


**AGENDA  
CITY OF ST. CHARLES  
LIQUOR CONTROL COMMISSION MEETING**

**MONDAY, JULY 18, 2016  
CITY COUNCIL CHAMBERS @ 4:30 PM  
2 E MAIN STREET**

1. Call to Order.
2. Roll Call.
3. Recommendation to approve a proposal contingent on manager background being completed for a Class B Liquor License for Noodles & Company to be located at 3875 E Main Street, St. Charles (former TGIF Restaurant).
4. Recommendation to approve a proposal of a Class C liquor license for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (former Acquaviva Winery).
5. Recommendation to approve a proposal of a Massage Establishment for St. Charles Park District to be located at 1050 Dunham Road, St. Charles.
6. Discussion of a proposal of a new liquor classification for mani/pedi salons.
7. Discussion and review of the new liquor license application and requirements of business plan guidelines.
8. Recommendation to approve an Ordinance Amending Title 5 "Business Licenses and Regulation", Chapter 5.08 "Alcoholic Beverages", Section 5.08.100 "License Fees; Late Night Permit Fees; Fees Established", and Section 5.08.130 "License – Hours of Sale" of the St. Charles Municipal Code.
9. Other Business.
10. Public Comment
11. Executive Session (5 ILCS 120/2 (c)(4)).
12. Adjournment.

 <b>ST. CHARLES</b> SINCE 1834	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:		Recommendation to Approve a Proposal for a Class B Liquor License for Noodles & Company to be located at 3875 E Main Street, St. Charles (Former TGIF Restaurant)			
	Presenter:		Chief Keegan			
Please check appropriate box:						
<input type="checkbox"/> Government Operations			<input type="checkbox"/> Government Services			
<input type="checkbox"/> Planning & Development			<input type="checkbox"/> City Council			
<input type="checkbox"/> Public Hearing			<input checked="" type="checkbox"/> X		<input type="checkbox"/> Liquor Control Commission (7/18/16)	
Estimated Cost:				Budgeted:	YES	NO
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
<p>This is an application request for a new Class B liquor license for Noodles &amp; Company to be located at 3875 E Main Street, St. Charles (former TGIF Restaurant). A late night permit is not being requested. Application packet is in order with background check completed by Police Department of the restaurant application. Corporate has informed us that a manager will be transferred from the Geneva restaurant to the St. Charles location and that person has been fingerprinted and a background check is pending. License will not be issued until background check is complete and occupancy permit is granted.</p> <p>This application is recommended by City staff for approval to move forward to July 18, 2016 Government Operations Committee.</p>						
<b>Attachments:</b> <i>(please list)</i>						
Liquor License Application (front page) Background Check (Company) Site Plan and Business Plan Menu						
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>						
Recommendation to approve a proposal contingent on manager background being completed for a Class B Liquor License for Noodles & Company to be located at 3875 E Main Street, St. Charles (former TGIF Restaurant).						
For office use only:		Agenda Item Number: 3				

**For Office Use**  
Received:  
Fee Paid: \$  
Receipt #

**CITY OF ST. CHARLES**  
LIQUOR CONTROL COMMISSIONER  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



**City Retail Liquor Dealer License Application (rev. 6/10) Non-Refundable**

**Ordinance 5.08.050.A1**

**Application must be completed in full**

**Incomplete applications will be rejected**

Business Type: Circle one    Individual    Partnership    Corporation    Other \_\_\_\_\_

Business Name Noodles & Company    Sales Tax # 3400-1115

Business Address 3875 Main Street, St. Charles, IL 60174    Business Phone # 720-214-1900

Contact Person Sue Hamilton    Title Licensing Coordinator    Phone # 913-488-6250

Bassett Certification \_\_\_\_\_    License Class: B-4

If Corporation, Corporate Name The Noodle Shop Co. - Colorado, Inc.

Corporation Address 520 Zang Street, Broomfield, CO 80021

**Corporate Officers, plus Manager of Establishment, Officers must include President, Vice President, Secretary and Treasurer Or Sole Proprietor**

**Have you had a business within the City of St. Charles under any other corporate name:**    Yes    ☒ **No**  
If yes, list address of business \_\_\_\_\_

Full Name, include Middle Initial Paul A. Strausen    Title President/Director

Birth Date \_\_\_\_\_ Birthplace Hammond, IN    Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Full Name, include Middle Initial David J. Boennighausen    Title Secretary

Birth Date \_\_\_\_\_ Birthplace St. Louis, MO    Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Full Name, include Middle Initial \_\_\_\_\_    Title \_\_\_\_\_

Birth Date \_\_\_\_\_ Birthplace \_\_\_\_\_    Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Full Name, include Middle Initial \_\_\_\_\_    Title \_\_\_\_\_

Birth Date \_\_\_\_\_ Birthplace \_\_\_\_\_    Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

**Schedule of Annual Fees for Retail Liquor Dealer License**

**Class A Package Liquor Sales:**

A-1 (Pkg. Stores Only)    \$1,600/year  
A-2 (Pkg. Stores - Grocery/Drug)    \$1,600/year  
A-3 (Gourmet Beers & Wine)    \$1,600/year  
A-4 (Brewery & Sales)    \$1,600/year

**Class B Predominately Food**

B-1 (Small Restaurant - no holding bar)    \$1,200/year  
B-2 (Holding Bar[s])    \$1,600/year  
B-3 (Live Entertainment)    \$2,600/year  
B-4 (Beer & Wine Only)    \$1,200/year  
B-5 (Counter Service Beer & Wine Only)    \$1,200/year

**Class C Predominately Liquor:**

C-1 (On Premise Sales)    \$1,300/year  
C-2 (Entertainment)    \$2,600/year  
C-3 (Beer & Wine Only)    \$1,200/year

**Class D (Site Specific & Hotel/Motel):**

D-1 (Pheasant Run)    \$4,000/year  
D-2 (Hotels/Motels)    \$2,000/year  
D-3 (Banquet Halls & County Clubs)    \$2,000/year  
D-4 (Clubs)    \$1,000/year  
D-5 (Arcada)    \$2,000/year  
D-6 (Q-Center)    \$2,000/year

**Class E Temporary Licenses:** E-1 (Not for Profit) -\$50/day; E-2 (Special Events-Class B&C Only) -\$100/day; E-3 (Fairgrounds) -\$50/day



# Memo

Date: 7/15/2016

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-3875 E. Main Street (Class B) Noodles & Company

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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.

As you are aware, this location formerly housed TGI Friday's before being transitioned into a three-unit/multi-use building (other tenants being ATI Physical Therapy and Pot Belly's). Noodles & Company (based in Colorado) is seeking to expand into the East Gateway and open a full-service/fast-casual restaurant with beer and wine in the aforementioned retail space.

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 Noodles & Company. 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.
- Chasidy Roble will be the local manager for the St. Charles restaurant who is being transferred over from the Geneva location. Fingerprints have been taken and she is currently scheduled for an interview background check. The liquor license is contingent upon successful completion of the manger's police background and Basset certification.

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



## GENERAL NOTES

1. GC TO REFER TO MILLWORK SHOP DRAWINGS FOR SPECIFIC SIZES AND DETAILS.
2. CHUCK FIXED TABLES TO WALLS.
3. CHAIR RAIL AND BASE TO BE INSTALLED AFTER BOOTHS FOR TIGHTEST FIT POSSIBLE.
4. EQUIPMENT SPACING DIMENSIONS TO BE COORDINATED WITH KITCHEN EQUIPMENT REQUIREMENTS AND FIELD CONDITIONS.
5. CORE DRILL STOOLS AND BOLT DOWN TABLES IF SLAB ON GRADE U.N.O.
6. CENTERLINE OF STOOLS TO BE LOCATED 7 1/2" FROM FACE OF TABLE EDGE. SPACE STOOLS 2" APART, O.C.
7. TABLES WITH SINGLE BASE TO HAVE BASE MOUNTED AT THE CENTER POINT.
8. REFER TO PLAN FOR TABLE BASE DIMENSIONS FOR TABLES WITH MORE THAN ONE BASE.
9. SEED, BASE TULIP COVERS SHALL BE DRILLED AND TAPPED WITH SET SCREW INSTALLED TO PREVENT COVER FROM MOVING.

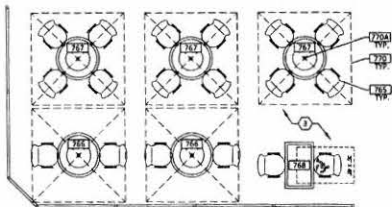
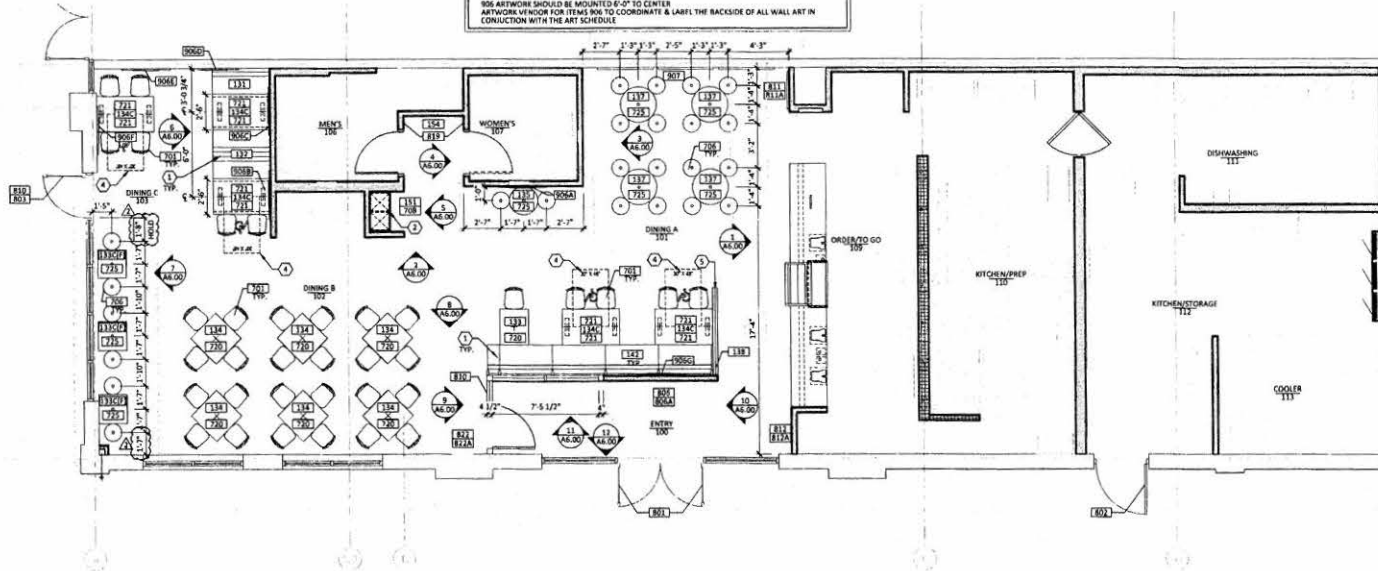
## KEY NOTES

1. BOOTH AND BANQUETTE SEATING TO BE BUILT WITH STORAGE.
2. BOOSTER SEAT SHELF, BY MILLWORK SUPPLIER, 48" HT. GC TO INSTALL.
3. G.C. TO PROVIDE AND INSTALL VINYL COATED AIRCRAFT CABLE, MIN. 50 FT. LENGTH, TO LOCK PATIO TABLES AND CHAIRS, TYP.
4. 2'-4" MIN CLEAR TYP. AT ACCESSIBLE SEATING.
5. G.C. TO COORDINATE SUPPORT CONNECTIONS AT SLAB WITH MILLWORK SHOP DRAWINGS PRIOR TO STARTING CONSTRUCTION.

## ART SCHEDULE

REF.	QUANTITY	SIZE	DESCRIPTION
906 A	1	41" X 41"	B&W PHOTO WITH FRAME
906 B	1	41" X 41"	B&W PHOTO WITH FRAME
906 C	1	41" X 41"	B&W PHOTO WITH FRAME
906 D	1	41" X 41"	B&W PHOTO WITH FRAME
906 E	1	41" X 41"	B&W PHOTO WITH FRAME
906 F	1	41" X 41"	B&W PHOTO WITH FRAME
906 G	1	41" X 41"	B&W PHOTO WITH FRAME
907	3	29" X 46 1/2" W	"TWIN FLEM PANELS"
908	0	CUSTOM	VINYL WALL MURAL

NOTES:  
906 ARTWORK SHOULD BE MOUNTED 6'-0" TO CENTER  
ARTWORK WINDOW FOR ITEMS 906 TO COORDINATE & LABEL THE BACKSIDE OF ALL WALL ART IN  
CONJUNCTION WITH THE ART SCHEDULE.



**FURNITURE PLAN**  
A1.31 1/8" = 1'-0"

**Business Plan - Narrative**

Noodles & Company is a fast-casual family-friendly restaurant concept that offers healthy American, Asian and Mediterranean-style noodle dishes, soups and salads at reasonable prices for dine-in or carry-out. In addition to serving food, the business plan includes the offering for sale beer and wine for our adult customers. Noodles & Company has over 400 company owned locations throughout the United States and more than 50 locations operating in Illinois. Each location employs approximately thirty team members and is generally open from 10:30am to 10:00pm Sunday through Saturday. A copy of the menu and diagram of the premises is included with the application for a liquor license.

Noodles and Company plans to open a new location in Saint Charles, IL in July of 2016 at 3875 N. Main Street and respectfully requests a review of its application for a license to serve beer and wine on the premises.

## SANDWICHES



### BBQ Pork

Toasted ciabatta roll loaded with slow-braised pork, colorful coleslaw and barbecue drizzle

560 cal

6.99



### The Med

Grilled chicken, mushrooms, spinach, red bell pepper, cucumber, red onion, our zippy Med dressing, cilantro and feta on flatbread

330 cal

5.99

Vegetarian option is available



### Wisconsin Cheesesteak

Marinated steak, our Mac & Cheese sauce, cheddar and jack cheese, red onion, red bell pepper and mushrooms on ciabatta

570 cal

6.99



### Spicy Chicken Caesar

Grilled chicken, romaine, spicy Caesar dressing, wonton strips and parmesan on flatbread

520 cal

5.99

### With your choice of:

#### Side Salad

Tossed Green  
Caesar  
Tomato Cucumber  
30-110 cal

- or -

#### Side Soup

Chicken Noodle  
Thai Curry  
Tomato Basil Bisque  
130-160 cal

## SALADS



### Spinach & Fresh Fruit Salad

Seasonal fruit, crumbled bacon, pecans, house-made croutons, red onion and blue cheese atop spinach with a balsamic fig drizzle

660 cal

7.99

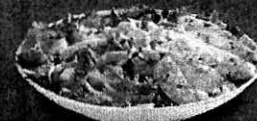


### Grilled Chicken Caesar

Grilled chicken, romaine, croutons, traditional dressing and parmesan

500 cal

7.99



### Chinese Chicken Chop Salad

Grilled chicken, sesame-soy tossed mixed greens, Asian sprouts, cabbage, red bell pepper, cucumber, carrots, crispy wontons and black sesame seeds

480 cal

7.99



### The Med Salad with Chicken

Grilled chicken, romaine, mixed greens, tomato, cucumber, red onion, olives, cavatappi pasta, spicy yogurt dressing and feta

490 cal

7.99

## SHAREABLES

### Potstickers

4.99 | 2.99

Chicken Dumplings - 6 or 3  
340 | 170 cal

### Rustic Hummus

5.29 | 3.29

Regular or Small  
V 660 | 340 cal

### Cheesy Garlic Bread

4.99 | 2.89

Toasted Slices - 6 or 3  
V 660 | 330 cal

## SMALL BITES

### Cucumber Tomato Salad

2.49

V 110 cal

### Tossed Green Salad

2.29

Balsamic, Sesame Soy, Med,  
Fat-Free Asian, Caesar  
30-110 cal

### Ciabatta/Flatbread

.79

V 120 | 200 cal

### Cookies

1.59

V 490-510 cal

### Rice Krispy Treat

1.79

340 cal

## DRINKS

### Fountain Drinks

1.79 | 2.19

kids

.79

### Fresh-Brewed Iced Tea

1.79 | 2.19

### Bottled Drinks

1.69 | 2.49

### 1% or Chocolate Organic Milk

1.49

### Beer

2.99 | 3.99

### Wine

glass

5.00 | 6.00

bottle

24.00

Beer & wine may not be available at all locations.

## — Featured Dish —



### Alfredo MontAmore®

Spaghetti noodles, four-cheese blend, mushrooms, spinach, tomato and parmesan chicken. Topped with MontAmore cheese, parsley and cracked pepper

1270 cal

8.49

## — Fan Favorite —



### Thai Hot Pot

Signature curry broth, cabbage, sprouts, fresno peppers, shiitake mushrooms, rice noodles, pulled chicken and pork, lime wedge and cilantro. Served with a side of toasted Asian flatbread

560 cal

8.49

**NOODLES**  
COMPANY



## 1 Choose Your Entrée

## 2 Pick Your Size

reg 5.69 sm 4.39

380-1040 cal 160-650 cal

## 3 Add Meat or Tofu

**Naturally Raised Pork** 160 cal +2.69

**Parmesan-Crusted Chicken Breast** 200 cal +2.59

**Grilled Chicken Breast** 110 cal +2.39

**Marinated Steak** 170 cal +2.69

**Shrimp** 70 cal +2.59

**Oven-Roasted Meatballs** 300 cal +2.39

**Organic Tofu** 180 cal +2.39

## 4 Green It Up or Soup It Up

1.00

**Side Salad** Tossed Green Caesar Tomato Cucumber 30-110 cal

**Side Soup** Chicken Noodle Thai Curry Tomato Basil Bisque 130-160 cal

**Substitute Gluten-Free Pasta +2.00**

**Want Extra Veggies +1.00 ea**

Broccoli • Tomato • Cabbage • Spinach  
Cucumber • Mushrooms • Red Bell Pepper  
Carrots • Kalamata Olives • Red Onion  
Shiitake Mushrooms

**Spicy** = Spicy  
**V = Vegetarian**  
These dishes exclude meat and fish  
**Allergies?** Please ask for our Allergen Guide  
For the latest nutrition information  
visit [Noodles.com/nutrition](http://Noodles.com/nutrition)

# NOODLES & PASTA



### Penne Rosa

Spicy tomato cream sauce, penne pasta, mushrooms, tomato, spinach, wine and parmesan or feta

V 410 | 790 cal

Try with parmesan-crusted chicken



### Japanese Pan Noodles

Caramelized udon noodles in a sweet soy sauce, broccoli, carrots, shiitake mushrooms, Asian sprouts, black sesame seeds and cilantro

V 310 | 620 cal

Try with marinated steak

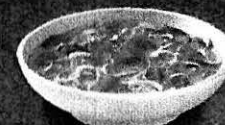


### Wisconsin Mac & Cheese

A classic blend of cheddar and jack cheeses, cream and elbow macaroni

V 520 | 1040 cal

Try with oven-roasted meatballs



### Thai Curry Soup

Yellow coconut curry broth, spinach, cabbage, mushrooms, tomato, red onion and rice noodles

V 230 | 460 cal

Try with organic tofu



### Pesto Cavatappi

Curly pasta, basil pesto, garlic, mushrooms, tomato, wine, cream, parmesan and Italian parsley

V 410 | 800 cal

Try with naturally raised pork



### Pad Thai

Rice noodle stir-fry with scrambled egg, carrots, cabbage, sweet chili, citrus, peanuts, Asian sprouts and cilantro

420 | 830 cal

Try with sautéed shrimp



### Spaghetti & Meatballs

Five meatballs on spaghetti, crushed tomato marinara and parmesan

650 | 920 cal

sm 6.79 reg 8.09



### Tomato Basil Bisque

Rich and zesty tomato soup with cream, sherry, fresh basil, garlic and Italian parsley

V 260 | 520 cal

Try with parmesan-crusted chicken



### Pasta Fresca

Penne with balsamic, olive oil, white wine and roasted garlic, red onion, tomato, spinach and parmesan or feta

V 410 | 790 cal

Try with grilled chicken breast



### Bangkok Curry

Sweet coconut curry, broccoli, carrots, red bell pepper, onion, mushrooms, a light portion of rice noodles, served on cabbage with black sesame seeds

V 260 | 510 cal

Try with naturally raised pork



### Steak Stroganoff

Marinated steak, mushroom sherry cream sauce, fresh herbs, cracked pepper, sautéed mushrooms, egg noodles and parmesan

650 | 1030 cal

sm 6.99 reg 8.29



### Chicken Noodle Soup

Our signature soup with chicken breast, celery, carrots, onion and wavy egg noodles

190 | 380 cal



### Whole Grain Tuscan Linguine

Whole grain linguine, broccoli, red bell pepper, onion, mushrooms, garlic, white wine, cream and parmesan

V 350 | 680 cal

Try with parmesan-crusted chicken



### Indonesian Peanut Sauté

Spicy peanut sauce and rice noodle stir-fry, broccoli, carrots, cabbage, Asian sprouts, cilantro, crushed peanuts and lime

V 420 | 840 cal

Try with grilled chicken breast



### Buttered Noodles

Tender wavy egg noodles, butter, Italian seasonings and parmesan

V 470 | 930 cal

any size .50 less

Try with oven-roasted meatballs

**Order online. It'll be ready when you get here.**

Skip our line by ordering online or your mobile device. Come in and head straight to the Pick-Up Register. Your meal will be ready to go.



— [Noodles.com/order](http://Noodles.com/order) —



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Proposal for a Class C Liquor License for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (Former Acquaviva Winery)
Presenter:	Chief Keegan

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input checked="" type="checkbox"/>	Liquor Control Commission (7/18/16)

Estimated Cost:		Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

### Executive Summary:

This is an application request for a new Class C liquor license for Dawn's Voodoo Room, LTD to be located at 214 W Main Street, St. Charles (former Acquaviva Winery). A late night permit of 2:00 a.m. is being requested. Ms. Humer (applicant) also owns Dawn's Beach Hut located at 8 N Third Street and this business is in good standing with the City. All paper work is in order, background check has been completed by the Police Department and BASSET certification is current.

This application is recommended by City staff for approval to move forward to July 18, 2016 Government Operations Committee.

### Attachments: *(please list)*

Liquor License Application (front page)  
Background Check  
Site Plan and Business Plan

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

Recommendation to approve a proposal for a Class C Liquor License for Dawn's VooDoo Room to be located at 214 W Main Street, St. Charles (Former Acquaviva Winery).

*For office use only:*

*Agenda Item Number: 4*



Date: \_\_\_\_\_  
( ) New Application  
( ) Renewal Application

**CITY OF ST. CHARLES**  
LIQUOR CONTROL COMMISSIONER  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



**City Retail Liquor Dealer License Application (rev. 12/13) Non-Refundable**

Ordinance 5.08.050.A1

Application must be completed in full

Incomplete applications will be rejected

Business Type: Circle one Individual Partnership Corporation Other \_\_\_\_\_

Business Name Dawns Voodoo Room LTD. Sales Tax # \_\_\_\_\_

Business Address 214 W. Main St. Business Phone # \_\_\_\_\_

Contact Person Dawn Humes Title President Phone # \_\_\_\_\_

If Corporation, Corporate Name Dawn's Voodoo Room LTD.

Corporation Address 12890 Rock Creek Circle Huntley, IL 60142

Corporate Officers, plus Manager of Establishment, Officers must include President, Vice President, Secretary and Treasurer Or Sole Proprietor

Have you had a business within the City of St. Charles under any other corporate name: ☒ Yes ☐ No

If yes, list address of business 8 W. THIRD ST.  
DAWNS CAFE LTD - DBA/DAWNS BEACH HUT

Full Name, include Middle Initial Dawn M. Humes Title President

Birth Date \_\_\_\_\_ Birthplace Chicago Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address 12890 Rock Creek Circle Huntley, IL 60142

Full Name, include Middle Initial \_\_\_\_\_ Title \_\_\_\_\_

Birth Date \_\_\_\_\_ Birthplace \_\_\_\_\_ Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Full Name, include Middle Initial \_\_\_\_\_ Title \_\_\_\_\_

Birth Date \_\_\_\_\_ Birthplace \_\_\_\_\_ Driver's License # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Type of Establishment: ( ) Package ( ) Restaurant ( ) Tavern ( ) Hotel/Banquet/  
Arcada/Q-Center ☒ Other Bar with limited Food

Check as Applicable to ☒ Holding Bar [5.08.010-F] ☒ Service Bar [5.08.010-O] ☒ Live Entertainment [5.08.010-H]  
Type of Establishment: ☒ Outside Dining [17.20.020-R]

Brief Business Plan Description based on type of establishment listed above:

A New Orleans Craft Cocktail Bar with  
limited food menu serving alcoholic and  
non alcoholic beverages to patrons  
21 and over.

Initial: Liq Comm \_\_\_\_\_

Police Chief

## Police Department



# Memo

Date: 7/11/2016  
To: The Honorable Ray Rogina, Mayor-Liquor Commissioner  
From: James Keegan, Chief of Police  
Re: Background Investigation-Dawn's Voodoo Room (214 W. Main Street)

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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.

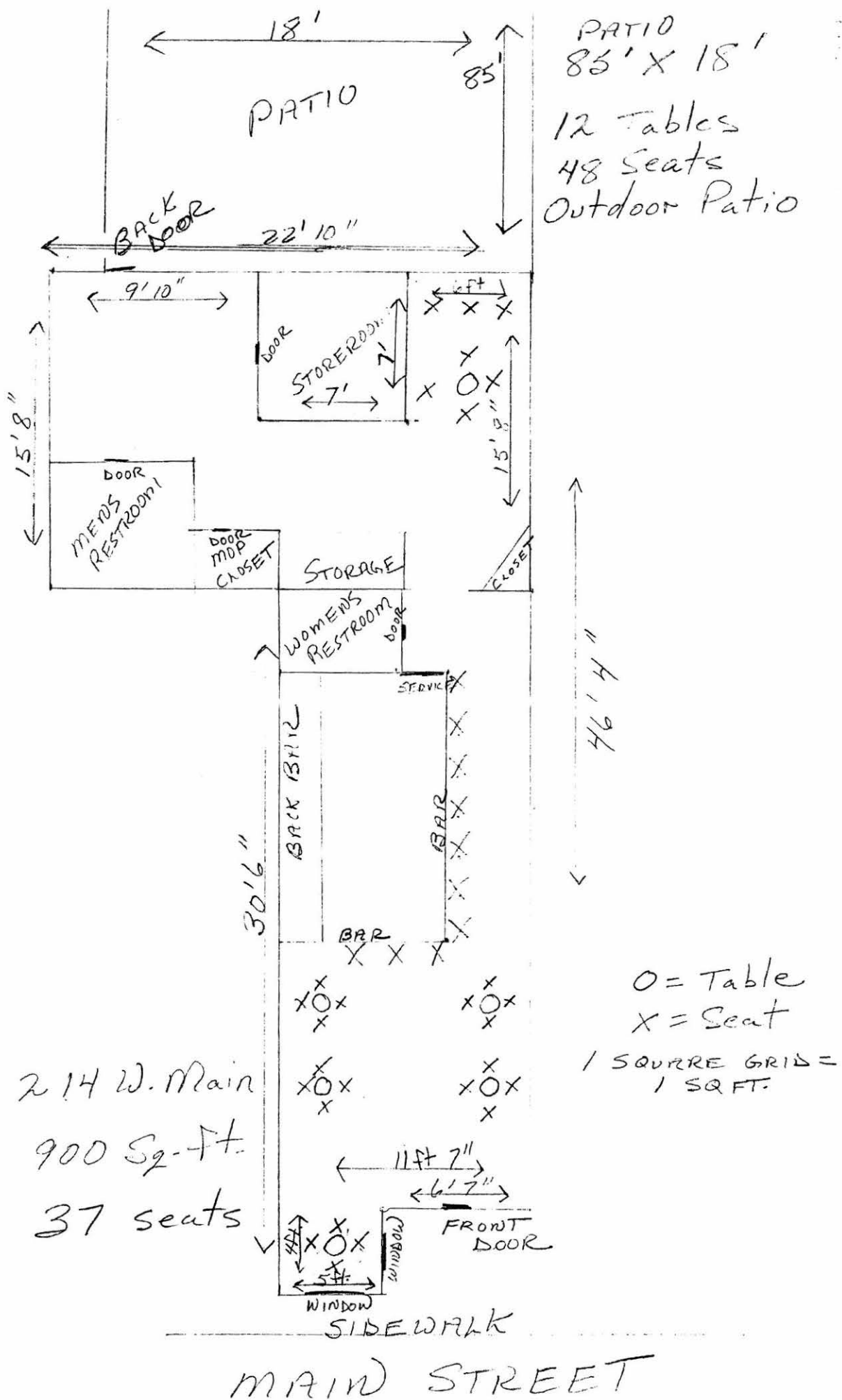
As is customary procedure, a detective was assigned this investigation and reviewed both the site location/floor plans and the corresponding application. In addition, the application material was reviewed by our Fire Department, Finance Department and Community/Economic Development. Each department reviewed the information submitted subject to their purview and area of responsibility; no issues were noted.

We as a police department found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with both liquors sales and on-site consumption, subject to City Council approval.

This is a Class C request although very limited food will be offered or sold (similar to The House Pub). The applicant does own and operate Dawn's Beach Hut in St. Charles and has a host of other business experience in the greater Chicagoland area. We have no issues to report at Dawn's Beach Hut.


Please see the detailed drawing and floor plan for further information; all other paper work is in order. A business plan was submitted but not a drink or food menu. Dawn is seeking a Late Night Permit (2:00 am) and will be closed on Monday's

Thank you in advance for your consideration in this matter.



## Business Plan Dawns Voodoo Room

A vintage New Orleans themed craft cocktail lounge. You will be transported to old New Orleans and enjoy craft cocktails unique to New Orleans such as the Sazerac, French 75 etc. Also serving craft cocktails (through the years) iconic cocktails. Unique Signature cocktails will also be served. It's all about enjoying a unique cocktail while being immersed in a vintage New Orleans atmosphere. It's a total experience. New Orleans, in the heart of St. Charles. Limited food menu consisting of bar snacks, pretzels, chips etc.

 <b>ST. CHARLES</b> SINCE 1834	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve a Massage Establishment License for St. Charles Park District located at 1050 Dunham Road, St. Charles					
	Presenter:	Chief Keegan					
Please check appropriate box:							
	Government Operations				Government Services		
	Planning & Development				City Council		
	Public Hearing			X	Liquor Control Commission (7/18/16)		
Estimated Cost:				Budgeted:	YES	NO	
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>This is a request for a new Massage Establishment license St. Charles Park District located at 1050 Dunham Road, St. Charles. Background investigations were conducted by a detective of the St. Charles Police Department and reviewed both the site location as well as the corresponding applicant of this massage business license application. Through this investigation, we determined that all the requirements have been met and they are eligible for licensing, subject to City Council approval.</p> <p>This application is recommended by City staff for approval to move forward to July 18, 2016 Government Operations Committee.</p>							
<b>Attachments:</b> <i>(please list)</i>							
Massage Establishment Application (front page) Background Check Site Plan							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to Approve a Massage Establishment License for St. Charles Park District located at 1050 Dunham Road, St. Charles.							
<i>For office use only:</i>	<i>Agenda Item Number: 5</i>						





# City of St. Charles

## Office of the Mayor

Two East Main Street  
St. Charles, Illinois 60174-1984  
Phone: 630-377-4455 • Fax: 630-377-44400

Office Use Only
Received: 7/5/16
Amount Paid: 300.-
Receipt: _____

### MESSAGE ESTABLISHMENT LICENSE APPLICATION

**IMPORTANT:** Application must be completed in full and notarized before it will be accepted.  
All fees must be paid at the time the application is submitted.

Annual License Application Fee: \$250.00

Fingerprint Fee: \$50.00 (if new owner)

**NOTE:** Applicant must be fingerprinted by the St. Charles Police Department and must provide two passport-size photographs (1" x 1.5" head and shoulders area, face forward) with this application.

1. ☒ New License Application ☐ Renewal Application ☐ Application Change
2. Please select the option that best describes your business:
- ☒ Corporation ☐ Partnership ☐ Individual
3. Business Name: St. Charles Park District Sales Tax#: \_\_\_\_\_  
Business Address: 1050 Dunham Rd Business Phone: 630-377-1405
4. Name of Applicant: Andrea Masoncup Home Phone: [REDACTED]  
Home Address: [REDACTED] City/Zip: Geneseo, 60134  
Social Security #: [REDACTED] Date of Birth: [REDACTED]  
Driver's License #: [REDACTED] Issuing State: IL

**\*\*Must include a photocopy of government issued identification card.**

5. Have you ever been convicted of a criminal ordinance violation (other than minor traffic offences):

☐ Yes

☒ No

6. If yes, explain in detail:

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# Memo

Date: 7/13/2016

To: The Honorable Ray Rogina, Mayor-Alcohol, and Tobacco & Massage Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation: St. Charles Park District-Norris Center

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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.

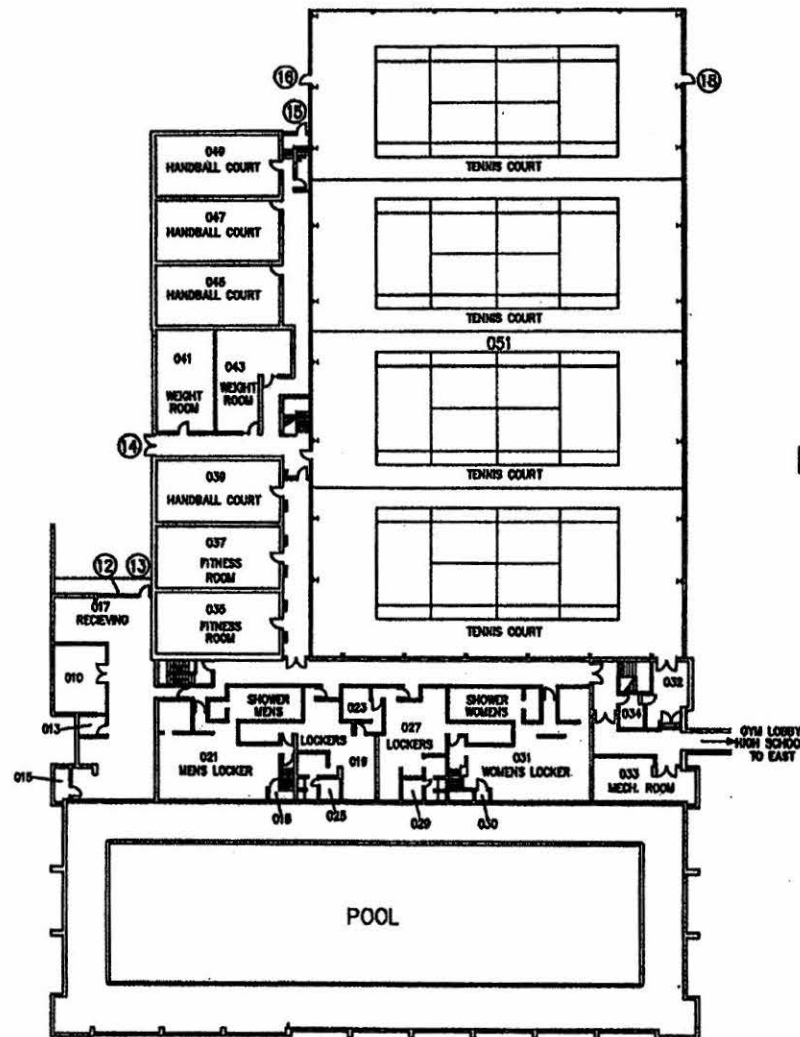
As is customary procedure, a detective was assigned to this investigation and reviewed not only the site location via an inspection, but also the corresponding application and applicants.

We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with a massage license, subject to Council/Commission approval.

Please see detailed drawing of floor plan and all other paper work is in order.

Thank you in advance for your consideration in this matter.

## Space Plan (Lower Level)



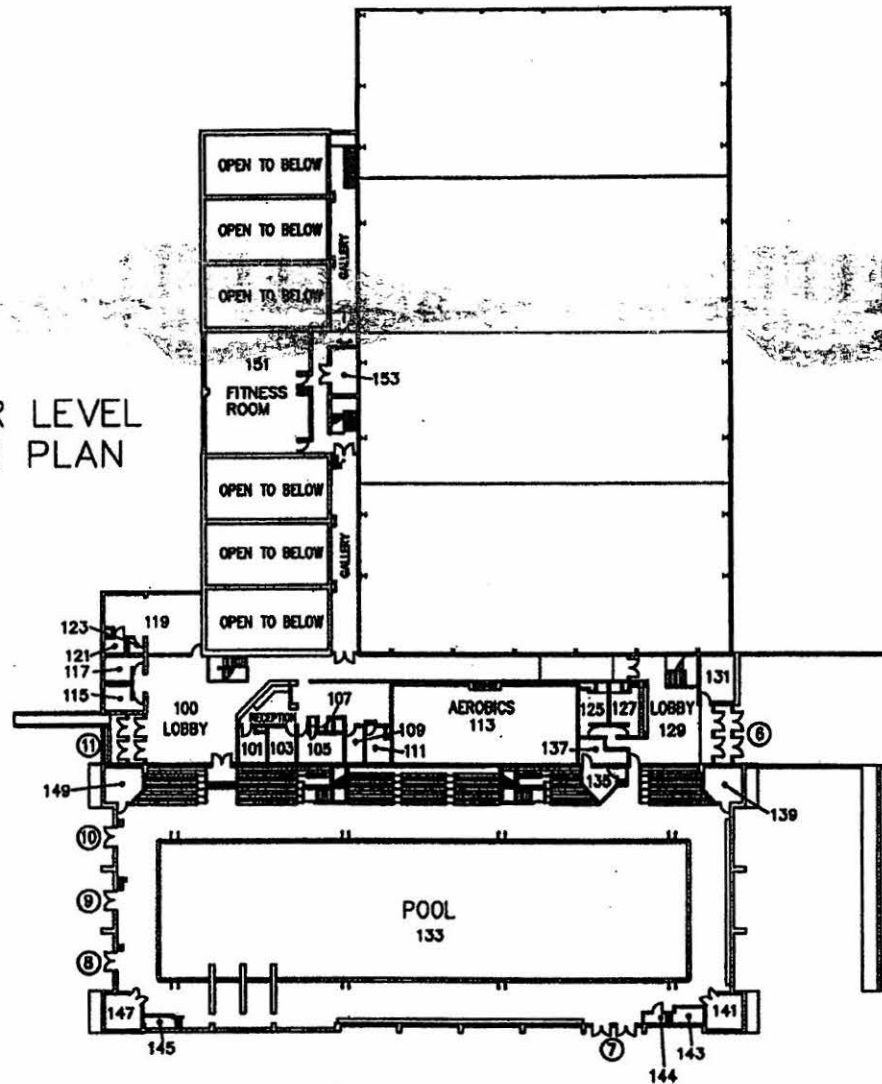
FLOOR PLAN  
LOWER LEVEL

NORRIS REC CENTER 1050 Dunham Rd. St. Charles, IL 60174 PH# 331.228.4000

## Space Plan (Upper Level)



UPPER LEVEL  
FLOOR PLAN



**NORRIS REC CENTER 1050 Dunham Rd. St. Charles, IL 60174 PH# 331.228.4000**



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Discussion of a Proposal of a New Liquor Classification for Mani/Pedi Salons
Presenter:	Chief Keegan

*Please check appropriate box:*

	Government Operations		Government Services
	Planning & Development		City Council
	Public Hearing	X	Liquor Control Commission (07/18/16)

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

### Executive Summary:

The attached sample ordinance reflects guidelines established from surrounding communities that codify similar ordinances concerning salons and spas that allow for the sale and consumption of alcoholic liquor in conjunction with the sale of services (as indicated) only. Staff researched this concept after being approached by a number of businesses that are seeking to offer the sale of alcoholic beverages as a compliment to salon/spa services. Staff has initiated the licensing process with one such business; "Agape Salon", but before doing so, is seeking some direction from the Liquor Commission. This information is being provided to foster some discussion amongst the Commission and to provide direction for staff moving forward. Other area communities with similar ordinances include: Batavia, Glen Ellyn, Hinsdale, Lincolnshire, and Park Ridge.

The yearly cost of this license would mirror that of Harley Davidson's "E" license.

### Attachments: *(please list)*

Memo

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

Discussion of a Proposal of a New Liquor Classification for Mani/Pedi Salons

*For office use only:*

*Agenda Item Number: 6*





# Memo

Date: 7/15/2016  
To: Liquor Commission Members  
From: Chief Keegan  
Re: Proposed Liquor Classification for Mani/Pedi Salons

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Listed below is a language sample for the proposed liquor classification for Mani/Pedi Salons.

## **Class D-9 Limited Retail/Salon-Spa License - \$500.00**

Class D-9 licenses shall authorize the retail sale of alcoholic liquor for consumption on the licensed premise of a service business providing primarily salon, hairdresser, beautician, manicure, pedicure and/or barbershop services located in the appropriate zoning districts under the following conditions and limitations:

- a. Alcoholic liquor shall be sold only in conjunction with the sale of services (not products) and the licensee shall post a notice in a conspicuous place that alcoholic liquor may only be purchased in conjunction with a purchase of said services;
- b. If a salon/spa offers massage services as an ancillary service, alcoholic liquor shall not be allowed inside massage rooms;
- c. The retail sale and consumption of alcoholic liquors shall not take place between the hours of 10:00 p.m. and 10:00 a.m. daily;
- d. The licensee shall be careful to comply with all other respects of our associated Alcoholic Beverages Code and the State of Illinois Liquor Code.



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Discussion and Review of the New Liquor License Application and Requirements of Business Plan Guidelines

Presenter: Mayor Rogina

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input checked="" type="checkbox"/>	Liquor Control Commission 7/18/16)

Estimated Cost:

Budgeted:

YES

NO

If NO, please explain how item will be funded:

### Executive Summary:

City staff has been revising a more comprehensive liquor license application. This application was reviewed for comment of the major signatory departments: Fire, Building Code Enforcement, Finance, and Police departments so that all areas of requirements are covered before a license is issued.

Also would like to discuss standard guidelines of what is expected from a licensee who submits their required business plan. Some business plans are very elaborate with confidential information while others are less than adequate with information.

### Attachments: (please list)

Liquor License Application

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

Discussion and review of the new liquor license application and requirements of business plan guidelines

For office use only:

Agenda Item Number: 7

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

Date Application Received: \_\_\_\_\_ ☐ New Application ☐ Renewal Application

**APPLICATION CHECKLIST**

Check items to confirm all are attached to this application	Applicant	Office Use Only
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation, if applicable.	<input 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 <b>only</b> needed for <b>each</b> 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 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 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 <b>fixed</b> objects, such as pool tables, bar stools, vending/amusement machines; as well as all <b>exits</b> .	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Business Plan, to include: <input 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 type="checkbox"/>	<input type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact <b>Building &amp; Code Enforcement at 630.377.4406</b> and/or <b>Fire Prevention Bureau at 630.377.4458</b> to discuss whether or not a walk-thru and/or permit are necessary for this business.	<input 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.**

07.05.2016

**APPLICANT INFORMATION**A. Type of Business: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other (explain):

B. Business Name:

C. Business Address:

D. IL Tax ID Number:

E. Business Phone:

F. Business E-mail:

G. Business Website:

H. Contact Person:

I. Title:

J. Phone No.:

K. If Corporation, Corporation Name:

L. Corporation Address (city, state, zip code):

**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):

C. Number of Parking Spaces:

D. Outside Dining s.f. [17.20.020-R]:

E. Holding Bar s.f. [5.08.010-F]:

F. Total Building s.f.:

G. Total Number of Seats:

H. Number of Bar Seats:

I. Sale Counter s.f.:

J. Live Entertainment Area s.f. [5.08.010-H]:

K. Kitchen s.f.:

L. Cooler s.f.:

M. Dry Storage s.f.:

N. Seating Area s.f.:

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:

**MANAGER INFORMATION**

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:

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 ( <b>check off once complete</b> ): <ul style="list-style-type: none"><li>a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;</li><li>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);</li><li>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.**</li></ul> |
| 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 ( <b>check off once complete</b> ): <ul style="list-style-type: none"><li>a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;</li><li>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);</li><li>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.**</li></ul> |
| 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.	<p>If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any individual a naturalized citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, print name(s), date(s), and place(s) of naturalization:</p>
2.	List the type of business of the applicant (5.08.070-3):
3.	Number of years of experience for the above listed type of business (5.08.070-4):
4.	Amount of merchandise that normally will be in inventory when in operation (5.08.070-5): \$
5.	Location/address and description of business to be operated under this applied for license (5.08.070-6):
6.	Is the premises owned or leased (5.08.070-6A)? <input type="checkbox"/> Owned <input type="checkbox"/> Leased
7.	<p>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):</p> <p><b>Name of Building Owner:</b></p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p><b>Name of Building Owner:</b></p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p><b>Name of Building Owner:</b></p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p>
8.	<p>Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list the business name(s) and address(es):</p>

9.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued.</b></p>
10.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, has a building permit been applied for?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, date building permit was applied for with Building &amp; Code Enforcement:</b></p>
11.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, what was the disposition of the application? Explain as necessary:</b></p>
12.	<p>Has applicant (and all persons listed on page 1 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 1 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
13.	<p><b>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</b></p> <p><b>Government Unit:</b></p> <p>Date: _____ Location, City/State: _____</p> <p>Special Explanations:</p> <p><b>Government Unit:</b></p> <p>Date: _____ Location, City/State: _____</p> <p>Special Explanations:</p>
14.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, list all reasons on a separate, signed letter accompanying this application.</b></p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</b></p>

15.	<p><b>Complete ONLY if yes was answered to the questions above (14):</b></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><b>Date of Incorporation (Illinois Corporations) (5.08.070-10):</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 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 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 type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input 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 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 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 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**

**B.A.S.S.E.T. TRAINING**

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. **Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.**

**Name:**  
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: Place Course was Taken:

Birthdate: Certificate Granted: Expiration:

**Name:**  
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: Place Course was Taken:

Birthdate: Certificate Granted: Expiration:

**Name:**  
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: Place Course was Taken:

Birthdate: Certificate Granted: Expiration:

**Name:**  
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: Place Course was Taken:

Birthdate: Certificate Granted: Expiration:

**NEW MANAGEMENT REQUIREMENTS**

**Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.**

**It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.**

**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

Applicant's Name:

Name of Business:

Business Address:

Business Phone:

**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

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

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



**ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION****To be completed by the City of St. Charles Police Department**

Date:	Name of Applicant:
Name of Business:	
Address of Business:	Ward Number:

**To Liquor Control Commissioner, City of St. Charles, Illinois**

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:

1.	Date on which applicant will begin selling retail alcoholic liquors at this location:
2.	Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, answer a, b and c:</p> <ul style="list-style-type: none"><li>a. State the kind of such business:</li><li>b. Give date on which applicant began the kind of business named at this location:</li><li>c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person?</li></ul> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	<p>Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	<p>Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
7.	<p>If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input type="checkbox"/> No
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:
13.	Have all persons named in this application been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No Fingerprinted by: _____ Date: _____
14.	Other necessary data:

#### SIGNATURES

#### ENDORSEMENTS AND APPROVALS

#### INVESTIGATING OFFICER

\_\_\_\_\_  
Investigating Officer Signature

\_\_\_\_\_  
Badge Number & Rank

#### ENDORSEMENT OF THE CHIEF OF POLICE

Recommend Issuing Liquor License: ☐ Yes ☐ No

\_\_\_\_\_  
Signature Of Chief of Police

\_\_\_\_\_  
Date

**ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER**Recommend Issuing: ☐ Yes ☐ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Liquor Commissioner**ENDORSEMENT OF THE FIRE CHIEF**Recommend Issuing: ☐ Yes ☐ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Fire Chief**ENDORSEMENT OF THE BUILDING COMMISSIONER**Recommend Issuing: ☐ Yes ☐ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Zoning Classification: \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner**ENDORSEMENT OF THE FINANCE DIRECTOR**Recommend Issuing: ☐ Yes ☐ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Finance Director**APPROVAL OF THE CITY COUNCIL**Approved for Issuing: ☐ Yes ☐ No Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_

Attested to by City Clerk

Another important thing to note is that the Fire Department (377-4457), Police Department (377-4435), and Tri-Com (911 Dispatch Center, 232-4739) all require information about building ownership, business ownership, business managers, after hours emergency call numbers, and emergency notification personnel. It is vital that the information is current in case of emergency.



*This pamphlet is offered as a guideline and is not all inclusive.*

*Please contact the Fire Prevention*

*Bureau (377-4457) and/or the*

*Building and Zoning (377-4406) for specifics.*

### **Important Telephone Numbers**

Fire Department/Fire Prevention Bureau  
— 377-4457

Building and Zoning Department 377-4406

Community Development  
377-4443

Economic Development  
443-4093

Police Department  
377-4435

Tri-Com Dispatch  
232-4739

Utility Billing  
377-4426

**CITY OF ST. CHARLES**

**112 N. First Avenue  
St. Charles, IL 60174-1984**

**Phone: (630) 377-4457**

**Fax: (630) 377-4982**

**City Website: [www.stcharlesil.gov](http://www.stcharlesil.gov)**

**CITY OF ST. CHARLES**

## **Before You Open A Business**

Things you should know about  
fire code requirements



**St. Charles Fire Department,  
Fire Prevention Bureau**

**Tel: 630-377-4457**



## For Your Information

The City of St. Charles has

adopted certain Building and Fire Prevention Codes to enhance and maintain the safety of all commercial buildings in the community. Following are guidelines to help you determine what is required by the **Fire Prevention Bureau** in order to gain occupancy. These guidelines address new tenants, change of use\*, remodeling, additions, and new buildings. These items must be met before your establishment can open for business. For specifics, please contact the Fire Prevention Bureau at (630) 377-4457.

**SPECIAL NOTE:** Building permits are required for any structural changes totaling \$100.00 or more. Building plans are to be submitted to the Building and Zoning Department. If you have any questions as to whether a building permit is required, please contact the Building and Zoning Department at (630) 377-4406.

\*A change of use for fire and building code purposes is different from a zoning use. Use Groups for our purpose determines the type of fire protection required; they include Business, Mercantile, Assembly, Storage, Factory, etc. For example, if a building had a retail tenant (mercantile) and a new tenant's business would be an office (business), this would be a change of use.

### **Change of Tenant—no changes to building, no change of use**

Check for:

- Fire extinguishers
- Exit lights
- Emergency lights
- Working fire alarm system (if exists)
- Door locks
- Any other code requirements

### **Change of Tenant—no changes to building, but change in use**

Review building's safety provisions to determine what is needed, if anything. This could include the installation or upgrade of a fire alarm system, sprinkler system, fire extinguishers, exit and emergency lighting, door hardware, additional exits, etc.

### **Remodel of existing building—new tenant or same tenant, building permit required**

**Before Permit is Issued:**

A complete plan review of architectural plans is required. This review would include building construction type, use group, size of structure, fire separation, fire protection requirements, exit and emergency lighting, storage arrangements (if any), occupancy load, etc.

**After Permit is Issued, But Before Final Occupancy Inspection:**

All items noted on the plan review must be addressed. If modifications are necessary to the fire alarm and/or sprinkler system, plans are required to be submitted for review and approval.

Acceptance tests of the fire alarm system and hydrostatic tests of the sprinkler system are required before final occupancy inspection.

### **New Building or Additions—Building Permit Required**


**Before Permit is Issued:**

A complete plan review of architectural plans is required. This review would include building construction type, use group, size of structure, fire separations, fire protection requirements, exit and emergency lighting, storage arrangements (if any), occupancy load, etc.

**After Permit is Issued, But Before Final Occupancy Inspection:**

All items noted on the plan review must be addressed. If a fire alarm and/or sprinkler system is required, plans are required to be submitted for review and approval. A full diameter flush and hydrostatic test of the underground water supply for the sprinkler system is required before connection to the city water supply and the aboveground system. Acceptance tests of the fire alarm system and hydrostatic tests of the sprinkler system are required to be performed before scheduling the final occupancy inspection.



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve an Ordinance an Amending Title 5 "Business License Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.100 "License Fees; Late Night Permit Fees; Fees Established", and Section 5.08.130 "License – Hours of Sale" of the St. Charles Municipal Code					
	Presenter:	Chief Keegan					
Please check appropriate box:							
	Government Operations		Government Services				
	Planning & Development		City Council				
	Public Hearing	X	Liquor Control Commission (07/18/16)				
Estimated Cost:		Budgeted:	YES		NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>The attached ordinance revisions represent our efforts to work with area businesses and be responsive to their needs and business plans. Both of these modification proposals are in response to requests we received from local businesses to offer alcohol sales at holiday brunches, meal offerings and over-the-counter sales before 10:00 am on the dates indicated below. Outside of several "housekeeping" measures that clean up outdated ordinance language, the hours of operations modifications include the following:</p> <ul style="list-style-type: none"> <li>• Packaged liquor stores already receive some dispensation from 10:00 am to 8:00 am on Christmas Eve and New Year's Eve days in regards to sales that fall on Sundays. This was enlarged to also include New Year's Eve Day, New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve Day, and Christmas.</li> <li>• All restaurants, banquet facilities and hotels have also been scaled back on holidays as outlined above that fall on Sundays from 10:00 am to 7:00 am. This mirrors their Monday-Saturday regulations.</li> </ul> <p>Also the License Fees table for liquor licenses was revised with some housekeeping updates.</p>							
<b>Attachments:</b> (please list)							
Ordinance							
<b>Recommendation / Suggested Action</b> (briefly explain):							
Recommendation to Approve an Ordinance an Amending Title 5 "Business License Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.100 "License Fees; Late Night Permit Fees; Fees Established", and Section 5.08.130 "License – Hours of Sale" of the St. Charles Municipal Code.							
For office use only:	Agenda Item Number: 8						

**City of St. Charles**  
**Ordinance No. 2016-M-\_\_\_\_\_**

**An Ordinance Amending Title 5 “Business License Regulations,”  
Chapter 5.08 “Alcoholic Beverages,” Section 5.08.100 “License Fees; Late  
Night Permit Fees; Fees Established”, and Section 5.08.130 “License – Hours  
of Sale” of the St. Charles Municipal Code**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE  
AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

**SECTION ONE:** That Title 5 “Business License Regulations,” Chapter 5.08  
“Alcoholic Beverages,” Section 5.08.100 “License Fees; Late Night Permit Fees; Fees  
Established”, of the St. Charles Municipal Code, be amended as follows:

**5.08.100 License Fees; Late Night Permit Fees; Fees Established**

- A. Fees Established. The fees for the various Classes of local liquor licenses authorized in  
this chapter shall be as follows:

Class License	Annual License Fee	Comments
A-1	\$1,600.00	Package Liquor Stores Only
A-2	1,600.00	Grocery Stores
A-2B	1,600.00	Wine/Beer Sales Only
A-4	1,600.00	Brewery Sales
A-5	1,800.00	Wine by Glass & Bottle Sales
B-1	1,200.00	Basic Restaurant Liquor License
B-2	1,800.00	Purchase Wine w/Takeout
<del>B-3</del>	<del>1,800.00</del>	<del>Restaurant/Retail Wine Area</del>
C-1 & C-2	1,200.00	Basic Tavern Liquor License <i>or Beer/Wine Only</i>
<del>C-2</del>	<del>1,200.00</del>	<del>Beer/Wine Only</del>
C-3	1,800.00	Sale of Bottled Wine
D-1	4,000.00	Pheasant Run
D-2	2,000.00	Hotels
D-3	2,000.00	Banquet Halls/Country Clubs
D-4	1,000.00	Moose/Clubs
D-5	2,000.00	Arcada
D-6	2,000.00	Q-Center
D-7	500.00	Steele Beam Theatre
D-8	\$1,200.00	Arts & Entertainment License
E-1	50.00 per day	Not for Profit
E-2	100.00 per day	Special Events B/C licensees
E-3	50.00 per day	Kane County Fair
E-4	100.00 per day	City Owned Premises
E-5	500.00 annual	Harley Davidson
E-6	100.00 per day	Special Late Night Permit Event <i>(up to 4 events per year)</i>
E-7	100.00 per day	Special Events A-2/A-2B licensees

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F-1	100.00	BYOB Beer and Wine Only
F-2	250.00	BYOB Beer, Wine, and Spirits

**SECTION TWO:** That Title 5 “Business License Regulations,” Chapter 5.08 “Alcoholic Beverages,” Section 5.08.130 “License – Hours of Sale”, of the St. Charles Municipal Code; paragraphs A, B, C, D, E, F, and G are deleted in its entirety and replaced as follows:

**5.08.130 – License - Hours of Sale**

- A. It shall be unlawful for any person holding a Class A-1, A-2, A-2B, A-4, A-5, F-1, F-2 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises any alcoholic liquor prior to the hour of 7:00 a.m. and after the hour of 10:00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and prior to the hour of 10:00 a.m. and after the hour of 10:00 p.m. on Sunday except where ~~December 24 or December 31~~ *New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve* occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of ~~7:00~~ 8:00 a.m. and after the hour of 10:00 p.m.  
(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)
- B. It shall be unlawful for any person holding a Class B-1 or B-2 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday; and between the hours of 12:00 midnight and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 12:00 midnight.*  
Ord. 2015-M-14 § 1; Ord. 2013-M-55 § 1; Ord. 2012-M-30 § 8.)
- C. It shall be unlawful for any person holding a Class B-1, B-2, ~~B-3~~, C-1, C-2, or C-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 12:00 midnight and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 12:00 midnight.*  
(Ord. 2015-M-14 § 1; Ord. 2014-M-4 §4; Ord. 2013-M-55 § 2; Ord. 2012-M-30 § 8.)
- D. It shall be **lawful** for any person holding a B-1, B-2, ~~B-3~~, C-1, C-2 or C-3 license issued pursuant to this chapter to sell, offer for sale, in or upon any licensed premises, any alcoholic liquor until 2:00 a.m. on January 1 *without being issued a Late Night Permit.*  
(Ord. 2015-M-14 § 1; Ord. 2014-M-5 § 3; Ord. 2014-M-4 § 4.)



E. It shall be unlawful for any person holding a Class D-1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday and Friday; between the hours of 3:00 a.m. and 7:00 a.m. on Saturday; and between the hours of 3:00 a.m. and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 3:00 a.m..*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

F. It shall be unlawful for any person holding a Class D-2, D-4, D-5, D-6, or D-7 license issued pursuant to this liquor chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and ~~10:00~~ 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday; and *between the hours of 2:00 a.m. and 10:00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 2:00 a.m.*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

G. It shall be unlawful for any person holding a Class D-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 2:00 a.m. and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 2:00 a.m..*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

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**SECTION THREE:** That after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form pursuant to the authority of the City Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

**SECTION FOUR:** This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2016.

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes : \_\_\_\_\_

Nays : \_\_\_\_\_

Absent : \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_