



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

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

MAY 9, 2022

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

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

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

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES – Time: 7:00 PM

1. Village Council & Committee of the Whole - Regular Meeting - May 2, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Thursday, May 12: 5PM-8PM
Mindfulness & Merlot Wine Tasting
Palatine Township Senior Center

V. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:01 PM

BRAD HELMS, CHAIRMAN

1. 44 W. Illinois Avenue (Council District: Two)

The Motion was to approve both Items A. and B.

Planning & Zoning Director Ben Vyverberg presented Chirag Patel's request for a Special Use to operate an upscale Armanetti's package liquor store in the previous J.J. Pepper's 3,500 square foot space, vacant for 10 years. Petitioner proposes to remodel interior, improve façade, repair parking lot, and add landscaping. At the April 12 Public Hearing, three residents favored the proposal and two written objections were received. The ZBA voted unanimously to approve the Special Use and Staff concurs.

Petitioner Chirag Patel is applying for a Class B Liquor License. Staff supports the request.

Discussion ensued regarding limited signage. An existing sign on the east side of the building is allowed by code. Village manager Reid Ottesen stated that our License limits signage to 50% of the window. Conditions can be modified.

Rick Heidner, center owner for 30 years, stated the improvements will be immediate within the month, if approved.

Chirag Patel, Morton Grove; Cory Kelly, Schaumburg; designer and builder,

Hashit Patel, Morton Grove, manager, addressed the Council.

Councilman Lamerand repeated that we do not want signs in the windows as this is in the middle of a residential area. Kelly stated it will look more like a bar with a few signs. There is a benefit to have some signage. Councilman Lamerand noted the Donkey Inn does not have signs in the windows. Ottesen stated he would share plans with the Council. He stressed that it is in a residential area and can come back before the Council before occupancy is issued.

Patel stated they will have tastings in future. Ottesen noted a separate license for tastings is required.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider an Ordinance Granting a Special Use for a Package Liquor Store at 44 W. Illinois Avenue - **Approved** (Council District: Two)
 - B. Consider an Ordinance Increasing the Number of Class B - Package Liquor Store Licenses by One for U Zara, Inc. (D/B/A Armanetti Beer-Wine-Spirits) at 44 W. Illinois Avenue - **Approved** (Council District: Two)
2. As Submitted -

Nothing was submitted.

B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:11 PM

GREG SOLBERG, CHAIRMAN

- 1. Authorize the Village Manager to Execute a Contract with SDI Presence, LLC for an Information Technology Strategic Plan - **Approved**

IT Director Larry Schroth recommended entering into a contract with SDI Presence, LLC. SDI to complete an IT Strategic Plan before 2023, to help identify and align major projects, review current infrastructure to ensure it meets current and future needs, to determine if staffing levels and contract expertise is sufficient, to review operating policies, and to provide governance for IT activities. Staff recommends authorizing the Village Manager to execute a contract, not to exceed \$50,000 with SDI for an IT Strategic Plan.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

C. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:13 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

Nothing was submitted.

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:13 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:13 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:13 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:13 PM

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

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

1. Consider an Ordinance Granting a Special Use for a Package Liquor Store at 44 W. Illinois Avenue - **Approved** (Council District: Two)

Ordinance #O-43-22

2. Consider an Ordinance Increasing the Number of Class B - Package Liquor Store Licenses by One for U Zara, Inc. (D/B/A Armanetti Beer-Wine-Spirits) at 44 W. Illinois Avenue - **Approved** (Council District: Two)

Ordinance #O-44-22

3. Authorize the Village Manager to Execute a Contract with SDI Presence, LLC for an Information Technology Strategic Plan - **Approved**
4. Consider a Resolution Releasing the Dagan Park Estates Public Improvement Security Deposit - **Adopted by Roll Call** (Council District: One)

Resolution #R-12-22

IX. REPORTS OF STANDING COMMITTEE**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 7:14 PM

No one came forward.

XIII.ADJOURNMENT – Time: 7:15 PM

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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MINUTES

MAY 2, 2022

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

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

II. PLEDGE TO THE FLAG

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Village Council & Committee of the Whole - Special Meeting - April 18, 2022 - **Accepted**
2. Village Council & Committee of the Whole - Regular Meeting - April 18, 2022 - **Accepted**

Minutes Acceptance: Minutes of May 2, 2022 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Friday, May 6: 5PM-9PM

Girls on the Town

Downtown Palatine

Saturday, May 7: 10AM-1PM

Big Truck Event

Family Aquatic Center

Saturday, May 7: 1PM-4:30PM

Benefit for Palatine Township Senior Center

Sanfilippo Estate

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:05 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Granting Approvals, Including Waiver of the Sound Amplification Ordinance and Traffic Controls, for the St. Nectarios Greek Orthodox Church 'Greek Fest' Event on June 24 -26, 2022 at 133 S. Roselle Road - **Approved by Voice Vote** (Council District: One)

Village Manager Reid Ottesen recommended approval of St. Nectarios' request for waiver of sound amplification ordinance and approval of the traffic management plan for 2022 Greek Fest on June 24 - 26.

George Reimnitz, of St. Nectarios Church, thanked the Village for support of the event.

Minutes Acceptance: Minutes of May 2, 2022 7:00 PM (APPROVAL OF MINUTES)

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

2. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider an Ordinance Granting a Special Use for a Unique Use to Permit a Short-Term Rental at 26 N. Rohlwing Road - **Motion Failed by Roll Call** (Council District: Six)

Planning & Zoning Director Ben Vyverberg presented the 26 N. Rohlwing Road homeowner's request for a Special Use for a Unique Use to permit a short-term rental of one unit of his duplex, zoned R-2 Single-Family Residential. Two neighbors have expressed opposition to short-term rental; however, the Plan Commission approved.

Staff does not support short-term rentals in residential neighborhoods as appropriate land use and sees potential parking concerns. If the Village Council agrees, Staff recommends a specific text amendment to the Village Code to clarify these restrictions.

Councilman Solberg asked about VRBO in the area, most neighborhoods do not allow in single or multi-family areas. This is the first request.

In response to Councilman Kozlowski, the petitioner does have an active rental license for long-term rentals.

In response to Councilman Helms, Vyverberg confirmed that old grandfathered non-conforming uses revert to not operative after non-use.

Councilman Helms expressed concern for short-term rental, maintaining proper care and upkeep.

Byron Blackham, owner, stated since 1997, the duplex rental status has been in effect. He has rented it for 7 years. Now, understanding neighbors and Council concern about short-term rentals and the Palatine process for rental properties, we want to do things legally. He said the Zoning Board has approved our request. He believes the owner occupied situation is a safeguard. He has had a bad experience with long-term rental (smokers) and eviction was challenging, tenants have more rights than landlords. The expense and time to get them out, was difficult. He would be onsite when renting; he would not rent when away.

Councilman Helms stated concerns that others may follow. Location does not lend itself to short-term rental (unlike a house on the beach). We have an ordinance for long-term rentals, which would apply to short-term rental.

Councilman Kozlowski noted that there are four places in Palatine available outside the law necessitating Administrative attention.

Councilman Myslinski stated we do need due diligence, but noted that the air B&B renters' ratings require the highest level of upkeep.

RESULT:	MOTION FAILED BY ROLL CALL [1 TO 6]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Kozlowski
NAYS:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms

2. As Submitted -

Nothing was submitted.

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:21 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. 325 E. Lake Cook (Council District: One)

A. Consider an Ordinance Amending Article 15 - Adult Use Recreational Cannabis of Appendix A of the Village of Palatine Code of Ordinances -
Motion Carried by Roll Call

Village Manager Reid Ottesen reported December 2019, following Illinois' approval of the Cannabis Regulation and Tax Act, that the Village of Palatine approved the Adult Use Cannabis Dispensary regulations within the Zoning Ordinance. That Ordinance identified eligible zoning districts for Special Use review: the B-5 district (Rand Road) and the Manufacturing District. While the initial text amendments focused on only these zoning districts, staff believes that there may also be appropriate locations within properties zoned Planned Development, subject to the B-5 and Manufacturing districts. The Zoning Ordinance also requires a current medical cannabis-dispensing license. After three years of administering the State Cannabis Act, with 85 separate security protocol limitations, staff believes that the medical cannabis dispensary requirement is no longer necessary. On April 19, 2022 the Plan Commission voted unanimously to recommend approval of the Article 15 text amendments. No residents testified. Staff recommends the text amendments as proposed.

Councilman Kozlowski noted that there are differences between recreational and medicinal grade. He could only support if offering both

medicinal and recreational. Ottesen noted the outstanding vetting process that the state conducted for both medicinal and recreational.

RESULT:	MOTION CARRIED BY ROLL CALL [6 TO 1]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Helms
NAYS:	Kozlowski

- B. Consider Ordinances Approving a Planned Development Amendment for the Patrick Hyundai Phase 2 Planned Development and a Special Use for an Adult Use Dispensary for the Vacant Lot East of 325 E. Lake Cook Road - **Motion Carried by Roll Call** (Council District: One)

Village Manager Reid Ottesen presented the B5 Zoning and that the proposed site meets requirements.

Planning & Zoning Director Ben Vyverberg continued explaining the Planned Development on Lake Cook as originally planned, B-5 Zoning, the floorplan, and spacing requirements, proposed interior, security, 85 security requirements by State, 30-50 high definition cameras, private drive right in on Rand to right out on Lake Cook.

In response to Councilman Kozlowski, Vyverberg explained Botavi is the petitioner, Justice is the Limited Liability Operating Company, and BLOC is the retail dispensary operated by Justice.

In response to Councilman Myslinski regarding signage, Ottesen said the zoning allows signage. State regulates signage on content, Palatine regulates height, size and location. The Council would have final review and approval of signage. Councilman Helms asked about location between dispensaries; could there be one across the street in Lake County?

In response to the Council, Craig Krandel, attorney for the Petitioner, Botavi Wellness, LLC responded 1,500 feet is required between dispensaries, Botavi is the petitioner and currently there is litigation regarding issuing licenses. Certain businesses were overlooked by the state processing licenses. The six not included will be decided in the court. It is currently under review. Botavi has the license. Justice is the operating partner, the overall group which runs BLOC dispensaries across the United States. Signs are all the same. No sign will have the leaf. Justice is the operating partner. All dealings are in cash. We will start building in 90-120 days, ready to open when all is cleared in the court.

In response to Councilman Millar's concern about sufficient parking with 7-8 employees, Krandel stated generally a customer is present 3-5 minutes to pick up orders. Others will want education and will stay longer. 85%

pre-order, 15% are in the store for 15 to 20 minutes for product information.

Mitch Zaveduk, Northbrook, Vice President of Real Estate for Justice, partnered with several applicants, social equity groups, strategically operators have partnered with us for direction, and BLOC is our operating name DBA. They will bring employment opportunities for 18 full time, 4 part time at \$15+ per hour, plus benefits. Advertising is discrete.

Security is tight with two armed security guards, one at the front door and one at the video monitor cameras. Customers must be 21 years old, with thorough ID checking in the waiting area: a machine reads the ID to verify age and will monitor amounts purchased. Excessive amounts are not allowed, there are maximum limits to dissuade selling to ineligible people.

Cannabis sales are limited to cash, state banks are supportive, nationally affiliated banks are not involved in any cannabis sales or interstate since it is not federally approved. We do not accept checks or credit cards. Cash only in Illinois. An ATM is on-site.

Cash is kept in a secured vault and in a smart safe, product of the bank, leased, locked, bolted. Manager feeds cash into the machine. Machine counts the cash, records the amount to be deposited. When smart safe is 80% full, the Brinks truck will come with two armed security guards, usually twice per week at random times. Deliveries come in small sprinter vans with two armed security guards, about twice per week. The security cameras are high definition for clear facial and license recognition with infrared lights in addition to exterior lighting. Cameras have a direct live feed to the local Police Department. There are panic buttons located throughout the facility.

Ottesen commented on his due diligence: area communities have said security is excellent. Our beat officers do meet with security officers active in Palatine. Illinois regulations require that security guards are licensed and vetted by the State. They will only hire ex-military or ex-police. Ottesen stated there will be plenty of training and meetings in Palatine and noted the petitioner has been very open about everything.

Councilman Millar commented on the negative health effects on people under 25, therefore, he will vote against it.

RESULT:	MOTION CARRIED BY ROLL CALL [5 TO 2]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Helms
NAYS:	Millar, Kozlowski

2. As Submitted -

Nothing was submitted.

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 8:03 PM

DOUG MYSLINSKI, CHAIRMAN

1. Village's Communications and Outreach Presentation -

For discussion, Reid Ottesen reported the Village charged Deputy Village Manager Hadley Skeffington-Vos to seek various ways to utilize various media platforms: the Village website, Facebook, Linked-In, digital quarterly newsletter and weekly e-newsletter, cable channel, electronic Rotary sign and the Fire Department message board. Replacing printed and mailed quarterly newsletters to digital in 2020 allowed more newsletters per year and reduce costs and paper waste.

Understanding the need for broader efforts to communicate with different ages and demographics, staff will add YouTube and Instagram to its list of outreach platforms. QR Codes, 1x mailed postcard, water bills, on hold message, ad in other community outlets: Facebook, Linked-In, Instagram, YouTube. All efforts will help reach all generations and to a lot more people.

Additionally, we would like to begin expansion of digital media, specifically video, the fastest growing component of social media. Staff will work with interested staff, local schools and potentially contractors to produce video content in the future, to be available on the Village's YouTube channel for easy access, storage, and streaming.

The Village's social media expansion will provide relevant and engaging information and often times, link back to the Village website for more information. A coordinated message will be ensured by staff, who will oversee platforms along with trained employees given access in specific departments such as Police, Fire and Public Works.

The QR codes will be available on a variety of locations, hopefully on water bills, too. We want to get subscriberships up through request cards. About 2,400 subscribe to the E-newsletter now. It needs to be expanded. Many people want to remain unanimous. Mailed newsletters went to 19,000 households.

Ottesen added that our communication efforts are now getting the attention they need, require, and deserve.

In response to Councilman Kozlowski, Ottesen said we will try to capture emails for residents and offer an opt-out option. Skeffington-Vos will be moving this forward.

Councilman Solberg supported some information on paper, leaf collection for instance, the postcards will help meet that need, or one newsletter in paper form may be an option.

Councilman Millar noted use of HOAs.

Ottesen offered the possibility of a community-wide newsletter from all taxing bodies.

2. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 8:17 PM

TIM MILLAR, CHAIRMAN

1. TIF Surplus

Motion was to approve both Items A. and B.

Village Manager Reid Ottesen reported the Village established the Rand/Lake Cook TIF District in 2012, encompassing the properties north of Hicks and along Lake Cook Road. As of December 31, 2021, the Finance Department determined that the first surplus of \$2,100,000 is available for distribution to the affected taxing districts. TIFs have provided over \$28 million to the community.

Councilman Millar complimented staff for the extraordinary planning and sharing of TIF dollars and noted that other taxing bodies use new construction levy for other projects, rather than lowering taxes. This type of good government responsibility is the type of news that needs to go into the newsletter.

The Village established the Rand Road Corridor TIF District in 2003, generally encompassing the properties along Rand Road (south of Hicks and north of Baldwin Court) and along Dundee (east of Rand). As of December 31, 2021, the Finance Department determined that a \$1,500,000 “surplus” was available. Upon formal approval, these funds will be sent to Cook County, which will then (in 30-60 days for processing) distribute the funds to the appropriate taxing agencies based on their pro rata share of the total tax rate. Staff recommends approval of an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Lake Cook TIF District Special Tax Allocation Fund and in the Village of Palatine Rand Corridor TIF District Special Tax Allocation Fund.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Lake Cook TIF District Special Tax Allocation Fund - **Approved**
 - B. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand Corridor TIF District Special Tax Allocation Fund - **Approved**
2. As Submitted -
- Nothing was submitted.

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 8:20 PM

SCOTT LAMERAND, CHAIRMAN

- 1. Smith Street Connector Path (District: Three)
- The Motion was to approve Items A. and B.

Public Works Director Matt Barry explained the proposed path to connect the existing bike route on Smith Street to the path in the Deer Grove Forest Preserve. In addition, Smith Street will be signed as a bike route between Dundee Road and Cunningham Drive. Phase I and II engineering has been completed by Christopher B. Burke Engineering, Ltd. These agreements propose that the Village will prepare the plans, award a contract, and act as the lead agency in the construction and construction engineering with Cook County reimbursing the Village \$115,000. The project is in a position to go out to bid in May or June. The Village's cost estimate for this overall improvement is \$210,000 with Palatine Park District sharing (reimbursing after completion) all costs for the improvement above \$115,000 equally with the Village. Staff recommends approval of the intergovernmental agreements.

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

- A. Consider a Motion to Approve an Intergovernmental Agreement with the Forest Preserve District of Cook County for the Smith Street Connector Path - **Approved by Voice Vote** (Council District: Three)
- B. Consider a Motion to Approve an Intergovernmental Agreement with Cook County for Construction of the Smith Street Connector Path - **Approved by Voice Vote** (Council District: Three)

2. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 8:23 PM**Reconvene the Village Council Meeting - Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

Councilman Kozlowski requested Items 3 and 4 be removed from the Consent Agenda and placed on the Community and Economic Standing Committee agenda.

The Consent Agenda Motion was to approve items 1-2, and 5-10, with waiver of first reading.

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

1. Consider a Motion to approve 2022 Warrant #9 - **Approved**
2. Consider a Motion Granting Approvals, Including Waiver of the Sound Amplification Ordinance and Traffic Controls, for the St. Nectarios Greek Orthodox Church 'Greek Fest' Event on June 24 -26, 2022 at 133 S. Roselle Road - **Approved** (Council District: One)
3. Consider an Ordinance Amending Article 15 - Adult Use Recreational Cannabis of Appendix A of the Village of Palatine Code of Ordinances - **Approved**

This item was removed from the Consent Agenda and heard at the Community & Economic Development Standing Committee.

4. Consider Ordinances Approving a Planned Development Amendment for the Patrick Hyundai Phase 2 Planned Development and a Special Use for an Adult Use Dispensary for the Vacant Lot East of 325 E. Lake Cook Road - **Approved** (Council District: One)

This item was removed from the Consent Agenda and heard at the Community & Economic Development Standing Committee.

5. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand/Lake Cook TIF District Special Tax Allocation Fund - **Approved**

Ordinance #O-38-22

6. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Rand Corridor TIF District Special Tax Allocation Fund - **Approved**

Ordinance #O-39-22

7. Consider a Motion to Approve an Intergovernmental Agreement with the Forest Preserve District of Cook County for the Smith Street Connector Path - **Approved** (Council District: Three)

8. Consider a Motion to Approve an Intergovernmental Agreement with Cook County for Construction of the Smith Street Connector Path - **Approved** (Council District: Three)

9. Consider a Resolution Approving a Reduction in the Louise Lane Subdivision Security Deposit Reduction - **Adopted by Roll Call** (Council District: One)

Resolution #R-10-22

10. Consider a Resolution Regarding the Review of Closed Session Minutes - **Adopted by Roll Call**

Resolution #R-11-22

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

B. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 8:24 PM*BRAD HELMS, CHAIRMAN*

1. Consider an Ordinance Granting a Special Use for a Unique Use to Permit a Short-Term Rental at 26 N. Rohlwing Road - **Motion Failed by Roll Call** (Council District: Six)

Councilman Helms reported that this item failed in Committee and so moved.

RESULT:	MOTION FAILED BY ROLL CALL [1 TO 5]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Kozlowski
NAYS:	Millar, Lamerand, Myslinski, Solberg, Helms

2. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. Consider an Ordinance Amending Article 15 Adult Use Recreational Cannabis of Appendix A of the Village of Palatine Code of Ordinances - **Motion Carried by Roll Call**

Ordinance #O-40-22

RESULT:	MOTION CARRIED BY ROLL CALL [5 TO 1]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Helms
NAYS:	Kozlowski

2. Consider Ordinances Approving a Planned Development Amendment for the Patrick Hyundai Phase 2 Planned Development and a Special Use for the Vacant Lot East of 325 E. Lake Cook Road - **Motion Carried by Roll Call**

Ordinance #O-41-22 Planned Development Amendment
Ordinance #O-42-22 Special Use

RESULT:	MOTION CARRIED BY ROLL CALL [4 TO 2]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Solberg, Helms
NAYS:	Millar, Kozlowski

3. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 8:26 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 8:27 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS – Time: 8:27 PM

A. VILLAGE MANAGER – Time: 8:27 PM

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

Mayor Schwantz noted that the first Farmers' Market of the summer season opens this Saturday, May 7.

Clerk Duer added that the Ukrainian Church will be selling homemade pierogis on opening day, the proceeds of which will go to benefit humanitarian efforts and defense units.

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 8:28 PM

No one came forward.

XIII. ADJOURNMENT – Time: 8:28 PM

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Consider an Ordinance Granting a Special Use for a Package Liquor Store at 44 W. Illinois Avenue

BACKGROUND:

The Subject Property is currently a vacant tenant space, which was previously occupied by J.J. Peppers Convenience Store, which also had a liquor license. The Petitioner is proposing to open a package liquor store, thus they are requesting approval of the following:

Special Use to permit a package liquor store.

KEY ISSUES:

- Armanetti Beer - Wine - Spirit would occupy the tenant space at the east end of the shopping center, which is located at the northwest corner of Plum Grove Road and Illinois Avenue. The shopping center includes the following tenants: Tre Amici Pizza, Hair Salon, Billy's Dogs-Beef-Fresh Sandwiches, and Coin Laundry.
- Armanetti would occupy the 3,500 square feet tenant space, which has been vacant since J.J. Peppers closed in 2012. The proposed hours of operation are Monday - Thursday 9 AM - 10 PM; Friday - Saturday 9 AM - 11 PM; Sunday 9 AM - 10 PM. The Petitioner concurrently applied for a Liquor License with the Village.
- The Petitioner has proposed to remodel the interior space to establish an "upscale liquor store". Per the business plan, the Petitioner has experience and resources to run the business, as they operate five similar liquor stores under their ownership.
- The Petitioner submitted exterior elevation plans and a list of proposed façade improvements. The facade improvements include painting the entire building façade, landscape enhancements by adding plantings and mulch beds, and making necessary parking lot repairs (filling potholes, seal coating, and striping). The final proposed dumpster location associated with the Special Use will be evaluated during the building permit review.

ALTERNATIVES:

1. Approve of the Special Use to permit a package liquor store.
2. Do not approve the Special Use to permit a package liquor store.

RECOMMENDATION:

Public Hearing:	ZBA meeting on April 12, 2022
Residents testifying:	One resident on Illinois Avenue and a business owner, within the shopping center, spoke in support of the request at the public hearing. Two objection emails were also received stating concerns about the proximity of other liquor stores.
Vote:	The ZBA voted unanimously to approve the Special Use to permit a package liquor store and Staff concurs with this

recommendation.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use permit a package liquor store at 44 W. Illinois Avenue.

ATTACHMENTS:

- Aerial Map
- ORD SU 44 W Illinois Ave
- EXHIBIT - Floor Plan
- EXHIBIT - Proposed Exterior and Interior Improvements
- EXHIBIT - Business Plan
- ZBA materials
- DRAFT ZBA Minutes April 12, 2022

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Scott Lamerand, District 2 Councilman

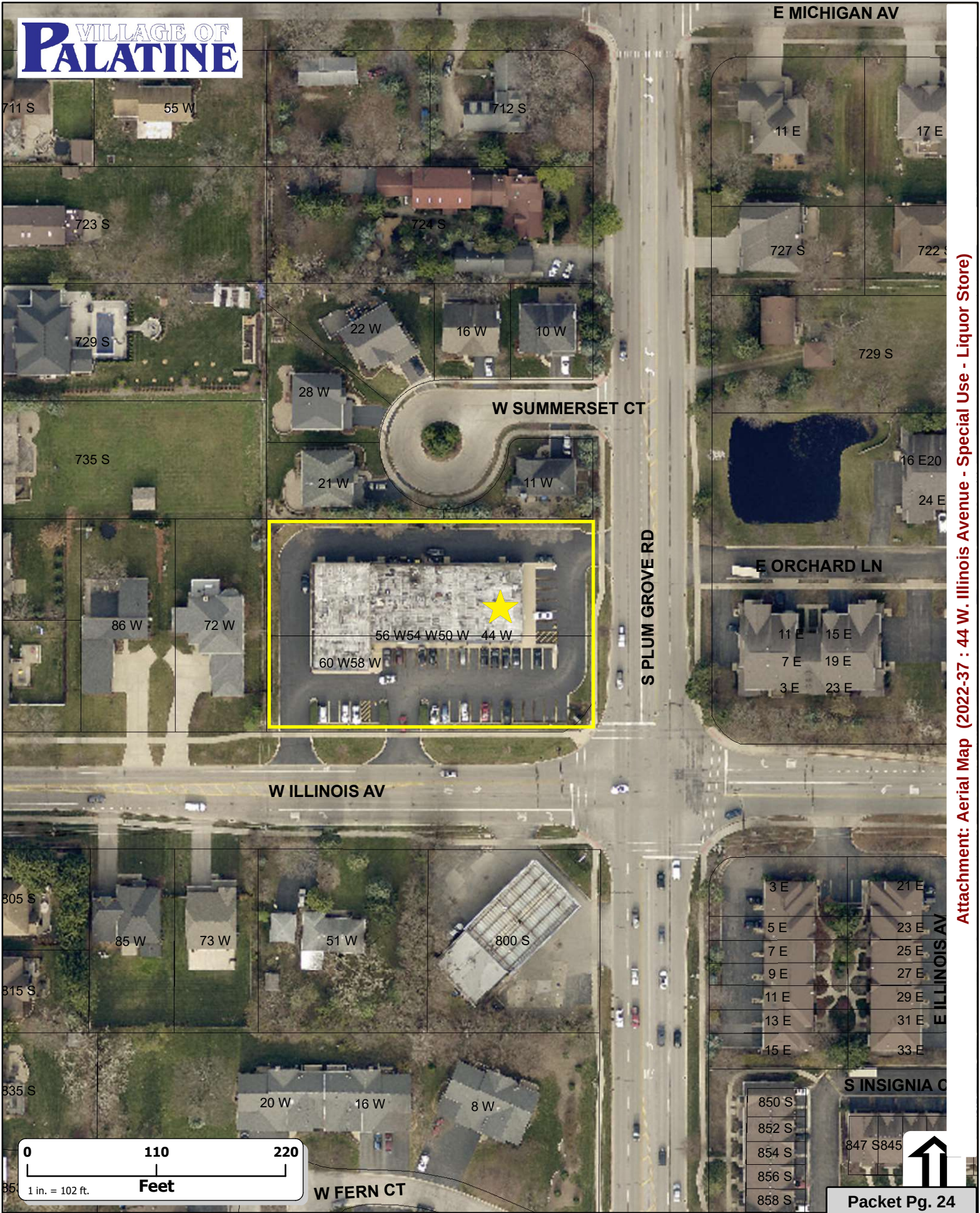
SECONDER: Jim Schwantz, Mayor

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

44 W. ILLINOIS AVE.

6.A.1.A.a

VILLAGE OF
PALATINE



Attachment: Aerial Map (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE
44 W. ILLINOIS AVENUE**

WHEREAS, pursuant to a petition and public hearing on April 12, 2022, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use to permit a packaged liquor store pursuant to Section 11.03 (d) (40) of the Palatine Zoning Ordinance, legally described property:

PARCEL 1: LOT 5 IN BLOCK 6 IN ARTHUR T. Mc INTOSH AND COMPANY'S PALATINE ESTATE UNIT NO. 1 OF THE SOUTH EAST 1/4 OF THE SOUTH EAST 1/4 OF SECTION 22 AND THE SOUTH WEST 1/4 OF THE SOUTH WEST 1/4 OF SECTION 23, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL 2: LOT 6 IN BLOCK 6 IN ARTHUR T. Mc INTOSH AND COMPANY'S PALATINE ESTATE UNIT NO. 1 OF THE SOUTH EAST 1/4 OF THE SOUTH EAST 1/4 OF SECTION 22 AND THE SOUTH WEST 1/4 OF THE SOUTH WEST 1/4 OF SECTION 23, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Commonly known as 44 W. Illinois Avenue (02-22-410-011 and 02-22-410-012).

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

SECTION 1: Special Use to permit a packaged liquor store pursuant to Section 11.03 (d) (40) of the Palatine Zoning Ordinance, subject to the following condition(s):

Attachment: ORD SU 44 W Illinois Ave (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

1. The Special Use shall substantially conform to the Business Plan (including hours of operation and interior renderings), Floor Plan, and façade/elevation improvement plans submitted by the Petitioner Chirag Patel, U Zara Inc., except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

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

PASSED: This _____ day of _____, 2022

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

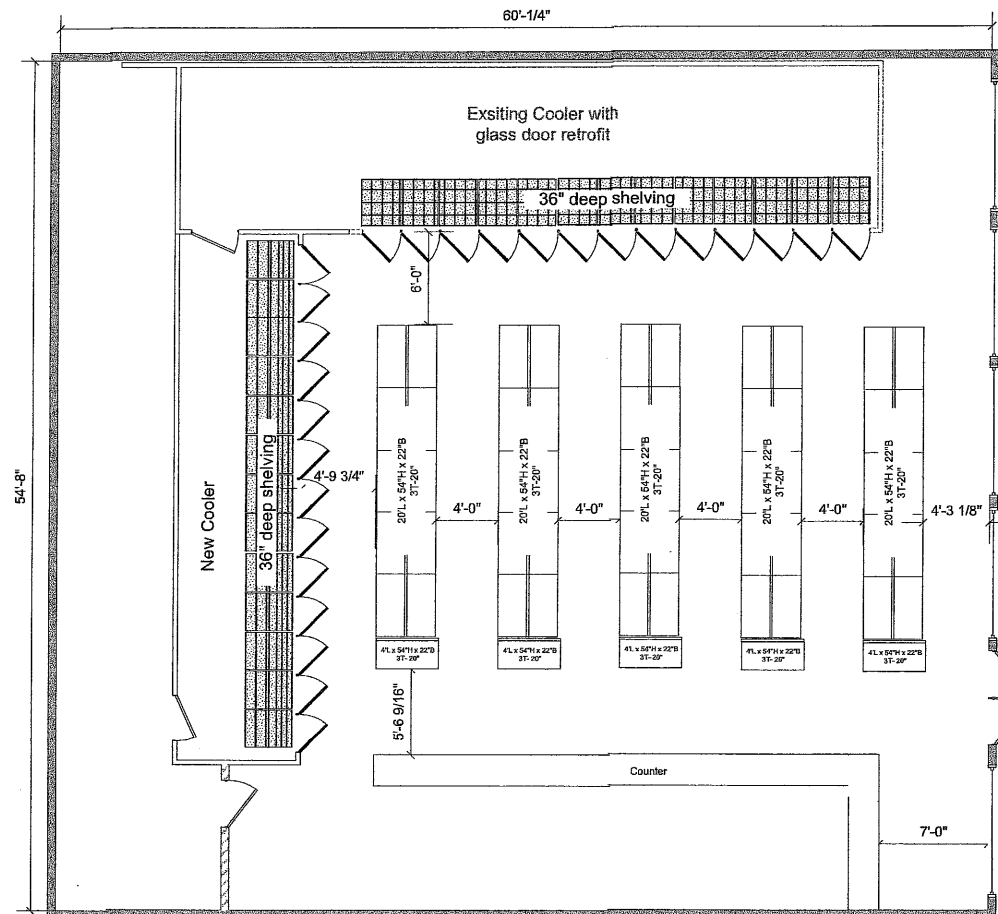
APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____ day of _____, 2022

Village Clerk



 ATSCo ARMANETTI TECHNICAL SUPPLIES	44 W Illinois Ave., Palatine, IL 60067		
	Armanetti's 1		
P - 847.697.3230	SIZE	FSCM NO	DWG NO 1
www.atsccompanies.com	SCALE	1/8" = 1'-0"	SHEET 1



Attachment: EXHIBIT - Proposed Exterior and Interior Improvements (2022-37 : 44 W. Illinois Avenue - Special Use -











Business Plan

[August 10, 2021]

Armanetti
44 W Illinois Ave,
Palatine, IL 60067

407-810-0628
321-663-0548

DRGCHIRAG@aol.com
VIPUL.PATEL918@gmail.com

<http://www.armanetti.com/home.php>

Attachment: EXHIBIT - Business Plan (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Executive Summary

Armanetti Beverage Marts opened for business in the year 1930, thus marking the beginning of an illustrative career as the Chicagoland's leader in fine wines and spirits.

Armanetti is the market leader in Service, Selection and Savings by offering the best products for the best prices; with 19 local stores and 26 preferred partners throughout the area.

This proposed location will continue to add to Armanetti's long and illustrious history. We are looking to add value to the community by hiring locals and working with officials to improve the neighboring areas through philanthropy and other educational programs.

Armanetti sells a wide variety of snacks, tobacco, beer, wine, spirits, and other similar products at competitive prices in a safe and inviting upscale environment.

Armanetti target market are all consumers of legal age for its products. Our competition is minimal, and we expect to be the industry leader after several months of marketing.

Armanetti has a strong management team to help with the grand opening. We also have many years of experience establishing new locations by building out new retail outlets.

We use our own funds to acquire and renovate to set up new locations. We do an extensive financial review of the assets involved and only move forward when it makes financial sense. We are ready to move forward with this location.

Company Description Worksheet

Business Name	Armanetti
Company Mission Statement	To provide a wide variety of snacks, tobacco, beer, wine, spirits, and similar products at competitive prices in a safe and inviting upscale environment.
Company Philosophy/ Values	Offer the local community a safe place to purchase high quality products at fair market prices.
Company Vision	To continue to support the local community through employment and philanthropy.
Goals & Milestones	1. Promote this business regularly in the community. 2. Work with local leaders to improve the community. 3. Expand in size and location where applicable.
Target Market	All consumers of legal age to purchase our products.
Industry/ Competitors	1. Other liquor stores 2. Convenient stores 3. Grocery stores
Legal Structure/ Ownership	Corporation of partners, where one individual will make all decisions.

Product & Service Description Worksheet

Business Name	Armanetti
Product/ Service Idea	variety of snacks, tobacco, beer, wine, spirits, and similar products
Special Benefits	One stop shop for all products listed above
Unique Features	Always looking to carry new and unique brands in our industry, especially locally manufactured.
Limits and Liabilities	No cooked foods will be served. No other services will be offered.
Production and Delivery	Products will be delivered by distributors to our location. We will bring in a few products from big box wholesalers.
Suppliers	Beer, Wine, Spirit, snack, and ice suppliers in the area. Each area has their own selected company for their distribution.
Intellectual Property Special Permits	All permits are valid and available on demand. No violations on record.
Product/ Service Description	Variety of snacks that are popular to eat with the consumption of beer and spirits.

SWOT Analysis Worksheet

	Strengths	Weaknesses	Opportunities	Threats
Product/ Service Offering	We offer a great variety in all categories of products	None	To constantly reevaluate the market trends at this location	None
Brand/ Marketing	Armanetti is well known & trusted name in this industry	None	To do a GRAND Opening that impresses the local community	None
Staff/HR	We have highly qualified managers lined up to run this location	None	To hire local assistant managers & employees	None
Finance	None	None	None	None
Operations/ Management	Highly qualified managers	None	Hire & train local managers	None
Market	This location will greatly benefit from our business	None	This location will grow and help generate great tax revenue	None
Can any of your strengths help with improving your weaknesses or combating your threats? If so, please describe how below.				
We have used our strengths of experience and financial support to improve any previous weaknesses that existed before we acquired any of our locations.				
Based on the information above, what are your immediate goals/next steps?				
Our goal is to increase sales from one month to the next and maximize profitability.				
Based on the information above, what are your long-term goals/next steps?				
Long term goal is to have this location be the leader in our industry in overall management and profitability.				

Competitor Data Collection Plan

Price	<i>We will constantly monitor local competitors' prices and adjust ours accordingly to stay competitive.</i>	
Benefits/Features	<i>Clean location with a variety of products.</i>	
Size/profitability	<i>We will maximize the square footage to carry products to produce maximum profits</i>	
Market strategy	<i>Continue to market to the local community.</i>	

Competitive Analysis Worksheet

For each factor listed in the first column, assess whether you think it's a strength or a weakness (S or W) for your business and for your competitors. Then rank how important each factor is to your target customer on a scale of 1 to 5 (1 = very important; 5 = not very important). Use this information to explain your competitive advantages and disadvantages.

FACTOR	Me	Competitor A	Competitor B	Competitor C	Importance to Customer
Products	S	S	S	S	1
Price	S	W	W	W	1
Quality	S	S	S	S	1
Selection	S	W	W	W	1
Service	S	W	W	W	2
Reliability	S	W	W	W	1
Stability	S	S	S	S	3
Expertise	S	W	W	W	3
Company Reputation	S	W	W	W	5
Location	S	S	W	W	2
Appearance	S	W	W	W	4
Sales Method	S	S	S	S	3
Credit Policies	S	S	S	S	3
Advertising	S	W	W	W	5
Image	S	W	W	W	3

Marketing Expenses Strategy Chart

	Target Market 1	Target Market 2	Target Market 3
One-Time Expenses	Grand Opening event		
Monthly or Annual Expenses	Local mailers, posters, and radio ads, social media where applicable		
Labor Costs	Hourly employees and salaried managers.		

Pricing Strategy Worksheet

Business Name	Armanetti	
Which of the following pricing strategies will you employ? Circle one.		
Cost Plus <i>The costs of making/obtaining your product or providing your service, plus enough to make a profit</i>	Value Based <i>Based on your competitive advantage and brand (perceived value)</i>	Other:
We use both Cost Plus & Value Based strategies: We will constantly evaluate our prices and compare them to our competitors' prices. We will set prices based on our desirable profitability margin formulas per item categories.		

Distribution Channel Assessment Worksheet

	Distribution Channel 1	Distribution Channel 2	Distribution Channel 3
Ease of Entry	Great corner location with plenty of parking and clear visibility during day and night time driving		
Geographic Proximity	Close proximity to major highways for ease of our distributors to get us our supplies in a timely manner		
Costs	Low overall costs to suppliers thanks to ease of access to this location.		
Competitors' Positions	Not applicable.		
Management Experience	Over 10 years of experience in ownership and operating on a daily open to close basis.		
Staffing Capabilities	Have a great management team in place and will hire and train from the local community.		
Marketing Needs	Armanetti is a well known established company that has great marketing capabilities.		

Management Worksheet

Bio/s	Mr. Chirag “Craig” Patel <i>Owns and manages the following:</i> 1.)Grand & Western Armanetti's 515 N. Western Ave., Chicago, IL. since 2019 2.)Town Armanetti 10000 S. Western Ave., Chicago, IL since 2015 3.)Armanetti Express 4757 W. Fullerton Ave., Chicago, IL. since 2015 4.) Armanetti's 1045 South York Rd. Bensenville, IL. Since 2012 5.) R & B Cardinal 7756 S. Harlem Ave., Bridgeview, IL. since 2016
Gaps in Management or Experience	<i>This year marks 10 (ten) solid years of owning and operating liquor stores. On average: adding one new store every 2 years.</i>
Advisors	<i>Vipul Patel = partner and consultant</i>

Alex Bradshaw

From: Vipul Patel <vipul9@aol.com>
Sent: Friday, April 8, 2022 1:15 PM
To: drgchirag@aol.com; Alex Bradshaw
Subject: to Alex: 44 W. Illinois - Armanetti - Hours of Operation and Update for ZBA Meeting

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

Hello Alex,

The hours of operation is going to resemble this existing location:

Grand & Western Armanetti
 515 N. Western Ave.
 Chicago, IL. 60612

Hours of Operation:
 Mon - Thurs 9am - 10pm
 Fri & Sat 9am - 11pm
 Sunday 9am - 10pm

And thanks for the heads up. We will definitely have some answers for the neighbors when they have questions on how we are going to be different from other liquor stores.

Thanks again
 Sincerely,
 Chirag Patel

From: Alex Bradshaw <ABradshaw@palatine.il.us>
Date: April 8, 2022 at 8:24:44 AM CDT
To: Chirag Patel <drgchirag@aol.com>
Subject: 44 W. Illinois - Armanetti - Hours of Operation and Update for ZBA Meeting

Hi Chirag –
 I just have a final clarification question and update prior to the Zoning Board meeting next Tuesday. I regards to the proposed hours of operation for this new Armanetti location, can you please highlight which existing location the hours of operation will most closely resemble? (attached)

Additionally, I wanted to give you a heads up that we have received a couple calls from residents in the surrounding area that have concerns with the proposed use. Although they did not provide specific concerns, I wanted to make sure you are aware that there will be at least a few residents in attendance at the Zoning Board meeting. I would

Attachment: EXHIBIT - Business Plan (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

recommend preparing to explain how the proposed use will be different than a typical liquor store.

Best Regards,

Alex Bradshaw | Planner
Planning & Zoning Department
200 E. Wood Street | Palatine, IL 60067
T: 847-359-9056 | abradshaw@palatine.il.us

**VILLAGE OF PALATINE
Zoning Board of Appeals**

SCHEDULED 04/12/22 07:00 PM

CASE STAFF STATEMENT (ID # 7463)

44 W. Illinois Avenue - SU Packaged Liquor Store

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM: Alex Bradshaw

PETITIONER: Chirag Patel, U Zara Inc.

CASE NUMBER: 21-106

ADDRESS: 44 W. Illinois Avenue

PROPOSAL: Special Use to permit a package liquor store.

<u>LOCATION:</u> 44 W. Illinois Avenue (Council District 2 - Lamerand)	<u>CURRENT ZONING:</u> B-2, General Business
---	---

SURROUNDING CONDITIONS:

<u>North:</u>	P, Planned Unit Development (Summerset Court - 6-lot residential subdivision)
<u>South:</u>	R-2, Single Family Residential and B-2, General Business (Mobil gas station)
<u>East:</u>	P, Planned Unit Development (Aspen Grove condominiums)
<u>West:</u>	R-2, Single Family Residential

BACKGROUND:

The Subject Property is currently a vacant unit that was previously occupied by J.J. Peppers Convenience Store. The Petitioner is proposing to operate a package liquor store. Therefore, the Petitioner is requesting:

Special Use to permit a package liquor store.

SITE ANALYSIS:

- The Subject Property is zoned B-2, General Business District. The shopping center is located at the northwest corner of Plum Grove Rd and Illinois Ave. The proposed tenant space is approximately 3,500 square feet, and has been operated in the past as a convenience store. That use was annexed into the Village from unincorporated Cook County.

Case Staff Statement (ID # 7463)
Meeting of April 12, 2022

- The Subject Property has been vacant since the convenience store closed in 2012. Other businesses in the subject shopping center include two restaurants, a salon, and coin laundry.
- The Petitioner has proposed to remodel the interior space to establish an “upscale liquor store”. Per the submitted business plan, the Petitioner has the experience and resources to run the business, as they have 5 similar stores under their ownership.
- Per the Petitioner’s application, they will be using a Point of Sale (POS) system that requires identification cards to be scanned before each transaction.
- As part of the Special Use application, the Petitioner also submitted exterior elevations plans for the proposed façade improvements. This will include painting the façade enhancements and additional plantings near the center’s freestanding sign.
- According to the submitted business plan, management has over 10 years of ownership experience and operating on a daily open to close basis.
- The Petitioner has indicated in addition to liquor will selling other prepackaged items such as mixers, snacks, and other prepackaged items including tobacco.
- The Petitioner will utilize the alley behind the building for deliveries. According to the business plan, all deliveries will come to the rear entrance and it is estimated that all deliveries would occur in the mid to late mornings.
- The hours of operation, as indicated for existing locations, are:
 - Monday - Thursday: 9 AM - 10 PM
 - Friday - Saturday: 9 AM - 11 PM
 - Sunday: 9 AM - 10 PM
- As required, the Petitioner has applied for a Local Liquor License with the Village.
- The parking requirement would not change with this proposed use.

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified
Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	No Issues Identified
Public Works	N/A
Police	No Issues Identified

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 Subject Property had been operated in the past as a convenience store. The store maintained a liquor license during its tenure, but has since closed. The Petitioner is proposing to open a liquor store, with associated improvements to the shopping center and Subject tenant space. The area surrounding the proposed liquor store consists mainly of residential, with a gas station directly south of the shopping center. The Petitioner has also proposed to completely remodel the interior of the store and to improve the exterior elevations of the center.

While Staff understands that a similar use was ultimately denied in 2013, the current Petitioner has ownership and operating experience, with multiple liquor stores. Also, improvements to the Subject Property, as a whole, are components of the application. Therefore, Staff recommends approval of the proposed Special Use, subject to the following condition:

1. The Special Use shall substantially conform to the Business Plan (including the hours of operation), Floor Plan, and façade/elevation improvement plans submitted by the Petitioner, except as such plans may be changed to conform to the Village of Palatine Codes and Ordinances.

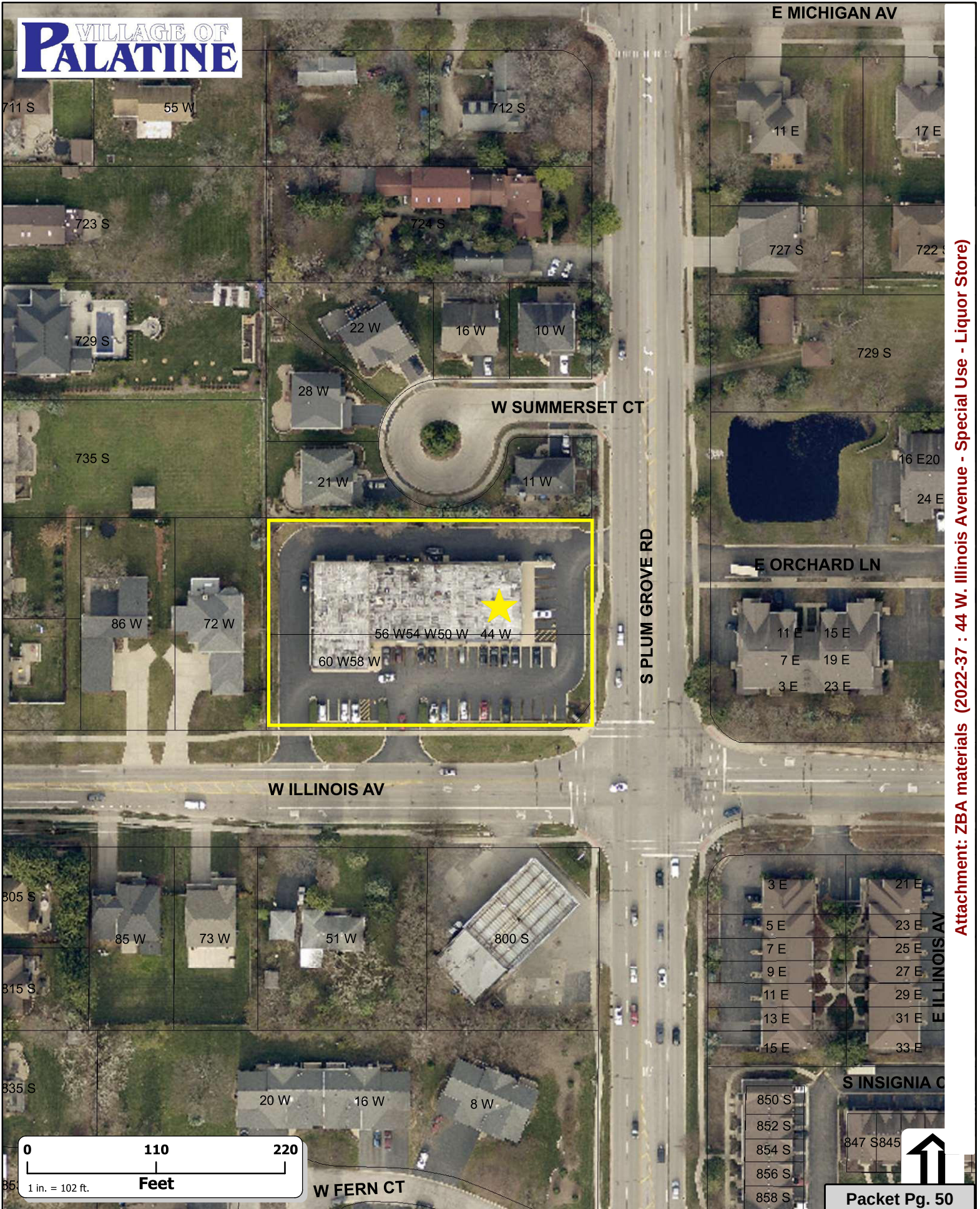
ATTACHMENTS:

- Aerial Map
- Application
- Business Plan
- Floor Plan
- Plat of Survey
- Existing Locations & Hours of Operation
- Proposed Exterior and Interior Improvements
- Public Notice

44 W. ILLINOIS AVE.

6.A.1.A.f

VILLAGE OF
PALATINE



Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

VILLAGE OF PALATINE

SPECIAL USE & VARIATION APPLICATION

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

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S) U ZARA INC		Business Name (if applicable) ARMANETTI BEER-WINE-SPIRIT	
	Subject Property Address 44 W ILLINOIS AVE PALATINE IL - 60067			
	AUTHORIZED AGENT (if applicable) CHIRAG PATEL		Business Name (if applicable)	
	Address 7908 CENTRAL AVE		City/State/Zip Code MORTON GROVE IL 60053	
	Telephone 407-810-0628	Fax 773-239-2896	Email DRGCHIRAG@AOL.COM	
	Relationship to Petitioner (contractor, architect, etc.) SELF (OWNER/PRESIDENT)			
	TYPE OF APPLICATION (check one) ☒ Special Use ☐ Special Use Amendment ☐ Variation			
	Existing Zoning District B-2	Existing Land Use	Proposed Land Use LIQUOR STORE	
	Generally describe your request: PROPOSED PLACE WAS RUNNING BUSINESS AS JJ PEPPERS. IT IS CLOSED SINCE 2013. WE WANT TO SET UP HIGH END LIQUOR STORE AT SUBJECT PROPERTY. WE WILL REMODELED WHOLE STORE & MAKE IT UPSCALE LIQUOR STORE WITH GREAT VARIETY & TOP MOST PRODUCTS. WE WISH NEIGHBOURHOOD CUSTOMERS WILL ENJOY SHOPPING THIS PLACE. WE HAVE EXPERIENCE & RESOURCES TO RUN THIS BUSINESS AS WE HAVE 5 GOOD LIQUOR STORES WITH GREAT MANAGERS & EMPLOYEES.			

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)



SPECIAL USE

Required Materials

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

Additional Materials (as required by the Village)

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

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

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

This location will provide a convenient location for the residents to purchase our products.

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

We use a Point of Sale (POS) system that requires us to scan an identification card before each transaction can be commenced.

We promote & encourage responsible consumption of our products via advertisements & marketing campaigns.

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

This location serves as a convenient place to purchase our products. Consumers can reduce their commute time to our location.

Some can walk to our location.

4. With respect to live entertainment uses, the use shall not:

- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
- b. Impose undue health, sanitation or safety burdens on the village
- c. Create excessive demands on the Village of Palatine Police Department
- d. Be of a nature otherwise prohibited by law or village ordinance

5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

There will not be loud music or noise coming out of our location. Our waste is very limited. We recycle all cardboard products.

Every local, state, & federal law is followed. We work with local police departments to ease demands.

Business Plan

[August 10, 2021]

Armanetti
44 W Illinois Ave,
Palatine, IL 60067

407-810-0628
321-663-0548

DRGCHIRAG@aol.com
VIPUL.PATEL918@gmail.com

<http://www.armanetti.com/home.php>

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Executive Summary

Armanetti Beverage Marts opened for business in the year 1930, thus marking the beginning of an illustrative career as the Chicagoland's leader in fine wines and spirits.

Armanetti is the market leader in Service, Selection and Savings by offering the best products for the best prices; with 19 local stores and 26 preferred partners throughout the area.

This proposed location will continue to add to Armanetti's long and illustrious history. We are looking to add value to the community by hiring locals and working with officials to improve the neighboring areas through philanthropy and other educational programs.

Armanetti sells a wide variety of snacks, tobacco, beer, wine, spirits, and other similar products at competitive prices in a safe and inviting upscale environment.

Armanetti target market are all consumers of legal age for its products. Our competition is minimal, and we expect to be the industry leader after several months of marketing.

Armanetti has a strong management team to help with the grand opening. We also have many years of experience establishing new locations by building out new retail outlets.

We use our own funds to acquire and renovate to set up new locations. We do an extensive financial review of the assets involved and only move forward when it makes financial sense. We are ready to move forward with this location.

Company Description Worksheet

Business Name	Armanetti
Company Mission Statement	To provide a wide variety of snacks, tobacco, beer, wine, spirits, and similar products at competitive prices in a safe and inviting upscale environment.
Company Philosophy/ Values	Offer the local community a safe place to purchase high quality products at fair market prices.
Company Vision	To continue to support the local community through employment and philanthropy.
Goals & Milestones	1. Promote this business regularly in the community. 2. Work with local leaders to improve the community. 3. Expand in size and location where applicable.
Target Market	All consumers of legal age to purchase our products.
Industry/ Competitors	1. Other liquor stores 2. Convenient stores 3. Grocery stores
Legal Structure/ Ownership	Corporation of partners, where one individual will make all decisions.

Product & Service Description Worksheet

Business Name	Armanetti
Product/ Service Idea	variety of snacks, tobacco, beer, wine, spirits, and similar products
Special Benefits	One stop shop for all products listed above
Unique Features	Always looking to carry new and unique brands in our industry, especially locally manufactured.
Limits and Liabilities	No cooked foods will be served. No other services will be offered.
Production and Delivery	Products will be delivered by distributors to our location. We will bring in a few products from big box wholesalers.
Suppliers	Beer, Wine, Spirit, snack, and ice suppliers in the area. Each area has their own selected company for their distribution.
Intellectual Property Special Permits	All permits are valid and available on demand. No violations on record.
Product/ Service Description	Variety of snacks that are popular to eat with the consumption of beer and spirits.

SWOT Analysis Worksheet

	Strengths	Weaknesses	Opportunities	Threats
Product/ Service Offering	We offer a great variety in all categories of products	None	To constantly reevaluate the market trends at this location	None
Brand/ Marketing	Armanetti is well known & trusted name in this industry	None	To do a GRAND Opening that impresses the local community	None
Staff/HR	We have highly qualified managers lined up to run this location	None	To hire local assistant managers & employees	None
Finance	None	None	None	None
Operations/ Management	Highly qualified managers	None	Hire & train local managers	None
Market	This location will greatly benefit from our business	None	This location will grow and help generate great tax revenue	None
Can any of your strengths help with improving your weaknesses or combating your threats? If so, please describe how below.				
We have used our strengths of experience and financial support to improve any previous weaknesses that existed before we acquired any of our locations.				
Based on the information above, what are your immediate goals/next steps?				
Our goal is to increase sales from one month to the next and maximize profitability.				
Based on the information above, what are your long-term goals/next steps?				
Long term goal is to have this location be the leader in our industry in overall management and profitability.				

Competitor Data Collection Plan

Price	<i>We will constantly monitor local competitors' prices and adjust ours accordingly to stay competitive.</i>	
Benefits/Features	<i>Clean location with a variety of products.</i>	
Size/profitability	<i>We will maximize the square footage to carry products to produce maximum profits</i>	
Market strategy	<i>Continue to market to the local community.</i>	

Competitive Analysis Worksheet

For each factor listed in the first column, assess whether you think it's a strength or a weakness (S or W) for your business and for your competitors. Then rank how important each factor is to your target customer on a scale of 1 to 5 (1 = very important; 5 = not very important). Use this information to explain your competitive advantages and disadvantages.

FACTOR	Me	Competitor A	Competitor B	Competitor C	Importance to Customer
Products	S	S	S	S	1
Price	S	W	W	W	1
Quality	S	S	S	S	1
Selection	S	W	W	W	1
Service	S	W	W	W	2
Reliability	S	W	W	W	1
Stability	S	S	S	S	3
Expertise	S	W	W	W	3
Company Reputation	S	W	W	W	5
Location	S	S	W	W	2
Appearance	S	W	W	W	4
Sales Method	S	S	S	S	3
Credit Policies	S	S	S	S	3
Advertising	S	W	W	W	5
Image	S	W	W	W	3

Marketing Expenses Strategy Chart

	Target Market 1	Target Market 2	Target Market 3
One-Time Expenses	Grand Opening event		
Monthly or Annual Expenses	Local mailers, posters, and radio ads, social media where applicable		
Labor Costs	Hourly employees and salaried managers.		

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Pricing Strategy Worksheet

Business Name	Armanetti	
Which of the following pricing strategies will you employ? Circle one.		
Cost Plus <i>The costs of making/obtaining your product or providing your service, plus enough to make a profit</i>	Value Based <i>Based on your competitive advantage and brand (perceived value)</i>	Other:
We use both Cost Plus & Value Based strategies: We will constantly evaluate our prices and compare them to our competitors' prices. We will set prices based on our desirable profitability margin formulas per item categories.		

Distribution Channel Assessment Worksheet

	Distribution Channel 1	Distribution Channel 2	Distribution Channel 3
Ease of Entry	Great corner location with plenty of parking and clear visibility during day and night time driving		
Geographic Proximity	Close proximity to major highways for ease of our distributors to get us our supplies in a timely manner		
Costs	Low overall costs to suppliers thanks to ease of access to this location.		
Competitors' Positions	Not applicable.		
Management Experience	Over 10 years of experience in ownership and operating on a daily open to close basis.		
Staffing Capabilities	Have a great management team in place and will hire and train from the local community.		
Marketing Needs	Armanetti is a well known established company that has great marketing capabilities.		

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Management Worksheet

Bio/s	Mr. Chirag “Craig” Patel <i>Owns and manages the following:</i> 1.)Grand & Western Armanetti’s 515 N. Western Ave., Chicago, IL. since 2019 2.)Town Armanetti 10000 S. Western Ave., Chicago, IL since 2015 3.)Armanetti Express 4757 W. Fullerton Ave., Chicago, IL. since 2015 4.) Armanetti’s 1045 South York Rd. Bensenville, IL. Since 2012 5.) R & B Cardinal 7756 S. Harlem Ave., Bridgeview, IL. since 2016
Gaps in Management or Experience	<i>This year marks 10 (ten) solid years of owning and operating liquor stores. On average: adding one new store every 2 years.</i>
Advisors	<i>Vipul Patel = partner and consultant</i>

Alex Bradshaw

From: Vipul Patel <vipul9@aol.com>
Sent: Friday, April 8, 2022 1:15 PM
To: drgchirag@aol.com; Alex Bradshaw
Subject: to Alex: 44 W. Illinois - Armanetti - Hours of Operation and Update for ZBA Meeting

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

Hello Alex,

The hours of operation is going to resemble this existing location:

Grand & Western Armanetti
 515 N. Western Ave.
 Chicago, IL. 60612

Hours of Operation:
 Mon - Thurs 9am - 10pm
 Fri & Sat 9am - 11pm
 Sunday 9am - 10pm

And thanks for the heads up. We will definitely have some answers for the neighbors when they have questions on how we are going to be different from other liquor stores.

Thanks again
 Sincerely,
 Chirag Patel

From: Alex Bradshaw <ABradshaw@palatine.il.us>
Date: April 8, 2022 at 8:24:44 AM CDT
To: Chirag Patel <drgchirag@aol.com>
Subject: 44 W. Illinois - Armanetti - Hours of Operation and Update for ZBA Meeting

Hi Chirag –
 I just have a final clarification question and update prior to the Zoning Board meeting next Tuesday. I regards to the proposed hours of operation for this new Armanetti location, can you please highlight which existing location the hours of operation will most closely resemble? (attached)

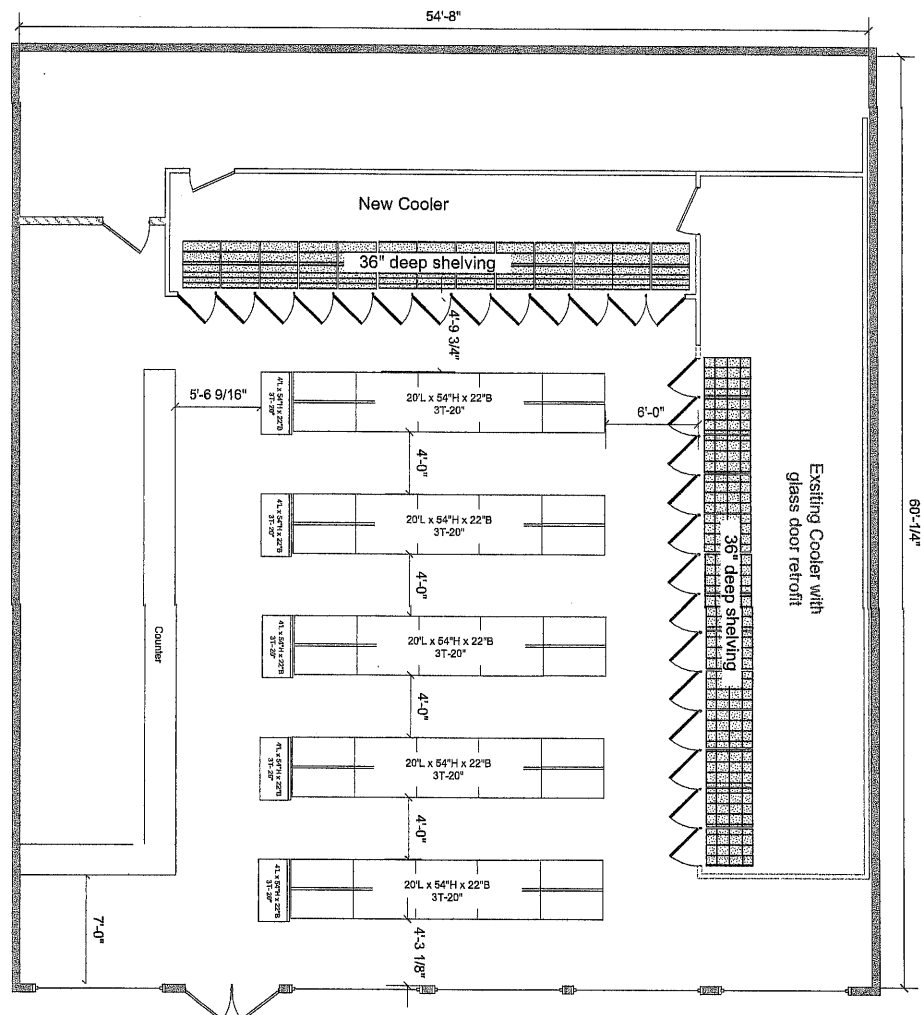
Additionally, I wanted to give you a heads up that we have received a couple calls from residents in the surrounding area that have concerns with the proposed use. Although they did not provide specific concerns, I wanted to make sure you are aware that there will be at least a few residents in attendance at the Zoning Board meeting. I would

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

recommend preparing to explain how the proposed use will be different than a typical liquor store.

Best Regards,

Alex Bradshaw | Planner
Planning & Zoning Department
200 E. Wood Street | Palatine, IL 60067
T: 847-359-9056 | abradshaw@palatine.il.us



 ATSCO ARCHITECTURAL TECHNOLOGICAL SERVICES COMPANY, INC.		44 W Illinois Ave., Palatine, IL 60067	
P - 847.697.3230 www.atscocompanies.com		SIZE FSCA NO	Armanetti's 1
SCALE 1/8" = 1'-0"		DWG NO 1	SHEET 1

Existing locations...

Town Armanetti

10000 S. Western Ave

Chicago, IL 60643

Hours of Operation:

Mon - Thurs 9am - 10pm

Fri & Sat 9am - 11pm

Sunday 11am - 10pm

Grand & Western Armanetti

515 N. Western Ave.

Chicago, IL. 60612

Hours of Operation:

Mon - Thur 9am - 10pm

Fri & Sat 9am - 11pm

Sunday 11am - 10pm

R&B Cardinal

7756 S. Harlem Ave

Bridgeview, IL. 60455

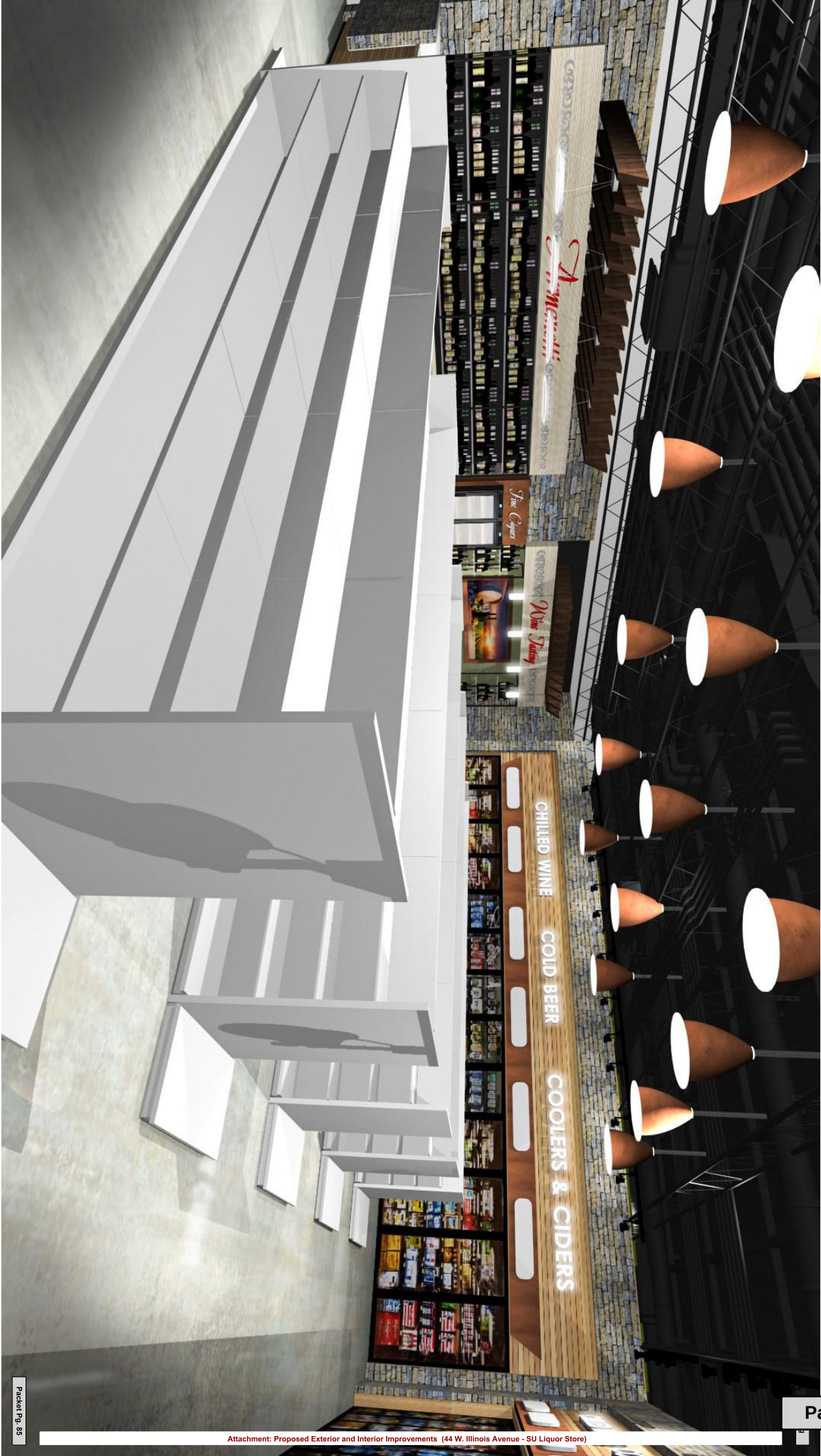
Mon - Thur 7am - 11pm

Fri & Sat 7am - 12am

Sunday 7am - 11pm

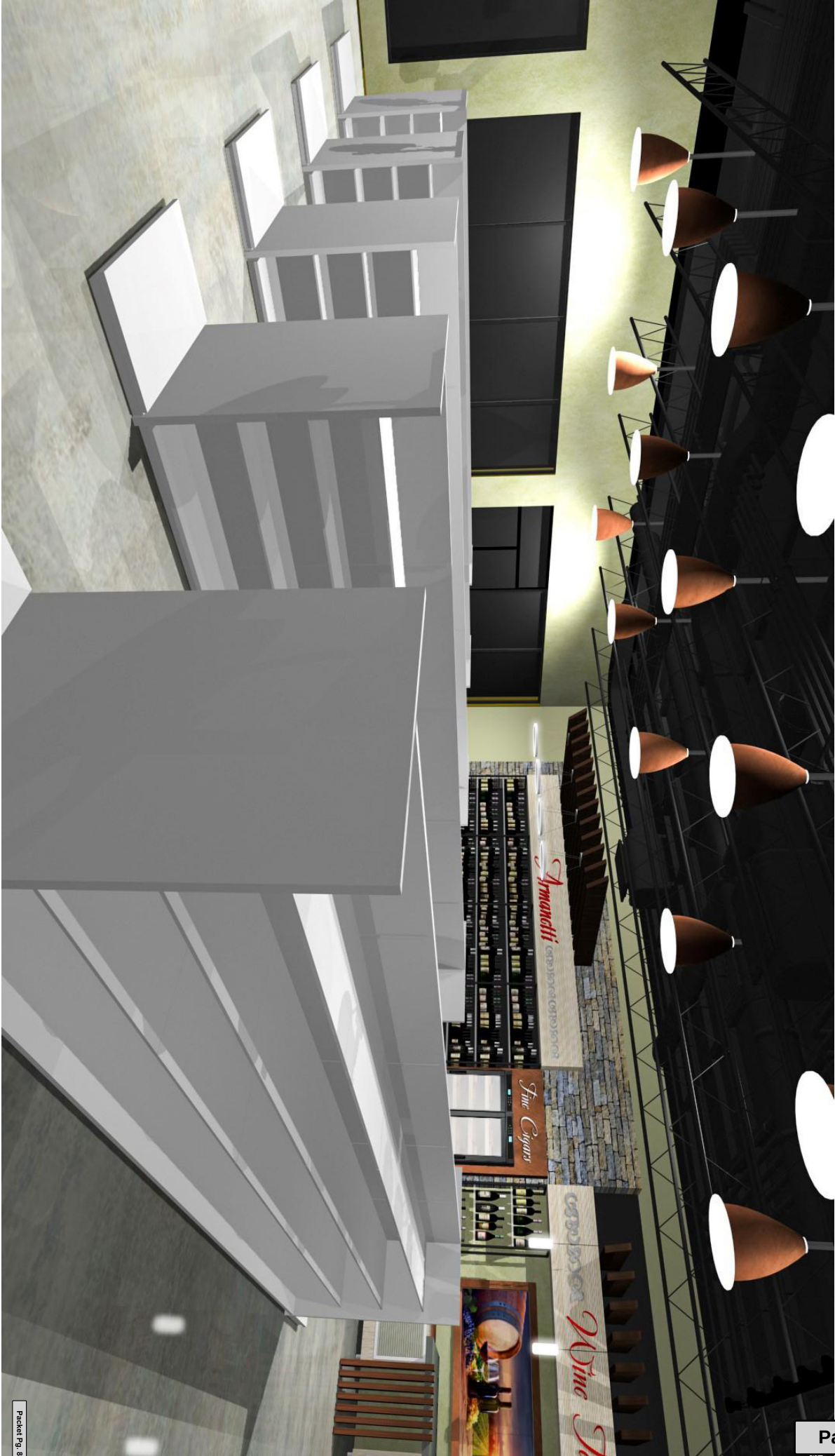


Attachment: Proposed Exterior and Interior Improvements (44 W. Illinois Avenue - SU Liquor Store)











PUBLIC NOTICE
 A Public Hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, April 12, 2022 at 7 P.M., in the Village Council Chambers at Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a packaged liquor store.
 The property is commonly known as 44 W. Illinois Ave (02-22-410-011-0000) (02-22-410-012-0000).
 The Petitioner is proposing to open a new packaged liquor store, Armanetti Beer - Wine - Spirit.
 The above petition has been filed by Chirag Patel, U Zara Inc., and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
 FILE #: 21-106
 VILLAGE OF PALATINE
 Jan Wood, Chair
 Palatine Zoning Board of Appeals
 DATED: This 28th day of March, 2022
 Published in Daily Herald
 March 28, 2022 (4580089)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette
County(ies) of Cook, Kane, Lake, McHenry
 and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 03/28/2022 in said DAILY HERALD.

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

PADDOCK PUBLICATIONS, INC.
 DAILY HERALD NEWSPAPERS

BY

Authorized Agent



Control # 4580089

Alex Bradshaw

From: Rebecca Hill [REDACTED]
Sent: Tuesday, April 12, 2022 5:41 PM
To: Alex Bradshaw
Cc: Alex Raikhman; Rebecca Hill
Subject: Comments re: 4/12/22 Public Hearing file No. 21-106

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 Alex,

We are writing as owners of 43 E Orchard Lane, Palatine, to submit comments opposing the proposed special use to permit a packaged liquor store at 44 W Illinois Ave.

While we support responsible economic development in Palatine, we have two major concerns with this proposal:

1.) High Concentration of Liquor Stores in the Area

This business is not the right fit for this particular property. There are already two long-established liquor stores within a half mile of this property on S. Plum Grove Rd. (Squire and CVS). Additionally, Jewel and Garfield's are just under a mile and a mile away from the property.

2.) Traffic Safety Issues

The property is along a heavily used pedestrian way as well as a major east-west Bike Route. Adding quick in-and-out traffic to the plaza, as is typical of liquor stores, as well as considering that not every motorist visiting a liquor store is sober, significantly increases safety risks for pedestrians, many of whom are children, and cyclists.

Sincerely,

Rebecca Hill and Alex Raikhman

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Alex Bradshaw

From: maneesh khosla [REDACTED]
Sent: Monday, April 11, 2022 11:42 AM
To: Alex Bradshaw
Subject: File No: 21-106 (44 W Illinois Ave) Objection to a Liquor store

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

Hello Brad,

I'm one of the resident whose property is right behind the proposed retail unit in the building (44 W Illinois Ave). Let me be very clear – I'm not opposed to new business coming up. It would be good for the town and village getting extra revenue.

My hesitation is the public safety and community waste hazard not to mention the inconvenience it causes to the neighborhood children.

In the past when JJ Peppers were operation – I had following complain:

- The dumpster was placed right behind my fence and it would stink making it impossible for us to relax in our backyard – Suggest the dumpster be moved 20ft West of the existing location.
- Some kids would flash the light on our house (laser light) while they would hang around on the side of the retail property.
- People would consume liquor right outside of the retail property or walking north on the footpath and would litter the area with glass bottles and plastics. At times they would throw over our fence and would smash the glass bottles which was highly dangerous while taking a walk. I would often pick the litter from the footpath. I also extended the fence height with net to block some of those flying bottles over in my yard. – Suggest the owner of the retail property extend the fence to 10 feet or put vinyl strips on the net to block the view.
- I'm afraid the proposed business would invite illegal activity which would cause more police activity near our neighborhood.
- We have two liquor stores north and south each one block away on the same Plum Grove Rd (Squire Liquor and Garfield Liquor) not to mention Jewel too, do we really need a third one in the middle.

I hope my concern would be conveyed and the village board would consider these concerns seriously before taking any decision on proposed Biz.

If you need to discuss feel free to get in touch with me at below number.

Cheers

Maneesh Khosla
 [REDACTED]

Sent from [Mail](#) for Windows

Attachment: ZBA materials (2022-37 : 44 W. Illinois Avenue - Special Use - Liquor Store)

Notice was published in the Daily Herald on March 28, 2022 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use
2. Proof of Ownership
3. Business Plan
4. Floor plan
5. Plat of Survey
6. Existing locations and hours of operation
7. Proposed exterior and interior improvements
8. Objection email dated 4/11/22
9. Public Notice

Ms. Wood submitted additional Objectors emails into record as Exhibit #10- She read both emails (exhibit #8 and #10) into record

Sworn in petitioner: Mr. Milan Patel Morton Grove, IL part owner, Mr. Cory Kelly Hampshire, IL design and Build

Mr. Kelly referred to the interior remodel slides to show proposed and how it would appeal to a specific clientele. He compared it to a restaurant from Burger King to Capital Grille. Mr. Kelly spoke to other liquor stores in area stating they are not bringing another low level place. He stated they are coming to this location because it is high end not to get a quick 6 pack. Mr. Kelly spoke to the previous business issues on smell pointing out they will be disposing of cardboard only in the dumpster. He spoke to the vacancy being an eye sore pointing out when business does well the owners strive to make it better. Mr. Kelly stated this is an opportunity to create a higher standard in the community.

Ms. Wood asked about signs and posters

Mr. Kelly stated they want to present curb appeal but need to market products they will have. He stated they will have signage within guidelines of what is allowed.

Ms. Wood spoke to other locations and asked what kind of signage they have in window Mr. Bradshaw stated there are parameters in the liquor code but zoning allows signage on the interior of the windows

Mr. Patel stated they do not block windows at other locations

Mr. Kelly stated the advantage of not covering windows is to be able to see who is coming in.

Mr. Larson asked if their other location is in a residential area

Mr. Patel answered yes. He stated they are focusing on being a high end liquor store compared to a grocery.

Mr. Kelly stated they set precedence geared to a particular community.

Mr. Bradshaw gave a brief overview stating the subject property is zoned B2 general business and has been vacant since 2012 with the previous tenant being JJ Peppers,

which operated as a liquor store. He stated the proposed space is approx. 3500 sq.ft. and was annexed into Village from unincorporated Cook County. He spoke to the proposed remodel referring to the interior remodel slide. He stated they have 5 stores under their ownership showing their experience with this type of use. Mr. Bradshaw spoke to the point of sale system indicate in the business plan requiring identification cards to be scanned before each transaction. He referred to the exterior building improvement slide to show proposed exterior elevation plans. Mr. Bradshaw stated in addition to liquor they will sell other prepackaged items and will utilize the alley behind the building for all deliveries proposed mid to late mornings. He stated the proposed hours of operation are Monday-Thursday 9am-10pm, Friday- Saturday 9am-11pm and Sunday 9am-10pm. Mr. Bradshaw stated they have applied for the required liquor license with the Village. He stated the parking requirements will not change. He stated Community Services, Engineering, Fire Prevention and Police have reviewed and have no issues.

Mr. Pirog asked if they will have wine tasting or events
Mr. Bradshaw explained that will be subject to liquor license that still needs to be approved

Ms. Wood asked how far homes behind fence are
Mr. Vyverberg referred to the plat of survey slide. He stated the rear drive aisle has approx. a 25ft separation and the single family homes on Summerset Court has rear yard setbacks of approx. 10ft. Mr. Vyverberg pointed out there is a tree line and solid fence between commercial property and single family homes

Ms. Wood asked about parking
Mr. Bradshaw confirmed there is parallel parking on side of building referring to slide

Ms. Roth-Wurster asked about dumpster location
Mr. Bradshaw referred to site photos showing location in permitted area

Mr. Pirog asked if the proposed hours are consistent with Garfield's
Mr. Bradshaw stated he is unsure of Garfield's hours

Mr. Pirog asked if within code
Mr. Vyverberg stated they are consistent with other licenses within village

Sworn in Ms. Judy Ross 51 W. Illinois

Judy stated she has lived here for 51 years. She spoke to the changes. She stated JJ Peppers was the anchor of the strip mall for years. She stated she has no objections because the vacancy has been an eye sore for years. Judy stated this will bring good tax dollars to Village and will bring extra business to neighboring businesses. She stated it is already a high traffic area and this will not negatively impact. She stated there were not drunks hanging at JJ Peppers. She pointed out the strip mall was there before the neighboring residents. She stated she lives next to the gas station and has no issues. Judy stated this will be good for the Village and a better view out

her window.

Sworn in Mr. Bill Cocanes 52 W Illinois Owner of Billy's

Mr. Cocanes stated he has been there since 1992. He stated business was great and then JJ Peppers closed and they lost 30% of their business. He stated when Covid hit it is difficult staying open. He stated they had no issues with JJ Peppers when they sold alcohol. Mr. Cocanes spoke to the dumpsters which they and the pizza place also have and have no issues. He stated it will be nice to have more traffic in the center.

Sworn in Mr. Rick Heidner 20 Breaker Rd Barrington Hills, IL owner of building

Mr. Heidner spoke to the local ordinance that does not allow convenient store to sell liquor. He spoke to the homes that were built while JJ Peppers was operating with liquor sales. He stated the building has suffered terribly and is committing to take the money from rent to improve the property. Mr. Heidner explained they wanted to keep JJ Peppers but could not get a new liquor license. He spoke to the loss of other tenants due to the loss of JJ Peppers. He stated it is a positive and will improve the building and neighborhood and should help fill the other vacancies in the center.

STAFF RECOMMENDATION:

The Subject Property had been operated in the past as a convenience store. The store maintained a liquor license during its tenure, but has since closed. The Petitioner is proposing to open a liquor store, with associated improvements to the shopping center and Subject tenant space. The area surrounding the proposed liquor store consists mainly of residential, with a gas station directly south of the shopping center. The Petitioner has also proposed to completely remodel the interior of the store and to improve the exterior elevations of the center.

While Staff understands that a similar use was ultimately denied in 2013, the current Petitioner has ownership and operating experience, with multiple liquor stores. Also, improvements to the Subject Property, as a whole, are components of the application. Therefore, Staff recommends approval of the proposed Special Use, subject to the following condition:

1. The Special Use shall substantially conform to the Business Plan (including the hours of operation), Floor Plan, and façade/elevation improvement plans submitted by the Petitioner, except as such plans may be changed to conform to the Village of Palatine Codes and Ordinances.

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

Mr. Larson made a motion to approve; seconded by Mr. Pirog

DELIBERATIONS:

Mr. Larson stated it meets the standards for special use pointing out putting a business into an eyesore should not have a negative impact on the property values. He stated it

is a good use for the location

Ms. Wood agreed with Mr. Larson. She stated she drives by often and has been empty and affects other tenants. She pointed out they are looking to operate as a high end store and have other successful location. She stated it meets the standards and makes sense. Ms. Wood stated she is happy a business will go into the unit.

Ms. Roth-Wurster agreed standards have been met. She stated the property is an eye sore. She spoke to the emails of concern and how they were related to the previous business and thinks the proposed business plan is good pointing out they are experienced at running a similar business

Ms. Wood stated she doesn't see issues from previous owner coming into play on this property

Mr. Pirog spoke to increase of traffic and issues for foot traffic pedestrians it may cause

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 5-0. This item will tentatively go to Village Council on May 2, 2022.

Consider an Ordinance Increasing the Number of Class B - Package Liquor Store Licenses by One for U Zara, Inc. (D/B/A Armanetti Beer-Wine-Spirits) at 44 W. Illinois Avenue

BACKGROUND:

On this evening's agenda is a request for a Special Use for Armanetti's Beer-Wine-Spirits located at 44 W. Illinois Avenue. Petitioner, Chirag Patel, wishes to apply for a Class B (Package Liquor Store) Liquor License. Permitted hours of operation are Sunday - Saturday 6 AM - Midnight.

KEY ISSUES:

- Increase Class B (Package Liquor Store) License by one.

ALTERNATIVES:

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

RECOMMENDATION: Staff recommends approval of the Ordinance.

ACTION REQUIRED: Motion to approve an Ordinance increasing the number of Class B Liquor Licenses by one.

ATTACHMENTS:

- Increase Class B Liquor License, ORD
- Request, Floor Plan, Business Plan

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Scott Lamerand, District 2 Councilman

SECONDER: Jim Schwantz, Mayor

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

ORDINANCE NO. _____

AN ORDINANCE INCREASING THE NUMBER OF CLASS B (PACKAGE LIQUOR STORE) LIQUOR LICENSES PURSUANT TO CHAPTER 3, SECTION 3-37 OF THE VILLAGE OF PALATINE CODE OF ORDINANCES FOR U ZARA. INC. D/B/A ARMANETTI BEER-WINE-SPIRITS AT 44 W. ILLINOIS AVENUE

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

SECTION 1: That the number of Class B (Package Liquor Store) liquor licenses shall be increased by one for Armanetti Beer-Wine-Spirits for a total of 16 Class B liquor licenses.

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

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

PASSED this _____ day of _____, 2022

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

APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this

_____ day of _____, 2022

Village Clerk

Attachment: Increase Class B Liquor License, ORD (2022-38 : 44 W. Illinois Ave. Increase Class B Liquor Armanetti)

Date 11/11/2021

To,
The Licensing Authority
Village of Palatine
200 E Wood St.
Palatine, IL 60067

Dear Sir,

Subject: Request to approve liquor store license

We are intending to start an upscale liquor store at 44 W Illinois Ave, Palatine, IL 60067. This used to be JJ Pepper store.

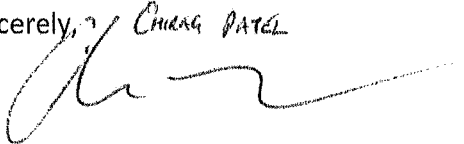
We currently own 5 liquor stores in Chicagoland area and attached are the name and locations of these stores. Out of these 5, 3 of them were not doing well and facing loss financially. Once we acquired them, we renovated and modernized them along with introducing new products to serve new and old customers. These innovative concepts have turned them into profitable entities.

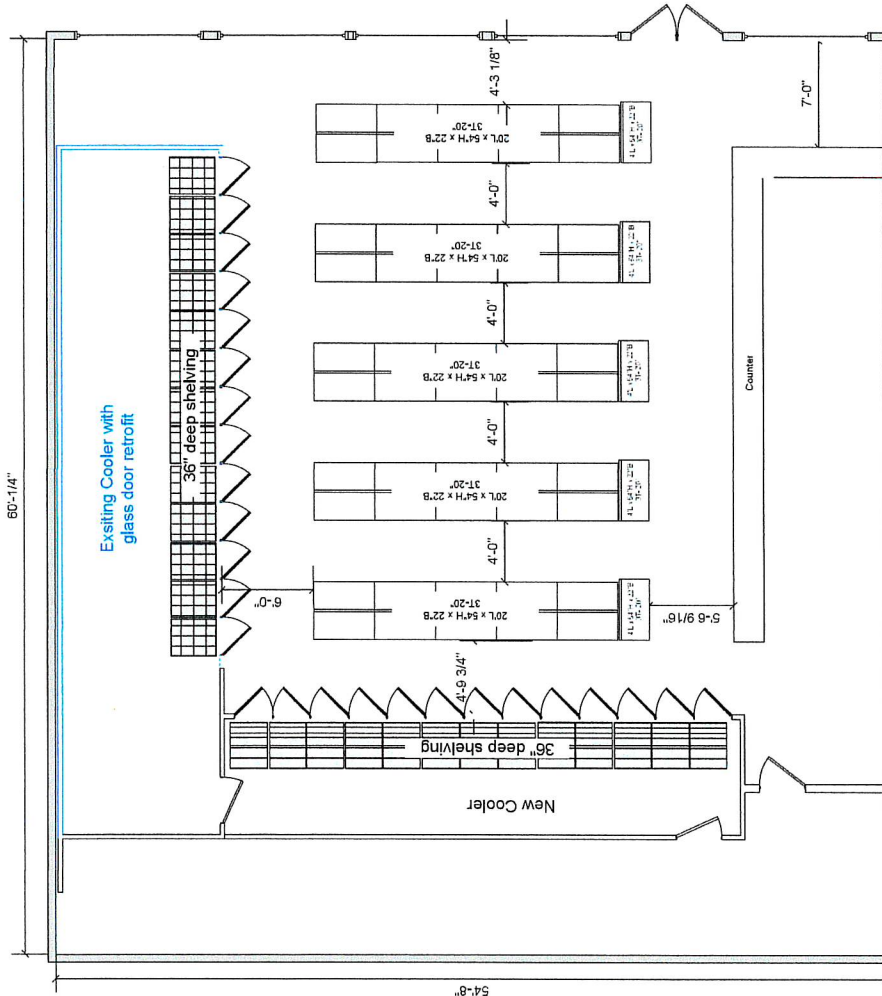
We plan to install same concept at the location in Palatine with help of our landlord. We will remodel the old store and restock with more inventory to cultivate new sales. It will have all the high-end products along with fine selection of wine to attract new customers. We would like all the residents from neighbourhood to come and experience shopping with reasonable prices and variety of selection.

To enhance even further, we would like to install brand new coolers, shelves, and cash counters. We also plan to remodel flooring and ceiling to give fresh and tidy look to the store. We would like to hire more employees to support new job opportunities and employment.

We kindly request you to approve the license and inform us if you require any other documents to support the approval.

Sincerely, *CHIRAG PATEL*





44 W Illinois Ave., Palatine, IL 60067

Armanetti's 1

P - 847.697.3230 www.atsccompanies.com	SIZE P - 847.697.3230 www.atsccompanies.com	FSCM NO 1/8" = 1'-0"	DWG NO 1	SHEET 1 OF 1
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6.A.1.B.b

Business Plan

[August 10, 2021]

Armanetti

44 W Illinois Ave,
Palatine, IL 60067

407-810-0628

321-663-0548

DRGCHIRAG@aol.com

VIPUL.PATEL918@gmail.com

<http://www.armanetti.com/home.php>

Attachment: Request, Floor Plan, Business Plan (2022-38 : 44 W. Illinois Ave. Increase Class B Liquor Armanetti)

Executive Summary

Armanetti Beverage Marts opened for business in the year 1930, thus marking the beginning of an illustrative career as the Chicagoland's leader in fine wines and spirits.

Armanetti is the market leader in Service, Selection and Savings by offering the best products for the best prices; with 19 local stores and 26 preferred partners throughout the area.

This proposed location will continue to add to Armanetti's long and illustrious history. We are looking to add value to the community by hiring locals and working with officials to improve the neighboring areas through philanthropy and other educational programs.

Armanetti sells a wide variety of snacks, tobacco, beer, wine, spirits, and other similar products at competitive prices in a safe and inviting upscale environment.

Armanetti target market are all consumers of legal age for its products. Our competition is minimal, and we expect to be the industry leader after several months of marketing.

Armanetti has a strong management team to help with the grand opening. We also have many years of experience establishing new locations by building out new retail outlets.

We use our own funds to acquire and renovate to set up new locations. We do an extensive financial review of the assets involved and only move forward when it makes financial sense. We are ready to move forward with this location.

Authorize the Village Manager to Execute a Contract with SDI Presence, LLC for an Information Technology Strategic Plan

BACKGROUND:

As the overall information technology landscape continues to change combined with expanding software expectations, a technology strategic plan is needed at the Village of Palatine.

This IT Strategic Plan will help identify and align major projects, review our current infrastructure to ensure it meets today's and future needs, determine if staffing levels and / or contract expertise is sufficient, review operating policies, and provide governance of the Village of Palatine in IT activities.

An RFP was published in February, and 13 vendors provided responses. A staff team reviewed the proposals and interviewed five vendors. Staff selected their top choice, SDI Presence, LLC (SDI).

Based upon the proposal and clarification of the scope of work SDI can complete the Strategic Plan in a not to exceed amount of \$50,000 which is within the budgeted amount.

We are planning to complete the IT Strategic Plan before the 2023 budget cycle to allow for beginning implementation of recommendations in 2023 and beyond.

KEY ISSUES:

Development of a 5 - 7 year IT Strategic Plan encompassing:

- Review and recommendations for IT infrastructure;
- Review of Information Technology security posture;
- Review staffing / sourcing needed for the IT organization;
- Review of IT governance;
- Development of long-term application road-map.

ALTERNATIVES:

1. Authorize the Village Manager to execute a contract with SDI for IT Strategic Plan.
2. Refer back to staff.

RECOMMENDATION:

Staff recommends engaging with SDI for the development of an IT Strategic Plan in an amount not to exceed \$50,000.

ACTION REQUIRED:

A motion to authorize the Village Manager to execute a contract with SDI for the amount not to exceed \$50,000 for IT Strategic Plan services.

ATTACHMENTS:

- SDI Proposal to Palatine-ITSP-TECHNICAL PROPOSAL
- SDI Fee Proposal to Palatine
- Bid Tab

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

TECHNICAL PROPOSAL



SAME
People
Expertise
Client Commitment



PROPOSAL PREPARED FOR:

Village of Palatine Illinois

IT Strategic Planning Professional Services

March 22, 2022

Respectfully Submitted By:



Ron Alcaraz
Field Sales Executive

Email: ralcaraz@sdipresence.com
Phone: 847.275.8809



Attachment: SDI Proposal to Palatine-ITSP-TECHNICAL PROPOSAL (IT Strategic Plan)





Table of Contents

Section I.	Cover Letter	1
Section II.	Proposal Summary	3
II.1	Project Understanding	3
II.2	Project Approach	3
II.3	Scope of Work	4
II.4	Project Timeline	10
Section III.	Fee Proposal (Separate Document).....	12
Section IV.	Customer References	13
IV.1	SDI References	13
IV.2	SDI List of Other Local Government Clients.....	16
Section V.	Key Project Staff Background Information	17
V.1	Bios of Proposed Key Personnel	17
Section VI.	SDI Company Background	19



Section I. Cover Letter

March 17, 2022

Larry Schroth, Director of IT
Village of Palatine
200 E. Wood Street
Palatine, IL 60067

Re: Request for Proposal (RFP) – IT Strategic Planning Professional Services

Dear Mr. Schroth:

SDI Presence LLC (SDI) respectfully submits our Proposal to the Village of Palatine (Village) in response to your **RFP for developing a multi-year Information Technology Strategic Plan (ITSP)** for the Village. SDI's 25+ years of experience in developing IT Strategic Plans; conducting Needs Assessments; assisting with Product Procurements; developing RFPs; and overseeing implementation of enterprise-wide computer applications for 100s of public-facing organizations makes us uniquely qualified to provide this service to the Village.

SDI recognizes that the Village executive leadership is intent on maximizing its current technology resources while determining its future course and investments amid changing landscapes. As mentioned in its Adopted Budget for 2022, the Village continues to leverage technology to address fiscal constraints while meeting the service expectations of its constituents and business stakeholders. To this end, the Village can count on SDI to develop a comprehensive ITSP for more efficient and effective IT operations.

The Benefits of Choosing SDI as Your Trusted IT Consultant:

- Local Headquarters:
 - 200 E. Randolph, Suite 3550, Chicago, IL
- 25+ Years IT Consulting/Managed Services Experience
- 280+ Business Professionals
- Resources with deep ITSP experience
- Proven methodologies and tools based on public sector IT best practices
- Financial Stability and Personnel Diversity

About SDI

SDI Presence LLC (SDI) is an IT managed services provider (MSP) headquartered in Chicago, IL. SDI provides professional IT and business consulting services to organizations across several industries including government, utilities, commercial real estate, transportation, and commercial businesses. SDI also has offices in Dallas-Fort Worth Texas; Atlanta, GA; and Anaheim, Los Angeles and Sacramento, California.

SDI offers exceptional local government IT expertise, with extensive resumes of former municipal, financial, and technology leaders in local government and deep functional expertise in departmental business processes and operations. Our services span planning, designing, and running complex, public-facing 24x7 mission-critical IT environments for small to large municipal governments, transportation agencies, utilities, and other special districts, with several in the Chicagoland area.



Our IT Consulting Experience

SDI's IT Consulting Practice has conducted IT assessments, strategic plans, procurements, and implementation projects for over 200 clients, which includes communities like the Village of Palatine. Our successful track record includes completing over 90 IT Assessments and Strategic Plans for local government agencies, which enables us to bring a wealth of knowledge and extensive experience to the Village, provide an independent, objective assessment of the Village's IT organization, assets and operational competencies, and develop an attainable and actionable IT Strategic Plan to help support technology needs into the future.

To complete this project, we will utilize a team of knowledgeable and collaborative consultants who are experienced in conducting public sector agency IT assessments and strategic plans.

SDI brings the Village our proven methodologies and tools that are based on public sector IT best practices and closely align with industry standards such as Information Technology Infrastructure Library's (ITIL) IT service management (ITSM).

If you have any questions about our proposal, please contact Ron Alcaraz at (847) 275-8809 or at ralcaraz@sdipresence.com.

As founder and Chief Executive Officer of SDI, I appreciate the opportunity to submit our Proposal to the Village and look forward to working with you on this important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'DA Gupta', is written over a light blue horizontal line.

David A. Gupta, Chief Executive Officer
SDI



Section II. Proposal Summary

II.1 Project Understanding

The Village seeks to partner with a consulting company that has vision and leadership in IT strategic planning, especially one that has collaborated successfully with local governments. SDI brings the Village the experience, expertise, and proven methods to help ensure project success. SDI has developed a comprehensive methodology designed specifically to meet the unique needs of organizations seeking to develop strategic technology plans. This methodology is based on our hands-on experience in working with public sector clients and continues to evolve as new best practices are identified.

During the initial planning phase, SDI will work with the Village's stakeholders to craft a project approach and task resource plan that takes full advantage of the Village's resources and expertise while minimizing the impact on operations.

SDI believes that a critical component of this project is to ensure that the stakeholders and staff impacted understand the trade-offs, resources, risks, and timelines associated with the project approach, and have appropriate expectations prior to, and throughout, the project life cycle. To accomplish this, SDI's approach includes the following guiding principles:

- ◆ Focus on an open and collaborative process that encourages a consensus among the participants and a shared commitment to the successful completion of a comprehensive IT strategic plan
- ◆ Use a structured, proven approach to ensure comprehensive understanding of requirements and business needs at all levels of the Village
- ◆ Strive to minimize disruption to daily Village operations throughout the various processes by ensuring a well planned and executed project
- ◆ Fully identify and disclose the potential opportunities as well as the risks involved and provide realistic risk management and mitigation strategies
- ◆ Ensure that stakeholders and users have and maintain realistic expectations throughout the process

II.2 Project Approach

SDI's IT Strategic Planning Methodology is built on our experience delivering services to local government agencies for over 25+ years. After the completion of each project, we debrief to determine what we can change to make the next plan we develop even better. This has benefited our clients by establishing a methodology that is proven and continues to evolve to meet the unique and changing needs of our public sector clients.

A cornerstone of SDI's methodology is the focus and emphasis on the involvement and interaction with the department users of technology and those setting the business direction for the Village – providing a “voice of the customer” to the resulting ITSP. SDI will incorporate input from all users and stakeholders, up to and including the Village's elected officials, Executive Leadership Team, IT staff and the seven departments.



II.3 Scope of Work

SDI understands that the Village is interested in having an information technology consultant develop a multi-year IT Strategic Plan to guide it in the effective planning, procurement, implementation, and management of technology. The planning process must include meetings with the Executive Leadership Team, IT Staff, and representative group of departmental employees.

SDI's approach to ITSP development entails several critical milestones during the overall process, and SDI provides specific deliverables throughout the project. SDI recognizes and is prepared to address the following key considerations for the ITSP:

- ◆ Completion of a comprehensive assessment of existing major initiatives, technology and associated IT support environment.
- ◆ Development of a comprehensive ITSP that aligns overall Village technology resources with the objectives of the user departments and overarching organizational objectives. This includes recommended projects, their respective implementation priority, cost estimates for each project, and an implementation strategy that can be incorporated into the Village's annual budget process.
- ◆ Recommendations for new and emerging technologies that may help improve the efficiency and effectiveness of the Village's IT service delivery. This includes recommendations for short-term transitions as well as long-term strategic directions, including online services from departments, and options for in-house hardware or infrastructure support versus hosting models.

SDI is familiar with the challenges and issues that can arise in developing such plans. For example, we are skilled in managing multiple, and often conflicting, stakeholder visions, missions, goals, objectives, needs, and priorities. In addition, we are sensitive to the desires of elected and appointed officials and the public for transparency and open government. As a starting point, we will thoroughly familiarize ourselves with the Village's 2022 Budget and Capital Investment Plan, which we have already begun to review.

Our proposed methodology carefully considers project prioritization and includes processes to help manage competing priorities to ensure the ITSP provides a true Village-wide perspective. We pride ourselves in helping organizations develop plans that are realistic and attainable in terms of available budget, resources and time.

Figure 1 below presents our proven strategic planning methodology, including the phases, tasks, and deliverables for this project.



Figure 1 – Project Approach and Deliverables

On the following pages, we describe in further detail each of the three Phases of the IT Assessment and Strategic Plan process.

Phase 1 - Initiate

As project management professionals, SDI recognizes the importance of applying a formal project management framework to this project to ensure that it meets objectives and is delivered on-time and on-budget. The purpose of the Initiate Phase is to prepare for, and initiate, the project under a well-defined work plan. This phase includes confirming our understanding, as well as the understanding of the stakeholders, regarding the scope of work and the process for accomplishing the overall objectives of the project. Table 1 provides a detailed discussion of what each task in the Initiate phase entails.

Given the Village’s business processes and possible technology opportunities, it is critical that the project is launched under a well-organized plan that is clearly communicated to all impacted staff.

Table 1 – Initiate Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 1 Initiate	1.1 – Facilitate Planning Meeting 1.2 – Work Plan Development and Review 1.3 – Request Existing IT Documentation 1.4 – Conduct Kickoff Meeting	✓ Project Work Plan ✓ Documents Request ✓ Kickoff Meeting Presentation
1.1 – Facilitate Planning Meeting		
TASK DESCRIPTION: SDI will meet with the Village’s Project Sponsor to complete a detailed review of the scope of work, project timeline, deliverables, project status methods, project participants (i.e., sponsor, subject matter experts, technical resources, etc.), and other items to ensure a well-planned project. During this meeting, SDI will discuss the tools and templates that will be leveraged.		



1.2 – Work Plan Development and Review

TASK DESCRIPTION: SDI will publish a Work Plan and facilitate a meeting with the Village Project Sponsor to review and obtain feedback on the proposed Work Plan. The goal of this meeting is to obtain consensus on the Work Plan and a commitment to support the Work Plan. The Work Plan will be continuously updated throughout the project timeline as part of regular status reporting.

DELIVERABLES: Draft and Final Work Plan

1.3 - Request Existing IT Documentation

TASK DESCRIPTION: To support the activities associated with Phase 2 of the project, SDI will request and review documentation including, but not limited to, the following:

- ◆ Village Goals
- ◆ Village Strategic Business Plan, Budget, and CIP
- ◆ Previous Related Assessments and Plans
- ◆ Village Organizational Chart and Contact Information
- ◆ Technology Budgets and Capital Plans
- ◆ Technology Governance Agendas and Minutes
- ◆ In Process or Planned Technology Project Documentation
- ◆ IT Inventory (e.g., desktop/laptop/tablet, applications, peripherals, servers, storage, backup devices, applications, etc.)
- ◆ IT Policies and Procedures
- ◆ IT Disaster Recovery Plan
- ◆ Network Architecture Documentation
- ◆ IT Service Level Agreements
- ◆ IT Performance Statistics or Activity Reports
- ◆ Technology Vendor Listing and Agreements

DELIVERABLE: Documents Request

1.4 - Conduct Kickoff Meeting

TASK DESCRIPTION: Since the project will have an enterprise-wide impact, it is important to proactively communicate with all impacted staff to ensure a clear understanding of project goals and objectives, roles and responsibilities, approach, tasks, and timeline. The Kickoff Meeting also provides the opportunity to introduce the SDI team to Village staff and should involve senior level management and project sponsors to provide introduction of this Village-wide endeavor. It is important that all Village staff that will be involved in the project, regardless of their role, participates in the Project Kickoff meeting.

DELIVERABLE: Kickoff Meeting Presentation



Phase 2 - Analyze

In developing the ITSP, it is necessary to first have a comprehensive and realistic understanding of how effectively the current IT organization and assets meet the Village's requirements, the Village's business objectives and priorities, and how the Village desires to use technology as a key enabler in supporting its business in the future. This "look ahead" must take into account that not only is technology evolving rapidly, but so are public expectations regarding timely and easy access to Village services and information transparency. In the Analyze Phase, SDI's consultants work closely with Village technology stakeholders to define the future vision for the Village's use of technology and the gap between that vision and the Village's current IT infrastructure. SDI's consultants will develop an assessment as to how well the Village's IT services comply with best practices and will identify gaps between the level of service provided by the Village's IT resources and user service level expectations.

Technology plans should be driven by, and aligned with, the Village's business needs, priorities, and resources. In the Analyze Phase of our methodology, SDI works with key Village stakeholders to document limitations with current technology and to identify future needs.

The IT Assessment is developed based on information gathered through in-person interviews, the results of an easy-to-use, online survey that is available to all Village users, interviews with IT personnel, site visits, an assessment of the degree to which the Village and its IT organization conform to information technology best practices, and a review of the Village's technical documentation.

In those areas where the Assessment indicates that action is needed, SDI will provide a finding and one or more recommended actions, an assessment as to the relative priority of each recommendation, and an action plan that considers the relative importance of each recommendation along with a timeframe for implementation. Table 2 on the following page describes in detail the activities associated with the Analyze phase.

Table 2 – Analyze Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 2 Analyze	2.1 – Conduct "Voice of the User" Survey 2.2 – Conduct Business Technology Assessment 2.3 – Perform IT Assessment 2.4 – Conduct Management Briefing 2.5 – Develop and Deliver IT Assessment Report	✓ "Voice of the User" Survey ✓ Draft and Final Survey Reports ✓ Verbal Briefing of IT Assessment Findings ✓ Draft and Final IT Assessment Report
2.1 – Conduct "Voice of the User" Survey		
TASK DESCRIPTION: SDI will conduct a web-based user survey to determine overall satisfaction in terms of IT service delivery and support. The survey will be available to all Village technology users and provides an opportunity to obtain their input. Once the survey is concluded, SDI will prepare a Survey Results Report. The report will summarize the survey results and present best practices targets for each survey question. The best practices targets represent what a well-funded and high performing IT service delivery organization would strive to attain. The information gathered from the online survey provides valuable input to the IT Assessment.		
DELIVERABLES: "Voice of the User" Survey, Draft and Final Survey Reports		
2.2 – Conduct Business Technology Assessment		
TASK DESCRIPTION: SDI will facilitate a series of workshops with the Executive Leadership and representatives of the Village departments to identify the current technology environment within		



each organization, barriers to full utilization of those technologies, and planned uses and expansion of technology in the future. The workshop for the Executive Leadership will be at least half-day. The workshops for each department will be attended by department managers and key staff as directed by the Village. As part of this activity, SDI will create an Application Effectiveness Matrix that evaluates how key applications are used by the executives and departments to fit their current and future needs.

2.3 – Perform IT Assessment

TASK DESCRIPTION: SDI's IT Assessment evaluates whether the Village's IT infrastructure and support organization are prepared to support the future needs of the Village by reviewing six key operational "assessment dimensions." This review takes a comprehensive **best practices** view of essential IT delivery components, as a weakness in any one particular dimension can adversely influence the overall effectiveness of the organization. Findings and recommendations are developed based on:

- ◆ Information gathered in the course of the business technology interviews with department stakeholders
- ◆ The results of the Voice of the User Survey
- ◆ Interviews with IT managers and staff
- ◆ The IT best practices assessment

SDI's team will consolidate this information and develop findings and recommendations based on the Village's compliance with best practices in the following dimensions, which include all the components listed in the RFP's Scope of Services section:

- ◆ **Technology Governance** – Evaluation of the current IT organization and assessment of its skills, staffing levels, and capability to support operation and maintenance of current and future systems. This will include a review of IT project management practices, planning activities, IT refreshment, and the use of oversight committees.
- ◆ **Service Delivery** – Evaluation of the daily operation of the IT environment including budget, service metrics, maintenance, help desk, configuration management, change management and capacity management.
- ◆ **Business Technology Applications** – Evaluation of the processes and methods to support business and operational technology applications.
- ◆ **Security** – Evaluation of the use of software monitoring tools, virus protection procedures, physical hardware security, network vulnerability, passwords, data backup/recovery processes, physical and data security, integrity planning, PCs, network, firewall, incident response, patch management, anti-virus protection and emergency operations.
- ◆ **Infrastructure** – Review of the network, servers, desktops, telephony, storage configurations, remote access, data storage, server management, and operational procedures.
- ◆ **Administration** – Review of technology procurement processes, contract management, vendor management, software license management, budget/charge back management and physical inventory processes.



2.4 – Conduct Management Briefing

TASK DESCRIPTION: Upon compilation of the initial findings and recommendations from the IT Assessment activities, SDI will meet with the Village's Project Sponsor to review and discuss these items prior to the development of the draft IT Assessment Report.

DELIVERABLE: Verbal Briefing of IT Assessment Findings

2.5 – Develop and Deliver IT Assessment Report

TASK DESCRIPTION: After reviewing initial findings and recommendations with the Village's Project Sponsor, SDI will prepare a draft IT Assessment Report and review it with the Village's key stakeholders. Following the review, SDI will incorporate revisions as needed and deliver a Final Report. The completed IT Assessment Report will include a summary of the user survey, a summary of the best practices assessment, a SWOT (strength, weaknesses, opportunities, and threats) analysis, specific findings and recommendations that are realistic and actionable, and a proposed action plan for their implementation.

DELIVERABLES: Draft and Final IT Assessment Report

Phase 3 – Strategize

In Phase 3 – Strategize, SDI works with the Village to review and analyze the findings of previous phases in order to identify, analyze, and prioritize projects that need to be included in the ITSP. SDI brings to the Village proven methods and tools to ensure identified projects are well defined, understood by the stakeholders, and prioritized using agreed upon criteria. During this task, SDI will facilitate a Project Prioritization Workshop that uses a multi-step process to arrive at a Village-wide prioritization of identified projects that will provide the basis for a roadmap in the ITSP. Table 3 on the following page provides detail regarding the Strategize phase of the process.

Organizations that align business and technology planning in a common framework are better able to meet public expectations and respond to future needs than those that do not. In Phase 3 – Strategize, SDI assists our clients in leveraging their resources and focusing them on their highest priority needs.

Table 3 – Strategize Phase Tasks and Deliverables

Project Approach: Phases and Tasks		Deliverables
Phase 3 Strategize	3.1 – Prepare for Prioritization Workshop	✓ IT Project Portfolio
	3.2 – Conduct Districtwide Prioritization Workshop	✓ Prioritization Workshop Materials
	3.3 – Prepare IT Strategic Plan	✓ Draft and Final IT Strategic Plan
3.1 – Prepare for Project Prioritization Workshop		
TASK DESCRIPTION: SDI will utilize the results of the IT Assessment Report to identify projects that will improve the Village's current use of technology and serve the Village's longer-term technology needs. The output of this effort will be an IT Project Portfolio that identifies recommended projects, and provides additional information for each of the projects including the project's sponsor(s) and other impacted departments, a project description, cost estimates, assessment of the level of effort and the level of risk involved in the implementation of the project, an assessment of the potential business impact, and other criteria to prepare stakeholders for the Planning and Prioritization Workshop.		
DELIVERABLE: IT Project Portfolio		



3.2 – Conduct Village-wide Project Prioritization Workshop

TASK DESCRIPTION: SDI believes we have many unique and proven methods to develop a successful ITSP; however, this activity alone sets us apart from all our competitors. SDI encourages the Village to call our references and inquire about our innovative “Blue Wall Prioritization Workshop” approach that drives enterprise-wide consensus and acceptance of the IT Strategic Plan.

Our Blue Wall approach uses a multi-step prioritization methodology and tools that encourages staff participation and collaboration. The workshop is designed to help drive consensus to obtain Village-wide prioritization of projects. The result of the workshop will be a prioritized list of projects assigned to implementation timeframes. In addition, the workshop is designed to identify ITSP enabling factors which are defined as key elements that must be in place or occur to allow the Plan to be a success. Examples of enabling factors could include training, staffing, budget, governance, project management, and change management.

DELIVERABLES: Prioritization Workshop Materials

3.3 – Prepare IT Strategic Plan

TASK DESCRIPTION: SDI will incorporate work products from previous tasks as the foundation for the development of the Village’s Information Technology Strategic Plan. SDI will use this information, as well as other information provided by staff and independent research to create a draft of the ITSP and review it with the Village. The ITSP will provide a summary of the requirements that drove the need for the plan, review key information technology trends that will impact the Village, and review the results of the Planning and Prioritization Workshop and the subsequent review and refinement of the project roadmap from the workshop.

SDI will revise and update the ITSP based on feedback from the Village and will conduct a final technical and quality review of the final ITSP before submission to the Village’s management team.

DELIVERABLES: Draft and Final Information Technology Strategic Plan

II.4 Project Timeline

We understand that the Village is interested in a final ITSP no later than August 2022, in time for FY 2023 Budget planning and adoption. Based on SDI’s experience with similar projects, as well as our knowledge of the Village’s environment, we estimate that this project will require approximately sixteen (16) weeks to complete. Thus, if we begin the project in April, we anticipate completion by end of July. Figure 4 below identifies the estimated weeks per phase.

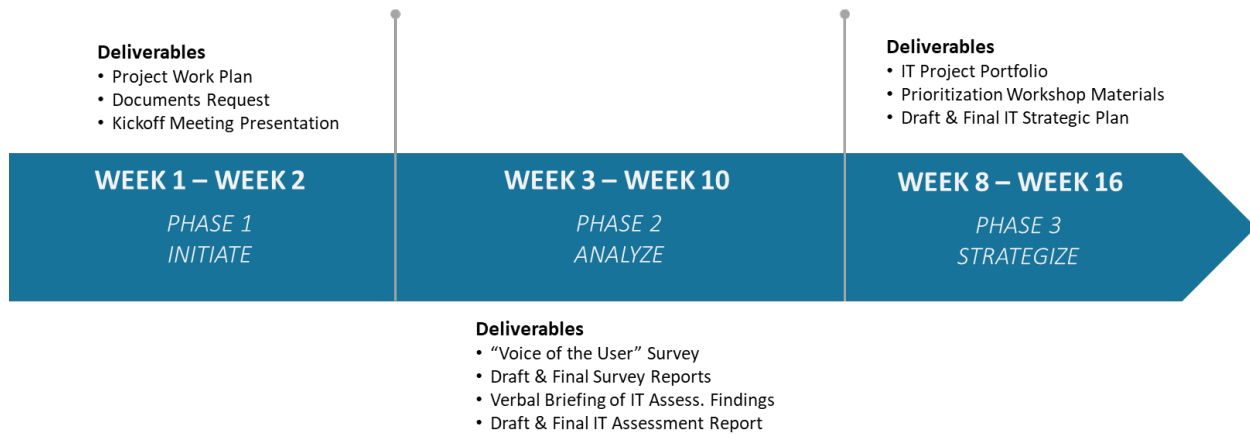


Figure 4 – Project Schedule

The success of achieving this schedule largely depends on the availability of the Village’s assigned staff, along with the timely completion of tasks required of Village personnel including reviewing draft documents and scheduling of staff for required meetings.



Section III. Fee Proposal (Separate Document)

Submitted under separate cover.



Section IV. Customer References

IV.1 SDI References

Provided below are references from four similar strategic planning engagements for public agencies. SDI welcomes the Village to contact these references, or any of our past clients, to gain a full understanding of our methodology, industry expertise, and related work product coming out of our strategic planning engagements.

Reference No. 1

Name of Organization	City of Chicago, Dept. of Assets, Information and Services (2019 – Present)	
Address	City of Chicago, Dept. of Assets, Information and Services 333 S State St., Suite 420 Chicago, IL 60604	
Name of Contact	Kevin Kirby, IT Director - Infrastructure & Operations	
Telephone and Email	312-744-2502 Kevin.kirby@cityofchicago.org	
Project Title	Network Assessment and Remediation	

Project Description

The City desired a City-owned network monitoring system to be implemented to monitor the network environment integrated with the City’s ServiceNow ITSM for auto-ticketing. The monitoring system would also trend and report on various performance and system capacity metrics.

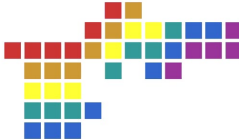
Services Delivered

Working collaboratively with the City, SDI implemented the following:

- ◆ Electronic Discovery of 2500 devices with over 30,000 monitored components
- ◆ Addition of CMDB information such as location and owner
- ◆ Alarm thresholds customized to the environment
- ◆ Integration with SDI’s NOC with automated Incident Management workflows
- ◆ Event correlation
- ◆ Integration with ServiceNow
- ◆ Cisco configuration backups and update capabilities



Reference No. 2

Name of Organization	City of West Hollywood (10/2020 – 12/2021)	 City of West Hollywood California 1984
Address	8300 Santa Monica Boulevard West Hollywood, CA 90069	
Name of Contact	Eugene Tsipsis, IT Manager	
Telephone and Email	(323) 848-6399 etsipsis@weho.org	
Project Title	IT Assessment & Strategic Plan	

Project Description

SDI is currently providing professional consultative services for an IT assessment and development of an IT Strategic Plan. Once complete, the Plan will enable the City to better allocate its information technology resources and to obtain greater benefits for its investments in information technology. The plan also provided a baseline to enable the City to more effectively respond to new and/or changing requirements by proactively adapting processes, organization, and infrastructure.

Reference No. 3

Name of Organization	City of Brentwood (1/2021 – 8/2021)	
Address	150 City Park Way Brentwood, CA 94513	
Name of Contact	Christine Andrews, Asst. Dir. Finance and Information Services	
Telephone and Email	(925) 516-5130 candrews@brentwoodca.gov	
Project Title	IT Assessment & Technology Master Plan	

Project Description

SDI completed a comprehensive assessment of the City’s technology operations and provided recommendations designed to improve overall service delivery. SDI also developed a Technology Master Plan, including GIS and fiber optics components, to guide the City’s future technology investments. The project launched in January 2021 and the final report was presented in August 2021.



Reference No. 4

Name of Organization	Illinois State Toll Highway Authority (Tollway) (2016 – Present)	
Address	2700 Ogden Ave Downers Grove, IL 60515	
Name of Contact	Joe Kambich Chief Information Officer	
Telephone and Email	630-241-6800, ext. 6000 jkambich@getipass.com	
Project Title	Technology Professional Services	
Project Description		
SDI has been working within the Tollway technical and business environments for the last 12 years. The SDI Team assessed the Tollway technology environment and has been assisting IT and Tollway management with strategic technology direction and decisions which has resulted in many successful technology upgrades and implementations. SDI on a continuous basis evaluates the technology policies and strategies and makes practical and achievable recommendations based on industry best practices blended with day-to-day reality at the Tollway. <i>Generate Ideas for the Future Develop Strategic and Tactical Plans to Guide the Selection and Prioritization of Projects that Support the Tollway’s Overall Vision and Mission</i> The SDI team has been instrumental in helping to develop, implement and maintain the Technology Governance process that was put in place over the last couple of years. This process was designed to identify, evaluate, prioritize, and implement technologies and systems that can be leveraged across the Tollway organization. It is important to develop an overall strategic vision and plan, but it is also important to ensure that the plan is flexible enough to grow and change as new technologies are developed and progress moves forward.		



IV.2 SDI List of Other Local Government Clients

As shown in Table 4 below, SDI has a strong record of accomplishment in providing related technology consulting services for public sector clients. This includes the successful completion of more than 90 IT Strategic Plans for public sector organizations.

The Village directly benefits from our extensive experience with other public sector organizations.

Table 4 - Partial List of SDI Related Projects

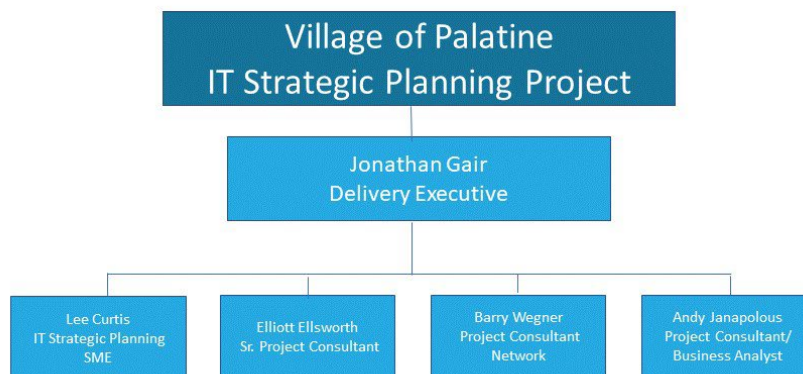
	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Alameda, CA	✓	✓					✓	✓
Anaheim, CA	✓							✓
Beverly Hills, CA	✓	✓						✓
Branson, MO	✓	✓						✓
Burbank, CA	✓	✓						
Carson City, NV	✓	✓					✓	✓
Fresno, CA	✓	✓					✓	✓
Gilroy, CA	✓	✓						
Glendale, CA	✓	✓		✓			✓	✓
Huntington Beach, CA	✓	✓			✓			✓
Ketchum, ID	✓	✓						
Laguna Beach, CA	✓	✓						
Lake Forest, CA	✓	✓	✓					
Lakewood, CA	✓	✓			✓			✓
Manhattan Beach, CA	✓	✓			✓		✓	✓
Mountain View, CA	✓	✓						
Port Angeles, WA	✓							
San Rafael, CA	✓	✓		✓	✓		✓	✓
Santa Clara, CA	✓	✓	✓	✓	✓		✓	✓
Santa Cruz, CA	✓	✓	✓		✓			✓
Ventura, CA	✓	✓			✓			✓
El Paso County, Texas	✓	✓						
Lane County, Oregon	✓	✓						
California Highway Patrol	✓	✓	✓	✓	✓	✓	✓	✓



Section V. Key Project Staff Background Information

For this project, SDI is proposing a team of highly qualified and experienced professionals with the proven ability to complete projects on time and within budget. SDI's proposed team includes IT specialists with significant depth and expertise to address all aspects of this important project. The proposed project team is presented in Figure 3 below. **All team members are SDI employees – no subcontractors will be used for this engagement.**

Figure 3 – Proposed IT Strategic Planning Project Team



V.1 Bios of Proposed Key Personnel

Jonathan Gair – Delivery Executive

Jonathan is a dedicated professional with a strong analytical background and multiple years of experience managing implementation and support projects for public sector enterprise solutions, including public safety and water and power utilities. He has 13+ years of experience and expertise in project management methodology, project scheduling, business process analysis, change management, requirements gathering and user acceptance testing. In 2016, Jonathan led an internal improvement project to re-develop SDI's Project Management Methodology.

Jonathan leads SDI's Advisory and Technology Delivery Practice. He manages national teams of project managers and subject matter experts focused in financial-related enterprise applications (CIS, ERP, LMS, workforce management, property tax, and EAM), as well as advisory services for IT Strategic Planning and Cybersecurity Assessments.

Jonathan will be responsible for insuring resources are available for this project and for the overall quality of services that SDI will provide. He will be the direct point of contact between SDI and the Village should any problems arise. Jonathan will insure that work will be completed on-time and within budget.



Lee Curtis – IT Strategic Planning Subject Matter Expert (SME)

Lee is a senior level, hands-on executive with more than 40 years of experience in technology service and management consulting. He has been a top-tier manager with outstanding technology delivery skills and long-range project planning expertise. Lee has provided executive-level consulting to both the private and public sectors supporting a wide range of technology implementations. He is an experienced project manager, accomplished writer and a well-versed consultant providing in-depth technology assessments and innovative strategic plans to public sector clients.

Lee has served as CIO or IT Director for numerous organizations including the City of Indianapolis / Marion County IN, Dallas County TX, Butte County CA, Tulare County CA, Solano County CA, Douglas County NV, and the City of Rancho Cordova CA. Mr. Curtis has presented IT Strategic Planning sessions at the Municipal Information Systems Association of California (MISAC) annual conferences and in 2020 he presented a webinar on Strategic Planning to the Association of California Water Agencies (ACWA).

Elliott Ellsworth – Sr. Project Consultant

Elliott has been working in the public sector IT Consulting Industry for over 30 years. He spent most of his career with the City of Ontario, CA providing technology expertise in a variety of positions, serving as Executive Director of IT and Chief Innovation Officer. Mr. Ellsworth's experience serving in the public sector technology industry for a large public sector organization provides him with significant relevant knowledge and expertise for the Village's IT Strategic Planning project.

Since joining SDI, Mr. Ellsworth has been actively engaged in IT assessment and strategic planning efforts for the cities of Malibu, West Hollywood, and Vista, California.

Barry Wegner – Project Consultant/Business Analyst

Barry is a Network Engineer with demonstrated success designing, implementing, and supporting complex networks. He has 25+ years of in-depth expertise in design, implementation, analysis, optimization, and troubleshooting of network systems. Barry is a technology savvy self-starter adept at moving into new environments with the ability to extrapolate from previous experience and adapt to new technologies. He has proven ability to lead and motivate teams to maximize productivity utilizing a hands-on management approach focused on tangible, visible and measurable results.

Barry's areas of expertise include:

- ◆ Network Design
- ◆ Network Engineering
- ◆ Network Management
- ◆ Wireless Design
- ◆ Quality Assurance
- ◆ Technical Team Leadership

Andy Janopolous, Technical Business Analyst

Andy has over five years' experience as a Technical Business Analyst. In this role he has set up tasks and techniques to gather functional/data requirements from stakeholders of a business, program, or a project to understand the process planning; development and monitoring with cost-benefit solutions to achieve the organization's envisioned goals.



Section VI. SDI Company Background

SDI Presence LLC (SDI) is an IT managed services provider (MSP) headquartered in Chicago, IL. SDI provides professional IT and business consulting services to organizations across several industries including government, utilities, commercial real estate, transportation, and commercial businesses. SDI also has offices in Dallas-Fort Worth Texas; Atlanta, GA; and Anaheim, Los Angeles and Sacramento, California.

SDI leverages its strong team presence to provide industry-leading IT services while advancing our clients to a secure digital enterprise. With a 25+-year corporate resume, SDI delivers strategic managed services, IT consulting, and hybrid infrastructure solutions to optimize our clients' technology environments. SDI is a certified Minority Business Enterprise (MBE), with a portfolio of clients that includes some of the nation's largest airports, utilities, commercial real estate portfolios, and government agencies. SDI delivers a deep technical presence through a local delivery model to achieve customer confidence and success.

SDI Snapshot:

- Local Headquarters
- 25+ Years IT Consulting/Managed Services Experience
- 280+ Business Professionals
- Resources with deep ITSP experience
- Proven methodologies and tools based on public sector IT best practices
- Financial Stability and Personnel Diversity
- Completed 90+ IT Strategic Plans/Needs Assessments for local, state, county and special districts

End-to-End Solution Set to Drive Value and Accountability

SDI brings holistic solutions to our clients, integrating legacy and cloud-based applications and infrastructure across our clients' networks to produce data-based insights that drive sound business decisions and improve performance. SDI works with a broad range of industry-leading partners and leverages its own in-house expertise to deliver technology solutions that provide the highest degree of reliability and performance to our clients. **SDI's core services include:**

CONSULTING	TECHNOLOGY DELIVERY			PRESENCE SM MANAGED SERVICES
	APPLICATIONS	INFRASTRUCTURE	SECURITY	
• IT Strategic Planning • IT/Project Assessments • IT Governance • IT Portfolio Management/Project Management Office • Organizational Change Management • Interim CIO/CTO • Digital Transformation • Analytics/Business Intelligence	• Requirements Assessment • Selection and Procurement • Business Process Reengineering • QA/Testing • Project Management • Implementation and Integration	• Network Engineering • Data Center • Hybrid Cloud • Hyperconverged Infrastructure/Software Defined Data Center (SDDC) • VoIP Services	• Identity Management • Integrated Public Safety Systems • Organization Policies and Procedures • Enterprise Vulnerability Assessments • Cyber Awareness Training • Cyber Remediation Services • Incident Response Planning • Disaster Recovery/Business Continuity	• ITSM Service Desk • IT Infrastructure Managed Services • Enterprise Application Managed Services • Managed Security Services • Public Safety Systems Managed Services • Real Estate Data Managed Services



SDI's IT Consulting Division has worked with 180+ local government agencies to complete Technology Assessments, IT/Network Assessments, IT/GIS Master Plans, IT Service Level Assessments, Policy/Procedure Development, Project Management, Technology Procurement and Selection, and Implementation Support. SDI's track record includes completing over 90+ IT assessments and/or strategic plans for cities, counties, special districts, and state agencies.

SDI focuses on helping public sector clients assess, plan, implement, and manage complex business technology. SDI brings leadership, executive presence, and diverse perspective to our clients' most complex projects. SDI's consultants bring experience gained from running large IT operations and multimillion-dollar IT projects and having held prior positions with Tier One consultancies. Our consultants include former CIOs, CFOs, Utility General Managers, Community Development Directors, and Assistant City Managers. SDI builds on these gained insights when working with our clients, taking the time to understand a client's specific situation and needs, developing robust plans to address those needs within the situational boundaries, and delivering solutions that are on specification, on time, and within budget.

FEE PROPOSAL



SAME
People
Expertise
Client Commitment



PROPOSAL PREPARED FOR:

Village of Palatine Illinois

IT Strategic Planning Professional Services

March 22, 2022

Respectfully Submitted By:



Ron Alcaraz
Field Sales Executive

Email: ralcaraz@sdipresence.com
Phone: 847.275.8809



Attachment: SDI Fee Proposal to Palatine (IT Strategic Plan)





Section III. Fee Proposal

SDI developed our level of effort based on our years of experience in completing similar projects. Our hourly billing rates, inclusive of all travel and related expenses, are as follows:

Name	Position	Hourly Rates
Jonathan Gair	Delivery Executive	\$165
Lee Curtis	IT Strategic Planning Subject Matter Expert (SME)	\$165
Elliott Ellsworth	Sr. Project Consultant	\$165
Barry Wegner	Project Consultant/ Business Analyst	\$100
Andy Janopoulos	Technical Business Analyst	\$100

SDI estimates this project will require approximately **432 (four hundred thirty-two)** hours to complete for a total of **\$65,495 (Sixty-Five Thousand Four Hundred and Ninety-Five Dollars)**.

SDI will invoice the Village at the beginning of each month for the prior month's project activities. Invoices will provide the number of hours worked by each SDI resource, along with a description of the project activities worked on. Please note that SDI does **not** bill for consultant travel time.

RFP Results

Avero	\$59,607.00
Client First	\$64,960.00
Plante Moran	\$88,800.00
SDI	\$65,495.00
Matrix	\$43,500.00
Maestro	\$71,100.00
Prescient solutions	\$48,000.00
Xaim	\$22,500.00
Blackline Consulting	\$38,704.00
Orbis	\$10,800.00
Crowe	\$99,520.00
Baker Tilley	\$173,775.00
Cambridge	\$34,000.00

Consider an Ordinance Granting a Special Use for a Package Liquor Store at 44 W. Illinois Avenue

BACKGROUND:

The Subject Property is currently a vacant tenant space, which was previously occupied by J.J. Peppers Convenience Store, which also had a liquor license. The Petitioner is proposing to open a package liquor store, thus they are requesting approval of the following:

Special Use to permit a package liquor store.

KEY ISSUES:

- Armanetti Beer - Wine - Spirit would occupy the tenant space at the east end of the shopping center, which is located at the northwest corner of Plum Grove Road and Illinois Avenue. The shopping center includes the following tenants: Tre Amici Pizza, Hair Salon, Billy's Dogs-Beef-Fresh Sandwiches, and Coin Laundry.
- Armanetti would occupy the 3,500 square foot tenant space, which has been vacant since J.J. Peppers closed in 2012. The proposed hours of operation are Monday - Thursday 9 AM - 10 PM; Friday - Saturday 9 AM - 11 PM; Sunday 9 AM - 10 PM. The Petitioner concurrently applied for a Liquor License with the Village.
- The Petitioner has proposed to remodel the interior space to establish an "upscale liquor store". Per the business plan, the Petitioner has experience and resources to run the business, as they operate five similar liquor stores under their ownership.
- The Petitioner submitted exterior elevation plans and a list of proposed façade improvements. The facade improvements include painting the entire building façade, landscape enhancements by adding plantings and mulch beds, and making necessary parking lot repairs (filling potholes, seal coating, and striping). The final proposed dumpster location associated with the Special Use will be evaluated during the building permit review.

ALTERNATIVES:

1. Approve of the Special Use to permit a package liquor store.
2. Do not approve the Special Use to permit a package liquor store.

RECOMMENDATION:

Public Hearing:	ZBA meeting on April 12, 2022
Residents testifying:	One resident on Illinois Avenue and a business owner, within the shopping center, spoke in support of the request at the public hearing. Two objection emails were also received stating concerns about the proximity of other liquor stores.
Vote:	The ZBA voted unanimously to approve the Special Use to permit a package liquor store and Staff concurs with this

recommendation.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use permit a package liquor store at 44 W. Illinois Avenue.

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

Consider an Ordinance Increasing the Number of Class B - Package Liquor Store Licenses by One for U Zara, Inc. (D/B/A Armanetti Beer-Wine-Spirits) at 44 W. Illinois Avenue

BACKGROUND:

On this evening's agenda is a request for a Special Use for Armanetti's Beer-Wine-Spirits located at 44 W. Illinois Avenue. Petitioner, Chirag Patel, wishes to apply for a Class B (Package Liquor Store) Liquor License. Permitted hours of operation are Sunday - Saturday 6 AM - Midnight.

KEY ISSUES:

- Increase Class B (Package Liquor Store) License by one.

ALTERNATIVES:

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

RECOMMENDATION: Staff recommends approval of the Ordinance.

ACTION REQUIRED: Motion to approve an Ordinance increasing the number of Class B Liquor Licenses by one.

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

Authorize the Village Manager to Execute a Contract with SDI Presence, LLC for an Information Technology Strategic Plan

BACKGROUND:

As the overall information technology landscape continues to change combined with expanding software expectations, a technology strategic plan is needed at the Village of Palatine.

This IT Strategic Plan will help identify and align major projects, review our current infrastructure to ensure it meets today's and future needs, determine if staffing levels and / or contract expertise is sufficient, review operating policies, and provide governance of the Village of Palatine in IT activities.

An RFP was published in February, and 13 vendors provided responses. A staff team reviewed the proposals and interviewed five vendors. Staff selected their top choice, SDI Presence, LLC (SDI).

Based upon the proposal and clarification of the scope of work SDI can complete the Strategic Plan in a not to exceed amount of \$50,000 which is within the budgeted amount.

We are planning to complete the IT Strategic Plan before the 2023 budget cycle to allow for beginning implementation of recommendations in 2023 and beyond.

KEY ISSUES:

Development of a 5 - 7 year IT Strategic Plan encompassing:

- Review and recommendations for IT infrastructure;
- Review of Information Technology security posture;
- Review staffing / sourcing needed for the IT organization;
- Review of IT governance;
- Development of long-term application road-map.

ALTERNATIVES:

1. Authorize the Village Manager to execute a contract with SDI for IT Strategic Plan.
2. Refer back to staff.

RECOMMENDATION:

Staff recommends engaging with SDI for the development of an IT Strategic Plan in an amount not to exceed \$50,000.

ACTION REQUIRED:

A motion to authorize the Village Manager to execute a contract with SDI for the amount not to exceed \$50,000 for IT Strategic Plan services.

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

Consider a Resolution Releasing the Dagan Park Estates Public Improvement Security Deposit

BACKGROUND:

On October 9, 2012, the Village Council accepted a cash deposit in the amount of \$92,897.44 to insure the completion of the project improvements for Dagan Park Estates. The Security Deposit was further reduced down to the remaining 10% (\$9,289.44) and began the required one-year maintenance period on May 3, 2021. The one-year maintenance period has ended, without any noted defects. Therefore, the Petitioner is seeking approval of the following:

Authorization to release the remaining Dagan Park Estates Public Improvement Security Deposit

ANALYSIS:

- The one-year maintenance period began on May 3, 2021 and is now complete.
- All of the required inspections are current and the required one-year maintenance period has ended, without any noted defects.

ALTERNATIVES:

1. Approve the resolution authorizing the release of the Public Improvement Security Deposit for Dagan Park Estates.
2. Do not approve the resolution authorizing the release of the Public Improvement Security Deposit for Dagan Park Estates.

RECOMMENDATION:

Staff recommends approving the release of the Public Improvement Letter of Credit for the Dagan Park Estates Planned Development.

ACTION REQUIRED:

Motion to approve a resolution granting the release of the Public Improvement Development Security Deposit for the Dagan Park Estates Planned Development.

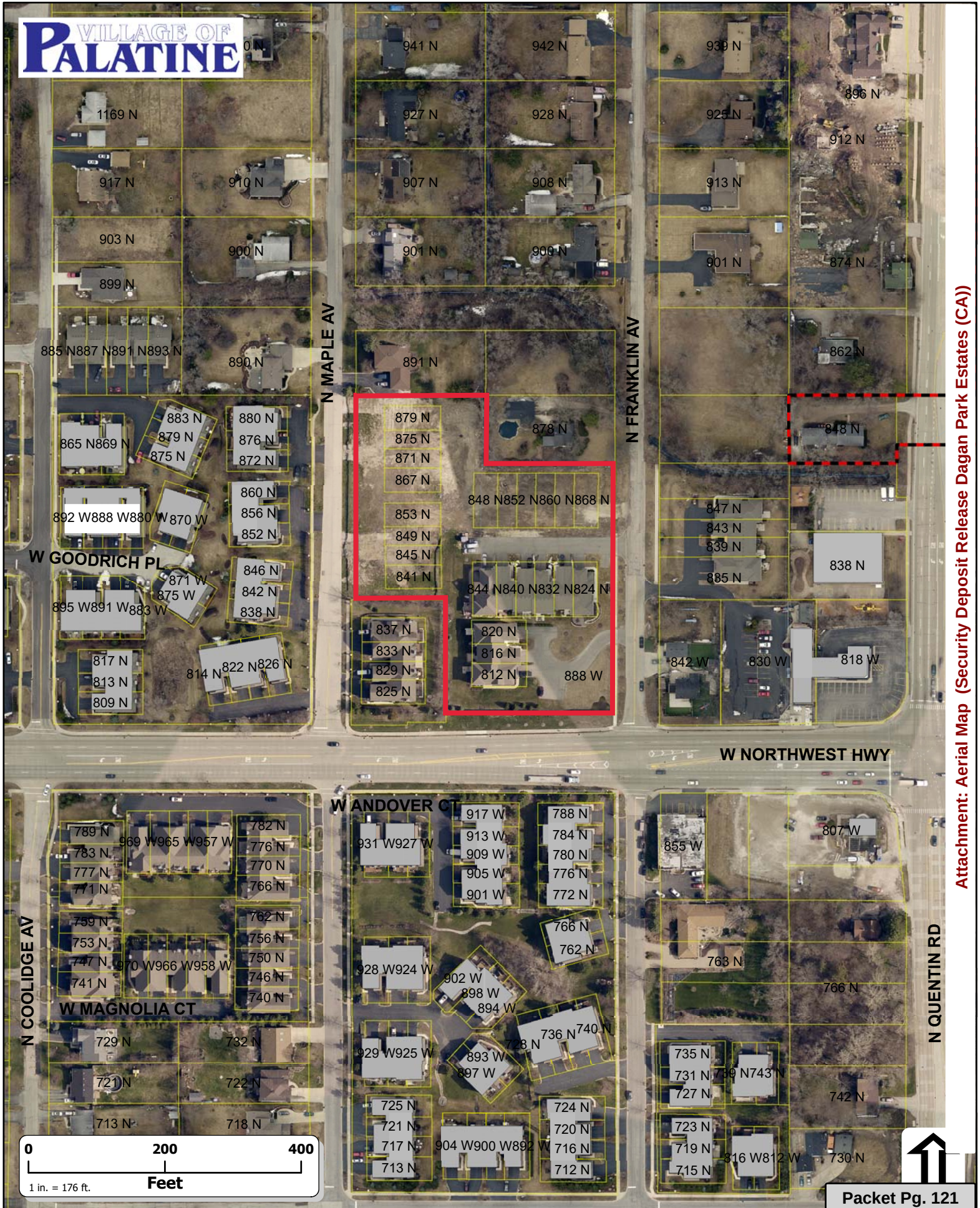
ATTACHMENTS:

- Aerial Map
- RES DPE

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

Dagan Park Estates

8.4.a



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE RELEASE OF THE DAGAN PARK
ESTATES PUBLIC IMPROVEMENT SECURITY DEPOSIT, PURSUANT TO
THE VILLAGE OF PALATINE
MUNICIPAL CODE, APPENDIX B, SUBDIVISIONS**

WHEREAS, on the 9th day of October, 2012, Compass Real Estates Services LLC for good and valuable consideration agreed to install certain public improvements in the Dagan Park Estates Subdivision; and

WHEREAS, pursuant to Section 9.02 of Appendix B of the Palatine Municipal Code, an owner or developer of a subdivision is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the installation of such public improvements; and

WHEREAS, in the matter of the Dagan Park Estates Subdivision located at the Northeast corner of Maple and Northwest Hwy, a Public Improvement Security Deposit was made in the amount of \$92,897.44 was deposited with the Village of Palatine on the 9th day of October 2012; and

WHEREAS, the Public Improvement Security Deposit was previously reduced down to its current amount of \$9,289.44 and the one-year maintenance period began on May 3, 2021.

WHEREAS, Compass Real Estates Services LLC has made application to release the remaining Public Improvement Security Deposit in the amount of \$9,289.44, as the one-year maintenance period has concluded without any noted defects; and

Attachment: RES DPE (Security Deposit Release Dagan Park Estates (CA))

RESOLUTION NO. _____

PAGE 2 OF 2

WHEREAS, a duly authorized agent of the Village of Palatine has inspected the public improvements and has found these improvements to have been satisfactorily completed.

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

SECTION 1: The cash deposit of \$9,289.44 is hereby released and the required maintenance period has concluded, without any noted defects.

PASSED: This _____ day of _____, 2022.

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

ATTESTED and FILED in the Office

of the Village Clerk this _____

day of _____, 2022.

Mayor

Village Clerk

Attachment: RES DPE (Security Deposit Release Dagan Park Estates (CA))