENT SINK	24" W X 24" D X 43.75" H	522CS118NFW	1	STEELTON	STAND ALONE	1/2" 1/2"	1 1/2"		
007	REFRIGERATED SANDWICH PREP TABLE	46.75" W X 31" D X 42 3/8" H	178MPTABHC	2	AVANTICO	STAND ALONE	1/2" 1/2"	1 1/2"		
008	CHEST FREEZER	71.25" W X 29.75" D X 33" H	177CF250HC	1	GALAXY	STAND ALONE				
009	REACH-IN REFRIGERATOR	54" W X 32.25" D X 82.5" H	178SS2RHRC	1	AVANTICO	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 9" H	460C244809B	3	REGENCY	STAND ALONE				
015	3 COMPARTMENT SINK	90" W X 24" D X 43 3/4" H	522CS3181BLK	1	STEELTON	STAND ALONE	1/2" 1/2"	1 1/2"		
016	ICE MAKER	26" W X 27" D X 36.5" H	UC-F-160 A26	1	AVANTICO	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

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

SEAL: BHAN AL-ABOSY 001-020815 STATE OF ILLINOIS



TRADE CONTRACTORS NOTES

- 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.
- ANY CHANGES TO THESE LOCATIONS SHOULD BE VERIFIED WITH THE ARCHITECT OR FOOD SERVICE CONTRACTOR.
- ALL DIMENSIONS SHOWN ARE FROM FINISHED WALLS, COLUMNS AND FLOORS. WHERE BASE SIZES ARE SHOWN, THEY SHALL INCLUDE FINISHED SURFACES.
- TRADES ARE TO MAKE THE FINAL CONNECTIONS FROM ELECTRICAL SERVICE LOCATIONS INDICATED TO EQUIPMENT PER LOCAL CODES.
- FOR ADDITIONAL INFORMATION REFER TO DETAIL DRAWINGS, MANUFACTURERS SHOP DRAWINGS, SPECIFICATIONS, AND BROCHURE BOOK.
- 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.
- TRADES SHALL PROVIDE OUTLETS IN EQUIPMENT AS CALLED FOR IN THE FIELD AND DO ALL CONTROL WIRING.
- 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.
- TRADES SHALL FURNISH CONNECTIONS TO EQUIPMENT SETTING ON COUNTERS THAT DO NOT COME WITH CORD & PLUGS, FROM OUTLET BOX OR RECEPTACLE.
- 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.
- 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.
- TRADES TO PROVIDE OCTAGONAL 1/2" BOXES (+54") WITH 3/4" CONDUIT TO ABOVE FINISHED CEILING FOR FIRE PROTECTION SYSTEM REMOTE PULLS. VERIFY LOCATIONS WITH PROPER AUTHORITY.
- 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.
- ALL DIMENSIONS MUST BE VERIFIED AND AGREE WITH THE LATEST ARCHITECTURAL PLAN.
- TRADES TO VERIFY WITH OWNER/OPERATOR REQUIREMENTS FOR CASH SYSTEM AND TO SUPPLY ALL NECESSARY COMPONENTS FOR ITS PROPER OPERATION.
- 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.
- TRADES TO SUPPLY AND INSTALL ALL REQUIRED PRESSURE REDUCING AND REGULATING VALVES REQUIRED FOR THE PROPER OPERATION OF FOOD SERVICE EQUIPMENT.
- 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.
- 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.
- ALL CONNECTIONS, ELECTRICAL AND PLUMBING, SHALL BE PER STATE AND LOCAL CODES.
- CONTRACTOR TO VERIFY BUILDING CODE IN REGARD TO ACCEPTABLE DRAIN PIPE MATERIAL. FOODSERVICE DRAINS NEED TO ACCOMMODATE 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
⊙	AF.	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
⊙	ECS.	ELECTRICAL CONDUIT STUB UP
⊙	JB.	JUNCTION BOX
⊙	SW.	SWITCH
⊙	TEL.	TELEPHONE



CHICAGO RAMEN
P L A T I N E

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)

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>

TSUKEMEN (DIPPING NOODLE)		BEEF CURRY & CHICKEN MABO TOFU RAMEN	
			
SPICY TSUKEMEN \$14.95	TSUKEMEN \$13.95	BEEF CURRY RAMEN \$15.95	BEEF CURRY RAMEN W/EGG \$17.95
			
TSUKEMEN W/EGG \$15.95	TSUKEMEN W/PORK CHA-SHU \$20.95	CHICKEN MABO TOFU RAMEN \$13.95	CHICKEN MABO TOFU RAMEN W/EGG \$15.95
RED MISO RAMEN		WHITE MISO RAMEN	
			
SPICY RED MISO RAMEN \$14.95	RED MISO RAMEN \$13.95	SPICY WHITE MISO RAMEN \$14.95	WHITE MISO RAMEN \$13.95
			
RED MISO RAMEN W/EGG \$15.95	SPICY RED MISO RAMEN W/SWEET CORN \$16.95	WHITE MISO RAMEN W/EGG \$15.95	SPICY WHITE MISO RAMEN W/SWEET CORN \$16.95
CHICKEN & VEGETABLE RAMEN		EXTRA TOPPING	
		PORK CHA-SHU \$7.50	ALTAMA (KID) \$2.00
SPICY CHICKEN RAMEN W/EGG \$16.95	SPICY VEGETABLE RAMEN W/EGG \$15.95	WENMA (RAMEN DEPT) \$4.00	VEGETABLES \$4.50
CHICKEN RAMEN \$13.95	VEGETABLE RAMEN \$12.95	SWEET CORN \$3.50	NORI (SEAWEEED) \$3.00
		GREEN ONION \$3.50	
		NOODLE \$3.00	
		APPETIZERS	
		PIZZA \$6.95	TAKOYAKI \$7.95
		CHICKEN KARAAGE \$7.95	SALMON SASHIMI \$9.95
		SHIRASHI PEPPER \$5.95	JAPANESE CALAMARI \$7.95
		EBANAME SALT OR GARLIC \$5.95	ADUCTIVE CARBAGE \$4.95
		SHRIMP TEMPURA \$6.95	FRIED OYSTER \$12.95
		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 \$6.95	CURRY BOWL \$6.95
		SHRIMP TEMPURA BOWL \$7.95	MABO TOFU BOWL \$7.95
		JAPANESE HOT DOG	
		PORK CHA-SHU HOT DOG \$6.95	
		CHICKEN KARAAGE HOT DOG \$6.95	
		BEEF SUKIYAKI HOT DOG \$6.95	
		SHRIMP HOT DOG \$7.95	
		OYSTER HOT DOG \$8.95	
		DESSERT	
		MOMO ICE CREAM \$3.50	
		VANILLA / STRAWBERRY / MATCHA / MANGO / BLACK ICE CREAM	
		DRINKS	
		HOME MADE MATCHA (GREEN TEA) \$3.50	COKE / DIET COKE / SPRITE \$2.00
		CALPICO \$2.50	ICE TEA \$2.00
		PEACH OOLONG TEA \$3.00	ORANGE JUICE \$3.00
		RAMUNE \$3.50	
1644 S Randall Rd, Suite #E20, Algonquin, IL 60102 • 224-241-8094			
CHICAGO RAMEN ALGONQUIN			

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. 2024, and the last publication thereof was made on the 25TH day of APRIL, A.D. 2024.

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

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



Mary Alice Wenzl

IN WITNESS WHEREOF, THE **DES PLAINES JOURNAL, INC.**, has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 25TH day of APRIL, A.D., 2024.

By Tedd 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., 2024.

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

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

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.

- 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:

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: Aerial Map (574 W. Colfax St - 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.



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.

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:

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.



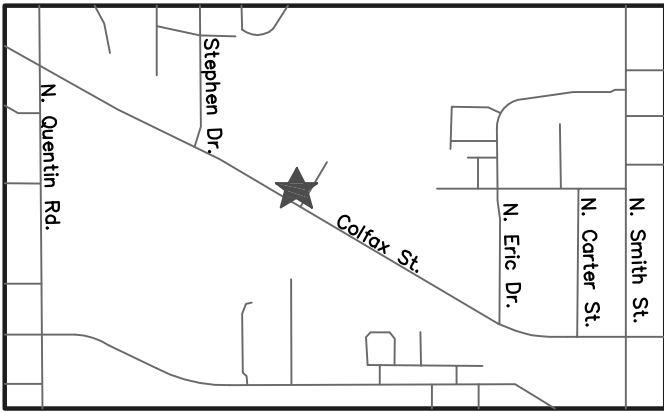


ALTA/NSPS

Land Title Survey

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.

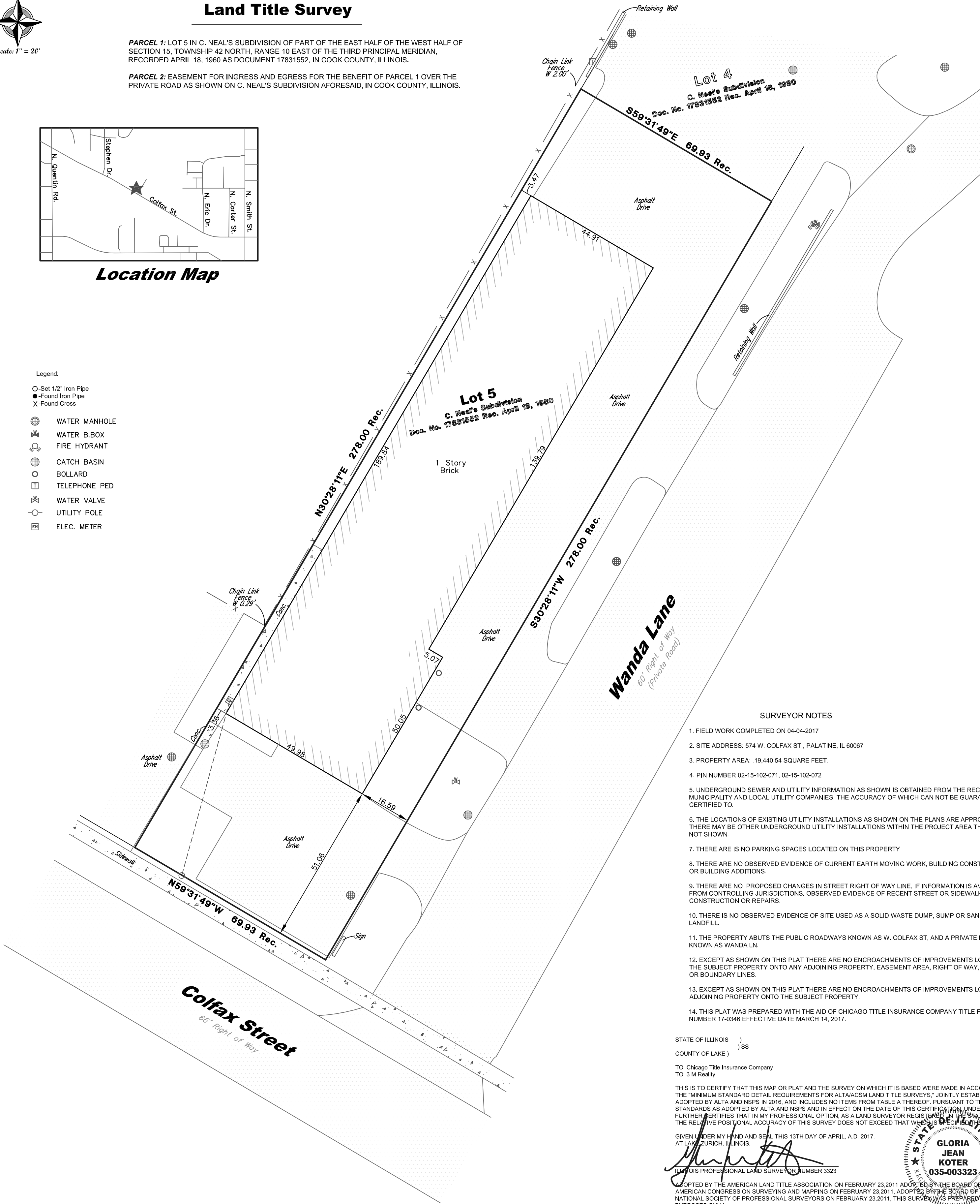
PARCEL 2: EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 1 OVER THE PRIVATE ROAD AS SHOWN ON C. NEAL'S SUBDIVISION AFORESAID, IN COOK COUNTY, ILLINOIS.



Location Map

Legend:

- 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 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)
COUNTY OF LAKE) SS

TO: Chicago Title Insurance Company
TO: 3 M Realty

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 OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF ILLINOIS, THE RELATIVE POSITIONAL ACCURACY OF THIS SURVEY DOES NOT EXCEED THAT WHICH IS SPECIFIED HEREIN.

GIVEN UNDER MY HAND AND SEAL THIS 13TH DAY OF APRIL, A.D. 2017.
AT LAKE ZURICH, ILLINOIS.

ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3323

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.



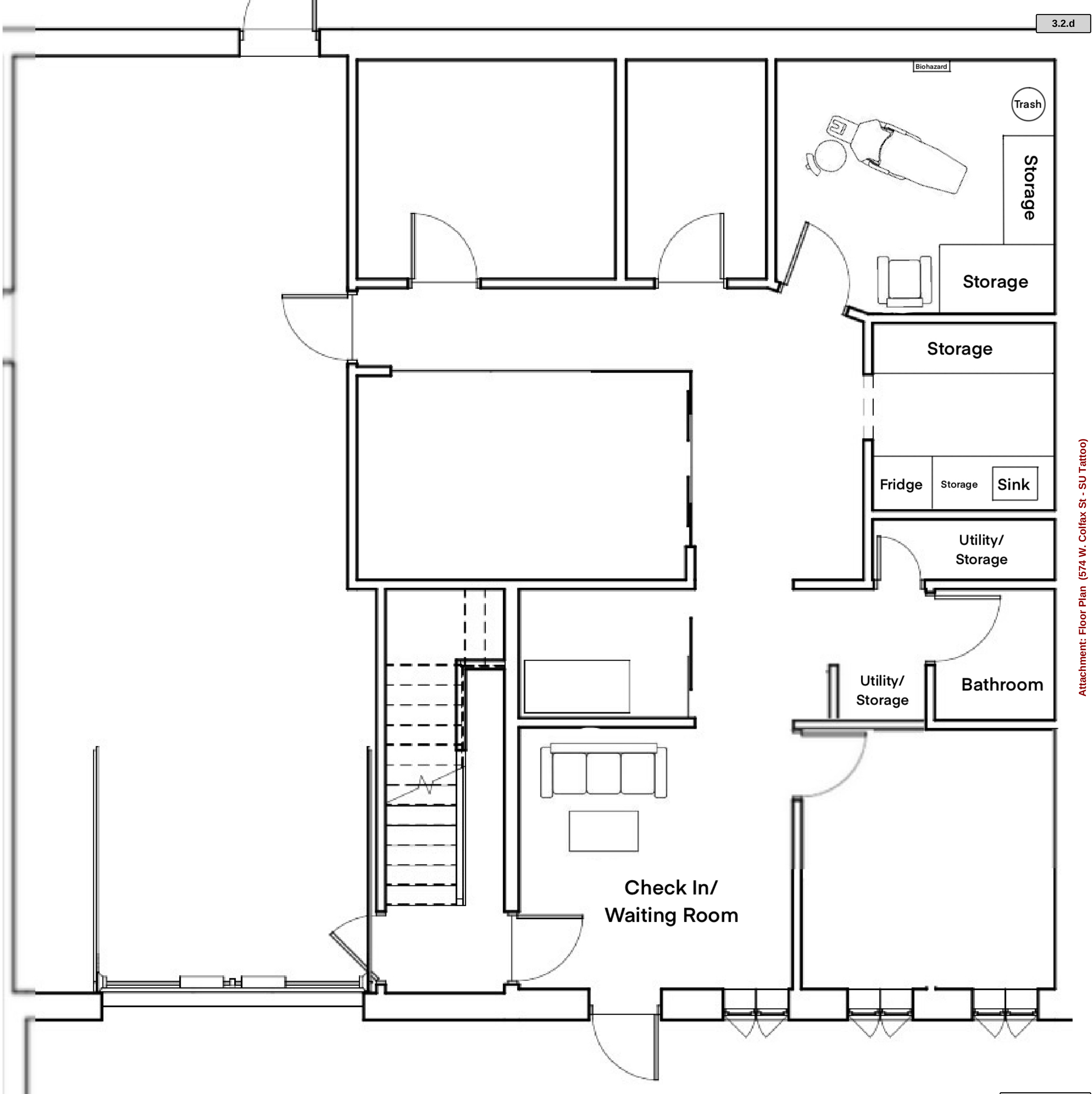
Drawn:	IS	Date:	04-13-17
Revision	Date	Drawn	Checked
Fixed Dimension	4-18-17	KD	GJK



Land Surveying Services, Inc.
1182 Heather Drive Lake Zurich, Illinois 60047
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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 Name PLAT OF ALTA/NSPS
Sheet Number SURVEY	



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

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.

- **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.

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 for 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.

- 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.

- 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.

- **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:**

- 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

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

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.

- **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:**

- 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.

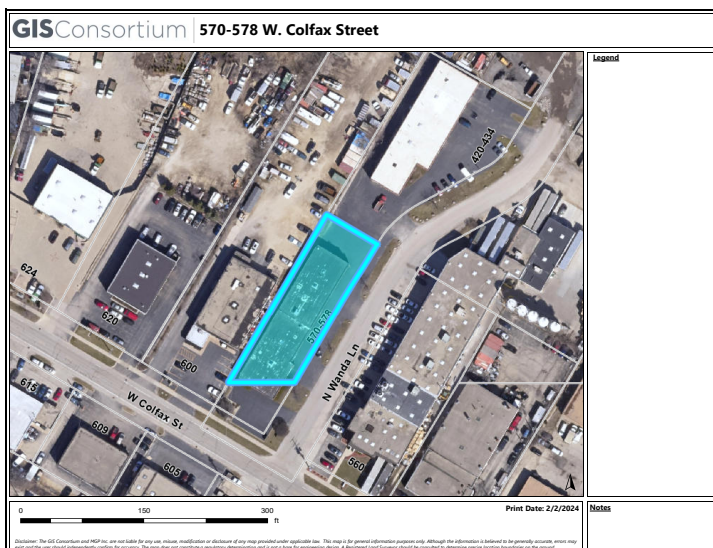
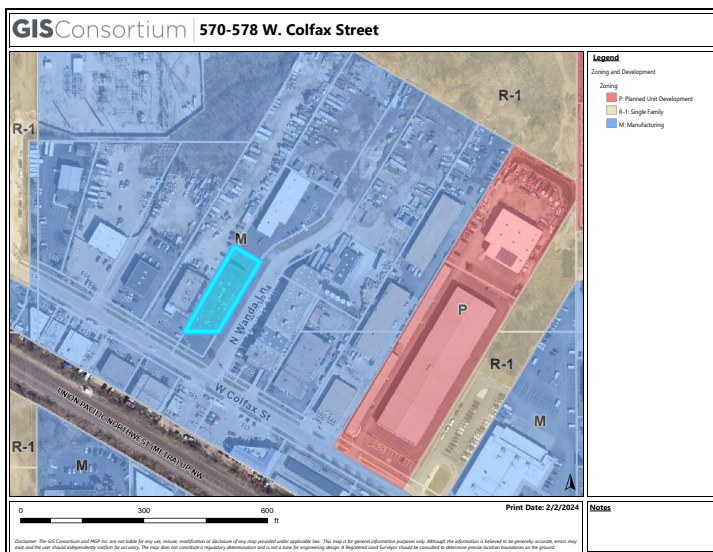
- **Customer Relationship Management:**
 - Establish and maintain a centralized client database containing detailed information about each client, including contact details, appointment history, tattoo preferences, and special requests.
 - Use a CRM software platform to organize and manage client data 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:**

- 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.

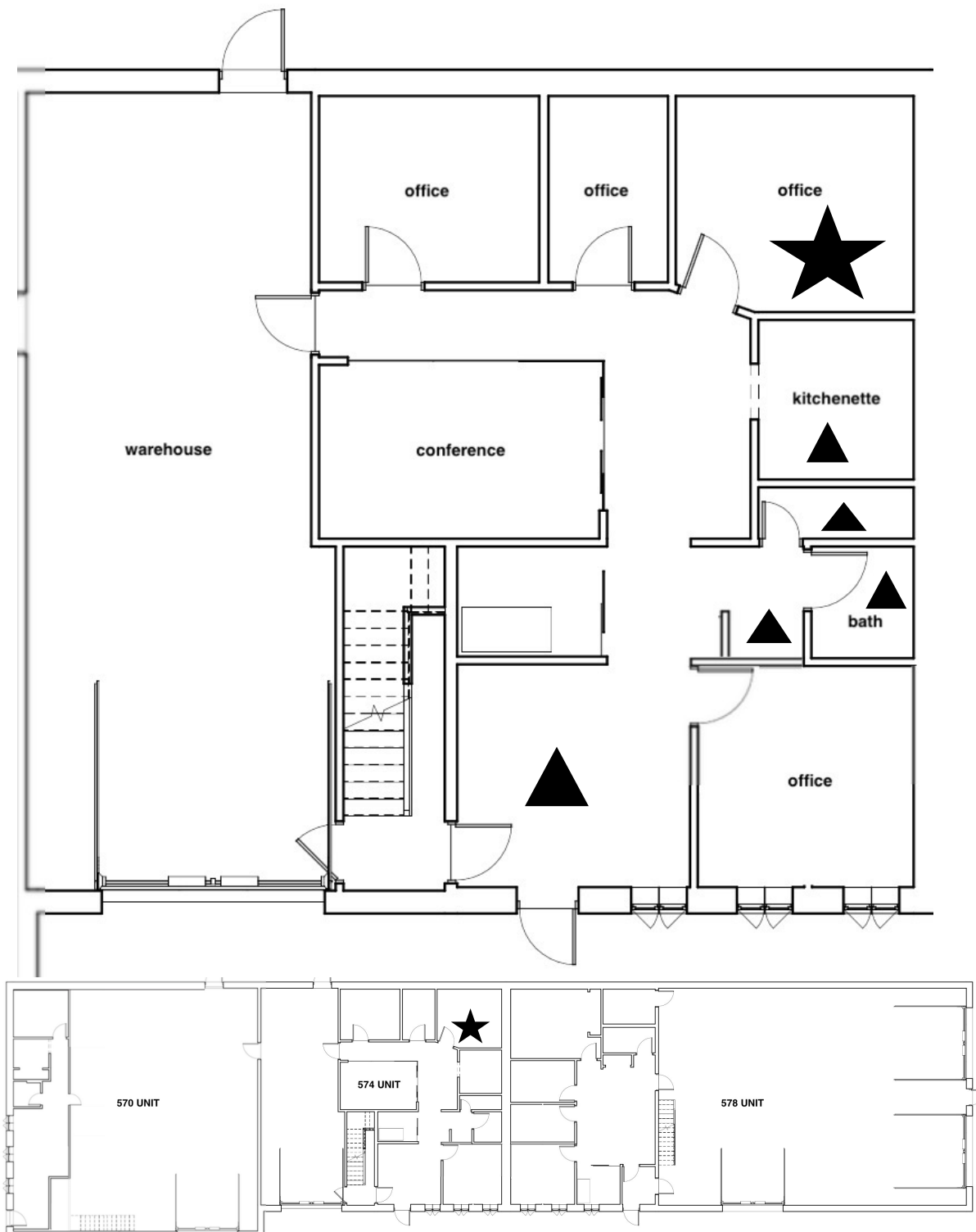
By implementing this CRM plan, TA2HOOLIGAN, LLC can effectively manage client relationships, enhance the client experience, and foster long-term loyalty and satisfaction among its clientele

Operations Plan

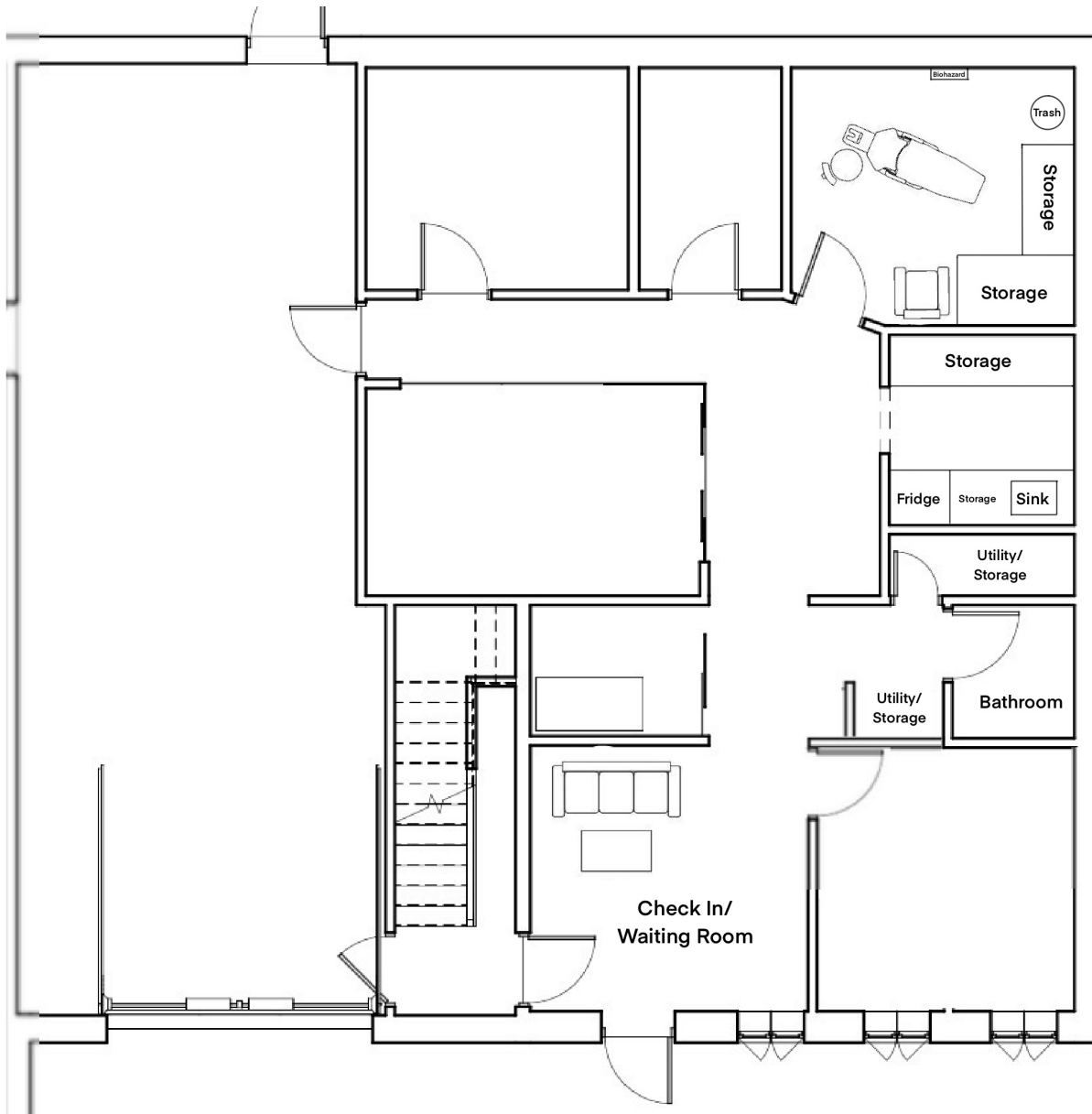
- **Location:** 574 W Colfax St
Palatine, IL 60067 United States



- **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



Floor Plan:



Attachment: Business Plan (574 W. Colfax St - 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.
- **Storage and Inventory Management:**
 - 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.

- 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:**

- 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.

- **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.

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 to TA2HOOLIGAN, 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.

Luke Kozlowski

Palatine, Illinois, United States

lukekozlowski17@gmail.com

[linkedin.com/in/ta2hooligan](https://www.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

Luke Kozlowski - page 1





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 getting 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 a 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

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: $\$500 + (\text{Total number of work stations after the first one} \times \$50) = \text{Fee Due}$

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			

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 AddressCheck 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: _____

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)

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)														
<table border="0"> <tr> <td><u>Name</u></td> <td><u>Age</u></td> </tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </table>			<u>Name</u>	<u>Age</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Contact Name		Telephone Number (____)____-____												
Contact Email														
SIGNATURE OF APPLICANT														
Permanent Business Contact Information														
Name	Address													
City	State	Zip												
Telephone (____)____-____														

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

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

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

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

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.

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

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

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

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 <u>each</u> tanning session, and the procedure for informing clients about photosensitizing substances.

The facility procedure for dealing with pregnant women who wish to tan.

3.2.e

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: Business Plan (574 W. Colfax St - 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.

The procedures for the operator to perform 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

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

**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:

"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

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

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

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.

"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,

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).

"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

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.

"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]

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

- 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.

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

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.

- 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.

- 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

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

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

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

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,

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

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

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.

- 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-

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

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:

- 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.*

- 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.

- 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.

- 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.

- 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

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*

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;

- 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);

- 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

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.

(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

(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.)

(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.
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	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.
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	single use ink is used in all tattooing procedures.
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(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.)

(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

(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.

(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

(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.)

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. 2024, and the last publication thereof was made on the 25TH day of APRIL, A.D. 2024.

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

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



Mary Alice Wenzl

IN WITNESS WHEREOF, THE DES PLAINES JOURNAL, INC., has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 25TH day of APRIL, A.D., 2024.

By Todd Wassell

President

Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 25TH day of APRIL, A.D., 2024.

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

Attachment: Public Notice (574 W. Colfax St - SU Tattoo)

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)

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

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, Bartłomiej 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: Aerial Map (1916 N. Rand Rd - SU VAR Liquor & Parking)

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.



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.

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



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.

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.

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



SCALE: 1"=30'

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 10TH, 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 #184-002785

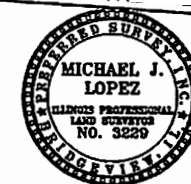
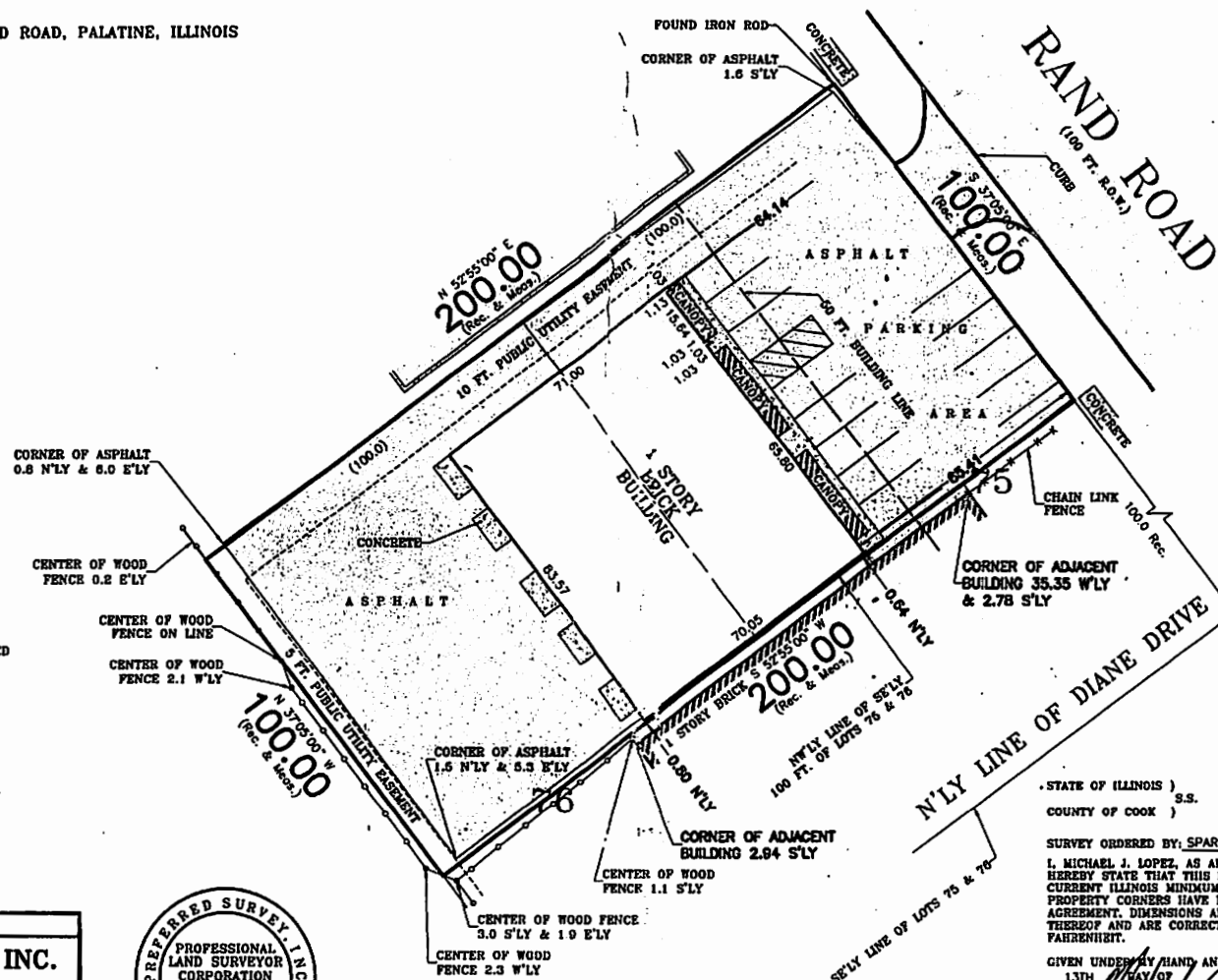


PREFERRED SURVEY, INC.

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: CD/TT/BR
Land Area Surveyed	20,000.0 Sq. Ft.	CAD: IP
Drawing Revised		



STATE OF ILLINOIS)
COUNTY OF COOK)

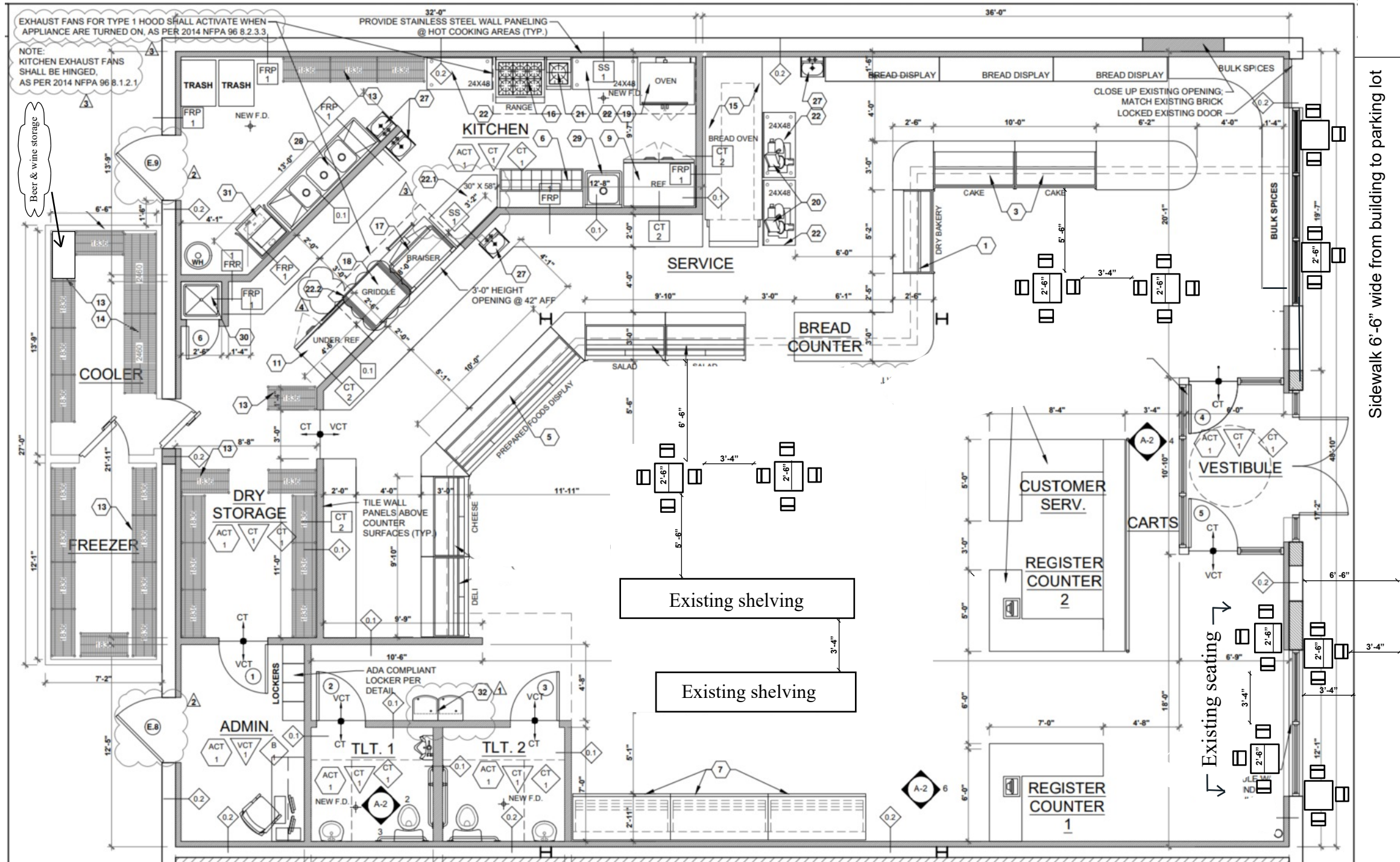
SURVEY ORDERED BY: SPARTACUS 3 LLC

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 LICENSE EXPIRES ON 11/30/18

P.S.I. NO. 170236



Business Plan

April 2024

Attachment: 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

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.

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.

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

- 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

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.

- 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,

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.

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**

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:

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.

- **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,

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

- **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.

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

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

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

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

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.

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)

	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

	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.

- **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.

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: Letter of Support - Pyziak (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. 2024, and the last publication thereof was made on the 25TH day of APRIL, A.D. 2024.

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

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



Mary Alice Wenzl

IN WITNESS WHEREOF, THE DES PLAINES JOURNAL, INC., has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 25TH day of APRIL, A.D., 2024.

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., 2024.

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

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