

**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **4e**

Title:	Recommendation to approve a Proposal of a New Class C Liquor License for Global Craft Tap House to be Located at 2100 Prairie Street, St. Charles
Presenter:	Chief Keegan, Police Department

Meeting: Government Operations Committee

Date: September 19, 2016

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

This is a request for a new Class C liquor license for Global Craft Tap House to be located at 2100 Prairie Street, St. Charles. It will have a selection of 50 craft beers on tap and up to 200 bottled/canned beers. Patrons are allowed and encourage to bring food in, order in, etc. as there is no food prep or service and only a small selection of prepackaged snacks available. This is a franchise establishment coming into our west gateway. They are also requesting a 1:00 a.m. late night permit.

Corresponding application materials have been reviewed by police staff and are in order. A local manager and staff have not been hired, therefore the entire liquor licensing process has yet to be completely vetted and until such time the liquor license will be contingent upon successful completion of the entire background investigation process, occupancy permit, and Dram shop insurance.

At the time of the posting to this Government Operations Committee agenda, the Liquor Commission meeting is scheduled at 4:30 p.m., September 19 (same day) to process this application and to move it forward before this committee, to seek approval of said application so it can go before the October 3, 2016 City Council for final approval.

**Attachments** *(please list):*

Liquor License Application  
Background Check  
Site Plan  
Menu

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a proposal of a new Class C liquor license for Global Craft Tap House to be located at 2100 Prairie Street, St. Charles.



# Memo

Date: 9/12/2016  
To: The Honorable Ray Rogina, Mayor-Liquor Commissioner  
From: James Keegan, Chief of Police  
Re: Background Investigation-2100 Prairie Street (Class C) Global Craft Tap House

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The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

Global Craft Tap House is seeking to expand into the greater Chicagoland area from the St. Louis, MO. area and specifically into St. Charles. The applicant, a franchisee, is hoping to bring a craft beer establishment into our west gateway. Global Craft Tap House is applying for C license with bar snacks only and is requesting a 1:00 a.m. late night permit.

The site location/floor plans and the corresponding application materials were reviewed by my staff. We also reviewed the business plan and corporate paperwork of the applicant. We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with an on-site consumption license, subject to City Council approval with the following contingencies:

- This site is not yet built out but building plans and seating plans appear to adequate and sufficient (see attachment). The Liquor license would be contingent upon an occupancy permit being issued from the Fire Department and final inspection by the Building Department.
- Although the franchisee has initiated the application process, a local manager and staff has not been hired. Therefore, the entire liquor licensing process has yet to be completely vetted. Once those selections are made, a liquor license will be contingent upon successful completion of the entire background investigation process.

I am recommending a liquor license subject to the above mentioned contingencies. Thank you in advance for your consideration in this matter.

**City of St. Charles, Illinois Liquor Control Commissioner**  
**CITY RETAIL LIQUOR DEALER LICENSE APPLICATION**  
**APPLICATION FEE IS NON-REFUNDABLE**



Incomplete applications will not be accepted.  
 Completed applications may be submitted to:  
 Two East Main Street, St. Charles, IL 60174-1984

*Class C*

Date Application Received: 9/6/16  New Application  Renewal Application

**APPLICATION CHECKLIST**

Check items to confirm all are attached to this application	Applicant	Office Use Only
Application Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager. It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects, such as pool tables, bar stools, vending/amusement machines; as well as all exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Business Plan, to include: <input checked="" type="checkbox"/> Hours of Operation <input type="checkbox"/> Copy of Menu <input type="checkbox"/> Whether or not live music will be played at this establishment <input type="checkbox"/> Will there be outdoor seating and/or outdoor designated smoking area <input type="checkbox"/> Do not include a marketing or financial plan with this business plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary for this business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	<input type="checkbox"/>	<input type="checkbox"/>

**OFFICIAL USE ONLY**

Approved\*  Denied Date Approved/Denied: \_\_\_\_\_ Customer Number: \_\_\_\_\_

Signature of Mayor, Liquor Control Commissioner \_\_\_\_\_

Date Issued \_\_\_\_\_

**\*ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.**

**APPLICANT INFORMATION**

A. Type of Business:  Individual  Partnership  Corporation  Other (explain):

B. Business Name:  
Global Brew Taphouse

C. Business Address:  
2100 Prairie St. St. Charles, Illinois 60174

D. IL Tax ID Number: 81-3145442	E. Business Phone: NA	F. Business E-mail: NA	G. Business Website: NA
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H. Contact Person: Geoffrey Newton	I. Title: Member/Manager	J. Phone No.: [REDACTED]
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K. If Corporation, Corporation Name:  
Newtopia LLC

L. Corporation Address (city, state, zip code):  
731 Lake Ridge Dr. South Elgin, Illinois, 60177

**BUSINESS ESTABLISHMENT LOCATION INFORMATION**

A. Type of Establishment:  Package  Restaurant  Tavern  Hotel/Banquet/Arcada/Q-Center  Other

B. Address applying for liquor license (exact street address): 2100 Prairie St.	C. Number of Parking Spaces: 325	D. Outside Dining s.f. [17.20.020-R]: 1500	E. Holding Bar s.f. [5.08.010-F]:
F. Total Building s.f.: 4600	G. Total Number of Seats: 150	H. Number of Bar Seats: 20	I. Sale Counter s.f.:
J. Live Entertainment Area s.f. [5.08.010-H]:	K. Kitchen s.f.:	L. Cooler s.f.: 300	M. Dry Storage s.f.:
N. Seating Area s.f.: 2250	O. Retail/public Area s.f.:	P. Service Bar s.f. [5.08.010-O]:	

Q. Brief Business Plan description based on type of establishment listed above:  
 Craft beer taphouse. Selection of 50 craft beers on tap, and up to 200 bottled/canned beers. Patrons are allowed/encouraged to bring food in, order in, etc., as there is no food prep or service and small selection of prepackaged snacks available.

**MANAGER INFORMATION**

Full Name, include middle initial: Geoffrey M Newton Title: Manager

Birthdate: [REDACTED] Birthplace: New York Driver's License#: [REDACTED] Home Phone: [REDACTED]

Home Address: [REDACTED]

Full Name, include middle initial: Title:

Birthdate: Birthplace: Driver's License#: Home Phone:

Home Address:

Full Name, include middle initial: Title:

Birthdate: Birthplace: Driver's License#: Home Phone:

Home Address:

**PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY**

**Mandatory: attach to this application a floorplan or layout of the proposed facility to include the following:**

**CLASS B LICENSES**

1.	Every application for a Class B license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following ( <i>check off once complete</i> ):  a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;  b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);  c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.**
2.	The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license.
3.	A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4.	It shall be unlawful for any Class B licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

**CLASS C LICENSES**

1.	Every application for a Class C license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale, showing the following ( <i>check off once complete</i> ):  a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;  b. The designated use of each room or segregated area (e.g. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas, where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);  c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.**
2.	The site drawing is subject to the approval of the Local Liquor Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any licensee by noting the same on the approved site drawing or as provided on the face of the license.
3.	A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4.	It shall be unlawful for any Class C licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

**\*\*THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.**

**CORPORATION / PREMISES QUESTIONS**

1. If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)?  Yes  No  
 Is any individual a naturalized citizen?  Yes  No  
 If yes, print name(s), date(s), and place(s) of naturalization:

2. List the type of business of the applicant (5.08.070-3): **Craft Beer Taphouse**

3. Number of years of experience for the above listed type of business (5.08.070-4): **12 years experience in liquor sales**

4. Amount of merchandise that normally will be in inventory when in operation (5.08.070-5): **\$ 18,000**

5. Location/address and description of business to be operated under this applied for license (5.08.070-6):  
**2100Prairie St.  
 St. Charles, Illinois 60174**

6. Is the premises owned or leased (5.08.070-6A)?  Owned  Leased

7. If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):

**Name of Building Owner: Angel Associates, LP**

**Address of Building Owner: 30w180 Butterfield Rd. Warrenville, Illinois 60555**

Mailing Address of Building Owner (if different):

Phone Number:  ✓

E-mail Address:  ✓

**Name of Building Owner:**

**Address of Building Owner:**

Mailing Address of Building Owner (if different):

Phone Number:

E-mail Address:

**Name of Building Owner:**

**Address of Building Owner:**

Mailing Address of Building Owner (if different):

Phone Number:

E-mail Address:

8. Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license?  Yes  No

If yes, please list the business name(s) and address(es):



15.	<p>Complete <b>ONLY</b> if yes was answered to the questions above (14):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____</p> <p>Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
16.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): <b>7/5/2016</b></p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
17.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business(5.08.070-11)?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p> <p>Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
18.	<p><b>Mandatory:</b> All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).</p> <p>Has this been done? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, date(s): _____</p>
19.	<p><b>Mandatory:</b> Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If already furnished, date of delivery: _____</p> <p><b>NOTE: Insurance must be issued from May 1, 20XX – April 30, 20XX in accordance with City code 5.08.060. Request a prorated rate from your insurance company if you are applying for a new license during this timeframe.</b></p>

20.

**Mandatory:** Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?

Yes  No

COMMENTS/ADDITIONAL INFORMATION



**APPLICATION FOR LATE NIGHT PERMIT**

**SUPPLEMENTAL TO LIQUOR LICENSE FOR CLASS B/C**

To: **St. Charles Liquor Control Commission**

Date:

I now possess or have applied for a liquor license Class **NO**

Applicant's Name: **Geofrey Newton**

Name of Business: **Global Brew Taphouse**

Business Address: **2100 Prairie St. St. Charles, Il 60174**

Business Phone: **NA**

**SUPPLEMENTAL PERMIT APPLIED FOR**

**Payment of Late Night Permit fee is required at the time the permit is issued.**

- 1:00 a.m. Late Night Permit – fee of \$800.00
- 2:00 a.m. Late Night Permit – fee of \$2,300.00

**NOTE:** Other permits that may be available upon request include:  
• Class E – Special Event License (1 to 3-day event @ \$100.00 per day)  
• Outdoor Dining Permit (Contact Community & Economic Development @ 630.377.4443)

**SIGNATURES**

  
\_\_\_\_\_  
Applicant's Signature

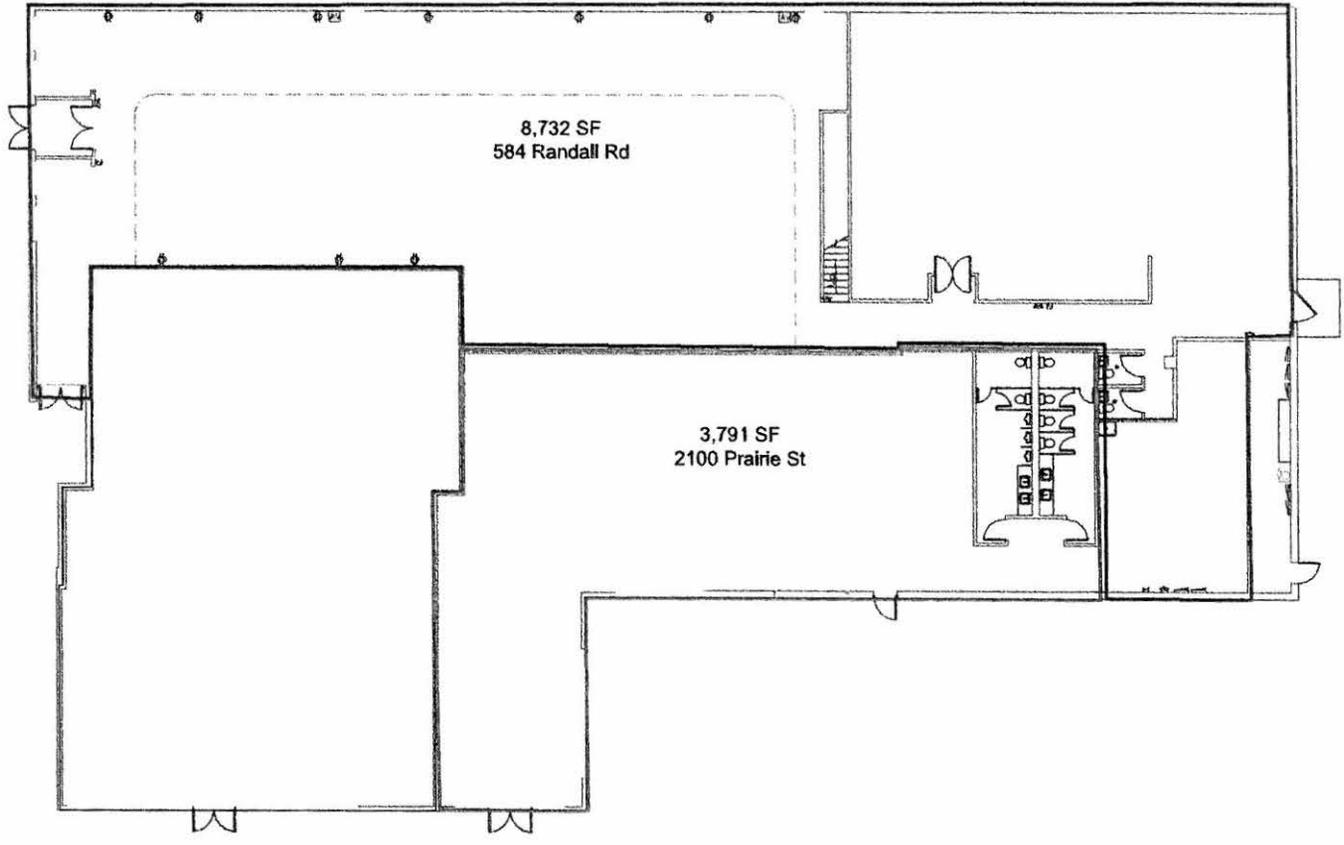
*Christine Nilles 9/6/16*



Liquor Commissioner hereby directs City Clerk to issue permit indicated above.

\_\_\_\_\_  
Liquor Commissioner's Signature

\_\_\_\_\_  
Date



FLOOR PLAN - OPTION 1

← PRAIRIE ST. →

NOT BE USED AS A BASIS FOR ANY OTHER PROJECTS OR FOR ANY OTHER PURPOSES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



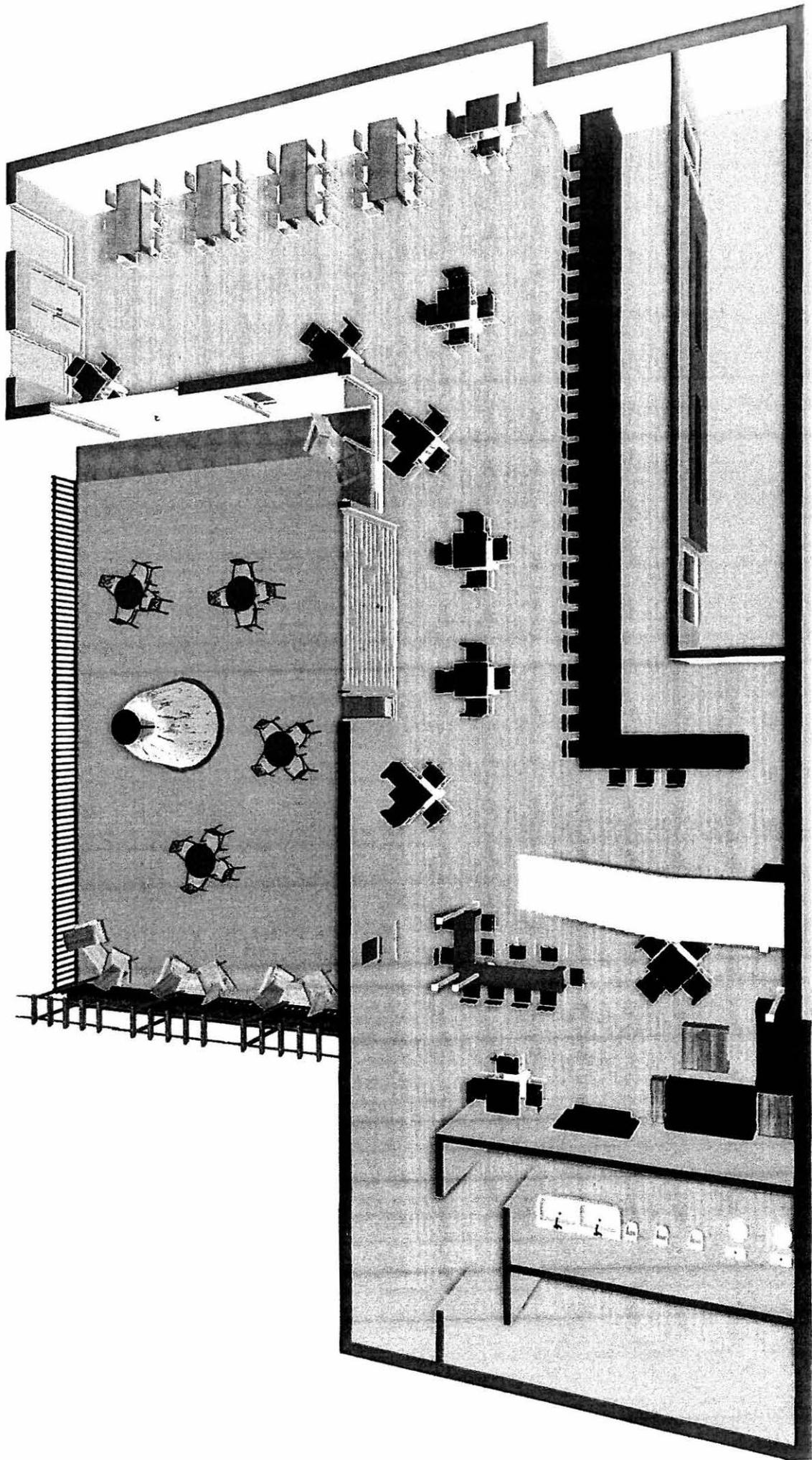
Remodel  
Randall Plaza Remodel

DATE:

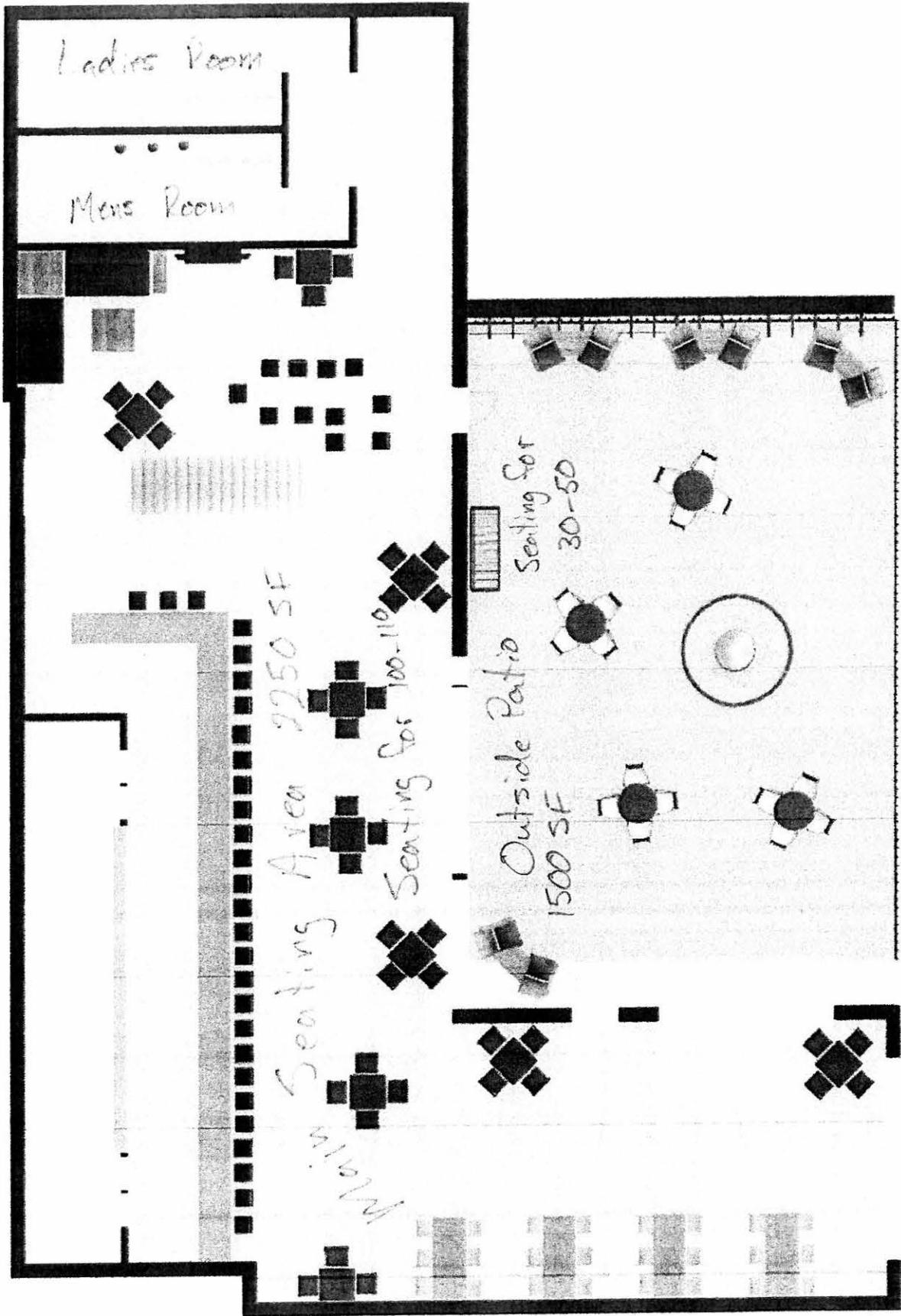
FLOOR PLAN

A1

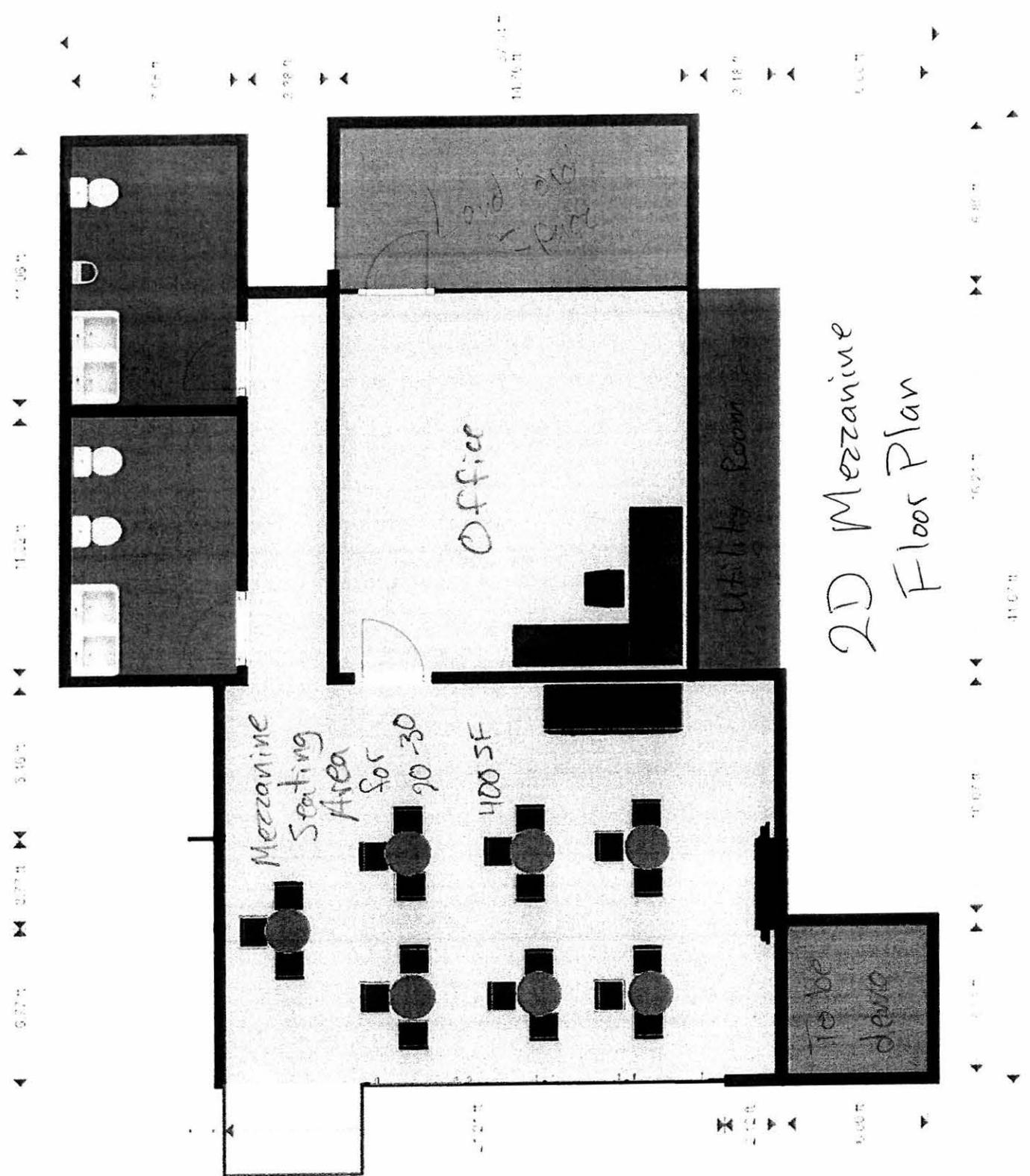




3D First Level  
Floor Plan



2D First level  
Floor Plan



2D Mezzanine  
Floor Plan

# Global Brew

- TAP HOUSE -



2100 Prairie St.

St. Charles, Illinois 60174

## **HOURS :**

MONDAY	3PM – 12AM
TUESDAY	3PM – 12AM
WEDNESDAY	3PM – 12AM
THURSDAY	3PM – 12AM
FRIDAY	1PM – 1AM
SATURDAY	11AM – 1AM
SUNDAY	11AM – 12AM

## **MENU :**

FOOD – PREPACKAGED SNACKS

BEVERAGE – CRAFT BEER, CRAFT WINE, CANNED SODA

**LIVE MUSIC WILL BE PLAYED OCCASIONALLY**

**PATIO WILL BE UTILIZED ONLY FOR PATRON SEATING/LOUNGING**