AGENDA
CITY OF ST. CHARLES
LIQUOR CONTROL COMMISSION MEETING

TUESDAY, JANUARY 19, 2016
CITY COUNCIL CHAMBERS @ 4:30 PM
2 E MAIN STREET

1. Call to Order.

2. Roll Call.

3. Motion to accept and approve the minutes of the December 21, 2015 Special Liquor Control Commission meeting.

4. Recommendation to approve a proposal for a class B liquor license for McNally's Group, LLC to be located at 109 W Main Street (former Valley Lodge Tavern).

5. Recommendation to approve a proposal for a class D liquor license for St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn located at 4070 E Main Street, St. Charles.

6. Coordination of licensing efforts and occupancy – Information Only.

7. Other Business.

8. Public Comment

9. Executive Session (5 ILCS 120/2 (c)(4)).

10. Adjournment.

MINUTES
CITY OF ST. CHARLES, IL
LIQUOR CONTROL COMMISSION MEETING
MONDAY, DECEMBER 21, 2015

1. Opening of Meeting

The meeting was convened by Liquor Commissioner Rogina at 4:30 p.m.

2. Roll Call

Members Present: Liquor Commissioner Rogina, Robert Gehm, and Chuck Amenta

Absent: Ald. Payleitner and Lewis

Others Present: Police Chief Keegan, Atty. John McGuirk, Mark Koenen, Tina Nilles

3. Motion to accept and approve the minutes of the of the November 16, 2015 Special Liquor Control Commission meeting.

Motion by Mr. Amenta, second by Mr. Gehm to accept and approve the minutes of the November 16, 2015 Special Liquor Control Commission meeting.

Voice Vote: Ayes: Unanimous; Nays: None. Chrmn. Rogina did not vote as Chair. **Motion Carried.**

4. Recommendation to approve a proposal for a massage establishment license for EC Salons, Inc, d/b/a Eddie Caruso Salon located at 2400 E Main Street, St. Charles.

Chief Keegan: This a recommendation to approve a proposal for a massage establish license for EC Salons, Inc, d/b/a Eddie Caruso Salon to be locate at 2400 E Main Street, St. Charles. This is a change of ownership to this business and Mr. Chris Cesario would like to expand his business as a massage establishment to offer massages by a licensed masseuse. Background investigations were conducted by the Police Department of the applicant as well as a site location inspection and we did not find anything of a derogatory nature that would preclude the site location or applicant pursuing a license. Mr. Cesario is here tonight to answer any questions you may have.

Mr. Gehm: Where are you with your remodeling work?

Chris Cesario, 2400 E Main Street, St. Charles: Remodeling is complete.

Mr. Amenta: No questions, everything appears to be in good order.

Motion by Mr. Amenta, second by Mr. Gehm to recommend approval of a proposal for a massage establishment license for EC Salons, Inc, d/b/a Eddie Caruso Salon located at 2400 E Main Street, St. Charles..

Voice Vote: Ayes: Unanimous; Nays: None. Chrmn. Rogina did not vote as Chair. **Motion Carried.**

5. Recommendation to approve a proposal for Onesti Entertainment Corp for a new class B liquor license for Club Arcada to be located on the 3rd floor of 105 E Main Street.

Chief Keegan: This is a request for an expansion of an existing license model, but after closer inspection of our city code found that a separate license is required to be in compliance with our code. Onesti Entertainment is a well run and established business. Application has been processed and approved by the Police Department but further compliance of building code will be guided by the Fire Department.

Chrmn. Rogina: I, as well, have good comments of the Arcada Theatre and the entertainment it brings to our city. After this evening the next step will be to go before the January 4, 2016 Government Operations Committee and then onto the January 19 City Council for final approval. Your license will be handed out only after by review of inspection and granting of an occupancy permit.

Ron Onesti, 105 E Main Street, St. Charles: I have a question as to how the late night permit works with a B license.

Tina: A B license cost is $1,200 which allows serving alcohol until midnight. If you want to go beyond that time limit you can apply for a 1:00 a.m. late night permit for an additional cost of $800 which totals $2,000. If you want to stay open until 2:00 a.m. there is a late night 2:00 a.m. permit for an additional cost of $2,300 which totals $3,500.

Ron: Would that by an additional $2,300 to the already $2,000 to stay open until 2:00 a.m.?

Tina: No, base cost for a standard B license that stays open until midnight is $1,200. Based on which type of late night permit you want you would add $800 to the $1,200 for a total of $2,000 to stay open until 1:00 a.m.; or you would add $2,300 to the $1,200 for a total of $3,500 to stay open until 2:00 a.m.

Ron: And if I would like to change to a 2:00 a.m. permit after I already paid for a 1:00 a.m. permit how does the cost factor?

Tina: The City would subtract the already paid $800 for the 1:00 a.m. permit from the cost of a 2:00 a.m. permit of $2,300 and you would pay that additional difference. But if you change your decision to upgrade your late night permit after the beginning of a new fiscal year which runs

May 1, 2015 through April 30, 2016, you would then pay the total cost of a 2:00 a.m. late night permit.
Ron: Understood, I will go with the 1:00 a.m. permit request for now.

Chrmn Rogina: I have a question unrelated to you liquor license request; how is the AC working on the 3rd floor?

Ron: It works. There is duct work in place as a dance studio previously occupied this space.

Mr. Amenta: I applaud you for keeping the Arcada as the gem of the City. How is the entrance configuration to the 3rd floor?

Ron: You can go through the common area of the lobby and use the elevator and it's also accessible by stairs even if the theatre itself is closed.

Mr. Gehm: I only have positive comments on the theatre.

Chrmn. Rogina: What will be your hours of operation for Club Arcada?

Ron: In the beginning I will start off with Wednesdays through Saturday. I would like it to have the feel of Roaring Twenties with flapper-girl floor shows, period music, comedy, jazz and blues. It would be a 21 years of age and older facility with a full bar as well.

Chrmn. Rogina: Would both the theatre and the Club Arcada be open at the same time?

Ron: Yes, people could come to the Club Arcada for drinks and hor'douerves before the show, vacate the premises for the theatre performance and then go back upstairs after the show.

Chief Keegan: I would also like to note that the Arcada Theatre operates under a D5 liquor license which already allows them to stay open until 2:00 a.m. unlike the B license Mr. Onesti is applying for with a 1:00 a.m. late night permit. There will have to be some attention given to this.

Roll Call: Ayes: Gehm, Rogina, Amenta; Nays: None. **Motion Carried.**

6. Recommendation to approve a proposal for a class B liquor license for Title House to be located at 101 E Main Street, St. Charles (former Starbucks location).

Chief Keegan: This is a request for a class B liquor license for a new business Title House to be located at 101 E Main Street, St. Charles (former Starbucks location). They are not requesting a late night permit. Application is all in order and has been processed and approved by the Police Department. We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward subject to City Council approval.

Chrmn. Rogina: I complement you on submitting a very thorough proposal. I understand Neal Johnson, realtor, is working with you and you want to ensure you are approved for a liquor license before moving forward with any changes to the kitchen area of your plan?

Marianna Ridenour, 101 E Main Street, St. Charles: That is correct.

Mr. Amenta: I have no questions.

Mr. Gehm: Will the layout of the site plan change much?

Marianna: No, being on a corner frontage there is already a lot of visibility.

Chrmn. Rogina: On page 5 of your business plan you make reference to outdoor sidewalk café tables in the summer. Just as a point of reference, staff checked it out, there is no allowance on state highways for alcohol consumption outside, but dining is permitted.

This license will now go before the January 4, 2016 Government Operations Committee for further review.

Roll Call: Ayes: Gehm, Rogina, Amenta; Nays: None. **Motion Carried.**

7. Other Business

Chief Keegan: I just wanted to mention that Mr. Lee Roupas will be hosting another overview seminar here at St. Charles for our liquor license holders on January 19, 2016 at 3:00 p.m. here in the Council Chambers before our next Liquor Control Commission meeting. Tina will be sending out notices with the annual license renewals.

8. Public Comments – none.

9. Executive Session (5 ILCS 120/2 (c)(4)).

10. Adjournment

Motion to adjourn by Mr. Gehm, second by Mr. Amenta at 4:56 p.m.

Voice Vote: Ayes: Unanimous; Nays: none. **Motion carried.**

ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve a Proposal for a Class B Liquor License for McNally's Group, LLC to be Located at 109 W Main Street (former Valley Lodge Tavern)
Presenter:	Chief Keegan

Please check appropriate box:

	Government Operations		Government Services
	Planning & Development		City Council
	Public Hearing	X	Liquor Control Commission (011916)

Estimated Cost:		Budgeted:	YES		NO	

If NO, please explain how item will be funded:

Executive Summary:

This is an application request for a new Class B liquor license for McNally's Group LLC d/b/a McNally's Irish Pub to be located at 109 W Main Street, St. Charles (former Valley Lodge). The owner is requesting a late night 1:00 a.m. permit as well. All paper work is in order, background checks have been completed by the Police Department as well as fingerprints have been taken, and BASSET certifications are complete.

Attachments: *(please list)*

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

Recommendation / Suggested Action *(briefly explain)*:

Recommendation to approve a proposal for a class B liquor license for McNally Group, LLC to be located at 109 W Main Street (former Valley Lodge Tavern).

For office use only:	*Agenda Item Number:* 4

Police Department

Memo

Date: 1/5/2016

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-McNally Group LLC/109 W. Main Street (Class B)

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 housed the former McNally's Pub before transitioning to Valley Lodge Tavern last year. After a year of transition, the business plan submitted seeks approval to bring McNally's back to St. Charles and operate as a class B restaurant/ license with a full-service kitchen. McNally's is seeking a 1a.m. late night permit.

The site location/floor plans and the corresponding application materials were reviewed by my staff. We also reviewed their business plan, Dram Shop insurance and their articles of incorporation paperwork through the Illinois Secretary of State. 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.

Thank you in advance for your consideration in this matter.

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) Illinois LLC

Business Name Mc Nally Grap, LLC Sales Tax # 2974-9751

Business Address 109 W. Main St. Business Phone # 630-513-6300

Contact Person STACIE Grimm Title manager Phone # _____

Bassett Certification 2222 045 License Class: B (1:00 a.m. permit)

If Corporation, Corporate Name _____

Corporation Address _____

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 X No
If yes, list address of business _____

Full Name, include Middle Initial Maurice McNally Title managing member

Birth Date [redacted] Birthplace [redacted] Driver's License # [redacted] Home Phone # [redacted]

Home Address [redacted]
St. Charles, IL 60175

Full Name, include Middle Initial Michael C. Phillips Title managing member

Birth Date [redacted] Birthplace Chicago Driver's License # [redacted] Home Phone # [redacted]

Home Address [redacted]
West Chicago, IL 60185

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

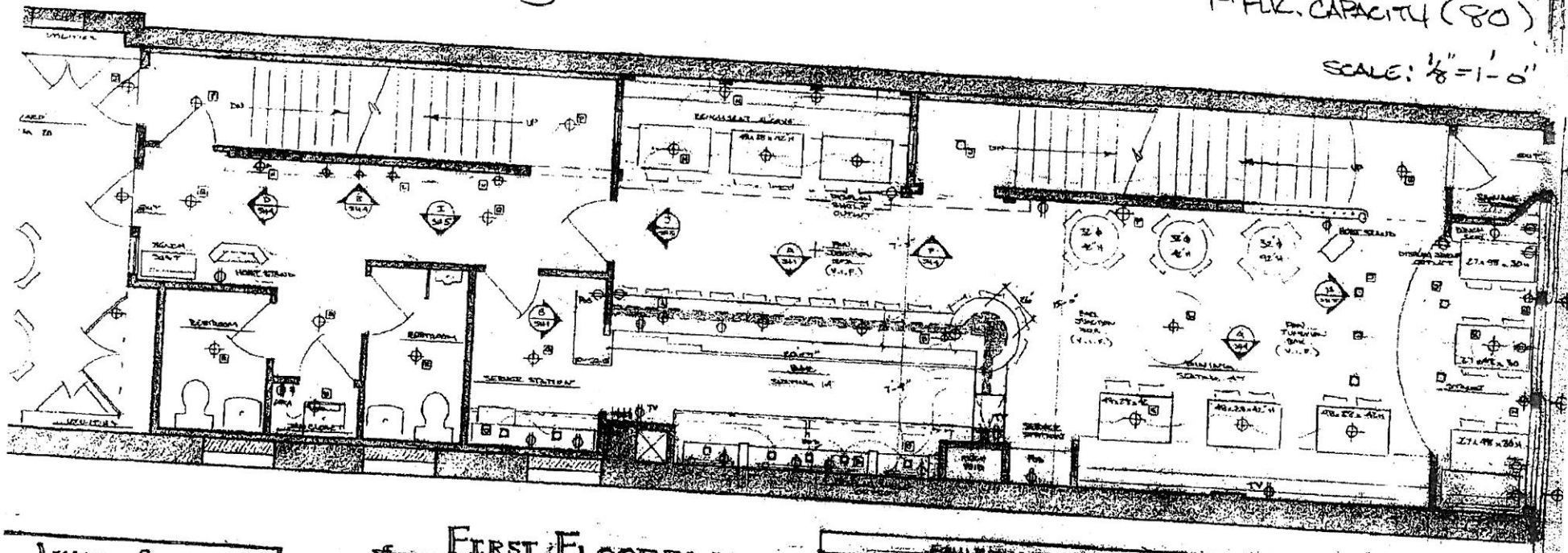
Class A Package Liquor Sales:	
A-1 (Pkg. Stores Only)	$1,600/year
A-2 (Pkg. Stores – Grocery/Drug)	$1,600/year
A-3 (Gourmet Beers & Wine)	$1,600/year
A-4 (Brewery & Sales)	$1,600/year
Class B Predominately Food	
B-1 (Small Restaurant – no holding bar)	$1,200/year
B-2 (Holding Bar[s])	$1,600/year
B-3 (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/yea
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

Mc Nally's

1ST FLR. CAPACITY (80)

SCALE: 1/8" = 1'-0"

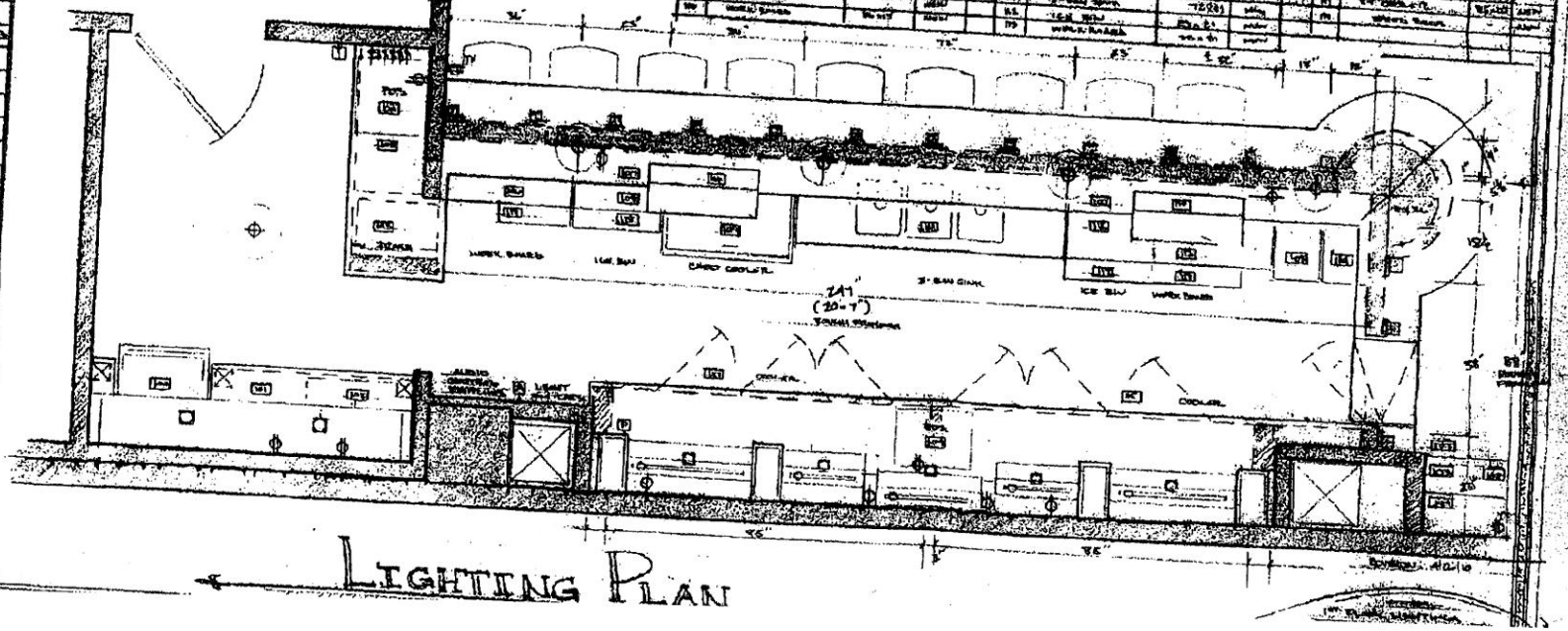


FIRST FLOORPLAN

SHOWN WITH SCATIOLA

LIGHTING SCHEDULE

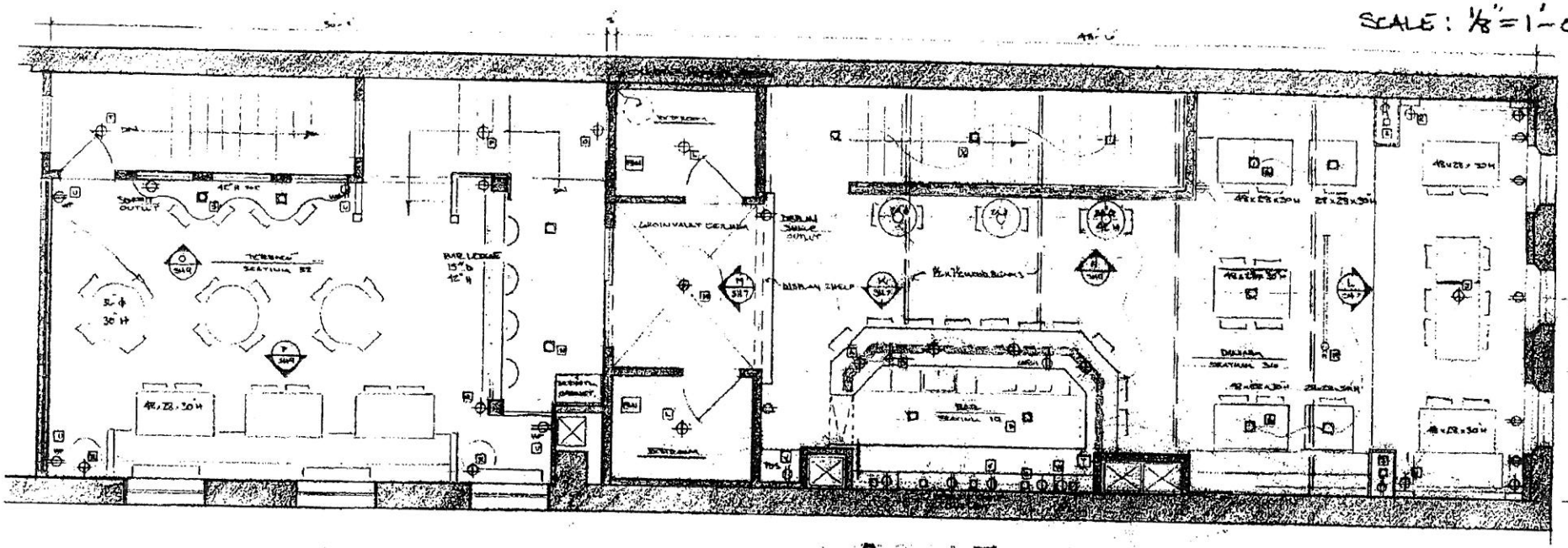
#	TYPE	PLACEMENT	QTY	SYMBOL
A	15" PEDANT	BAR SOFFIT	4	
B	LED ROPE LT. 14'	BAR TOP	1	
C	4" MINI CAN LT.	BAR BOX CAB.	5	
D	LED TRAK LT	BOTTLE STEP	3	
E	18" PEDANT LT	BENCH SEAT	3	
F	48" FAN	FIELD WALL	2	
	48" CHANDELIER	¢ DOWN	1	
	24" CHANDELIER	FRONT HANGING	1	
	BUT PEDANT	FRONT BAR BOX	4	
	4" MINI CAN LT	STAIR SOFFIT	5	
	30" CHANDELIER	¢ STAIR	1	
	[illegible]	BACK HALL SHOW	3	
	12" PEDANT	ALCOVE	3	
	WALL SCONCE	ALCOVE BACK HALL, STAIR	6	
	4" MINI CAN	RESTAURANT STATION	2	
	12x48 SCONCE	FIRST STAIR WALL	5	
	20" CHANDELIER	BACK HALL SOFFIT	4	
	15" FLUSH MOUNT	RESTROOM	2	
	SWITCHED OUTLET	COUNTYARD	1	
	EXT. LANTERN	COUNTYARD	2	
	24" FLOOR	FAN CLOSET	1	
	LIGHT SWITCH	SERVICE / BAR	14	
	THERMOSTAT	SERVICE STATION	1	
	DEDICATED OUTLET	COOLER	3	
	SERVICE OUTLET	[illegible]	22	
	PHONE JACK	BACK BAR	1	



LIGHTING PLAN

2ND FLR CAPACITY (69)

SCALE: 1/8" = 1'-0"

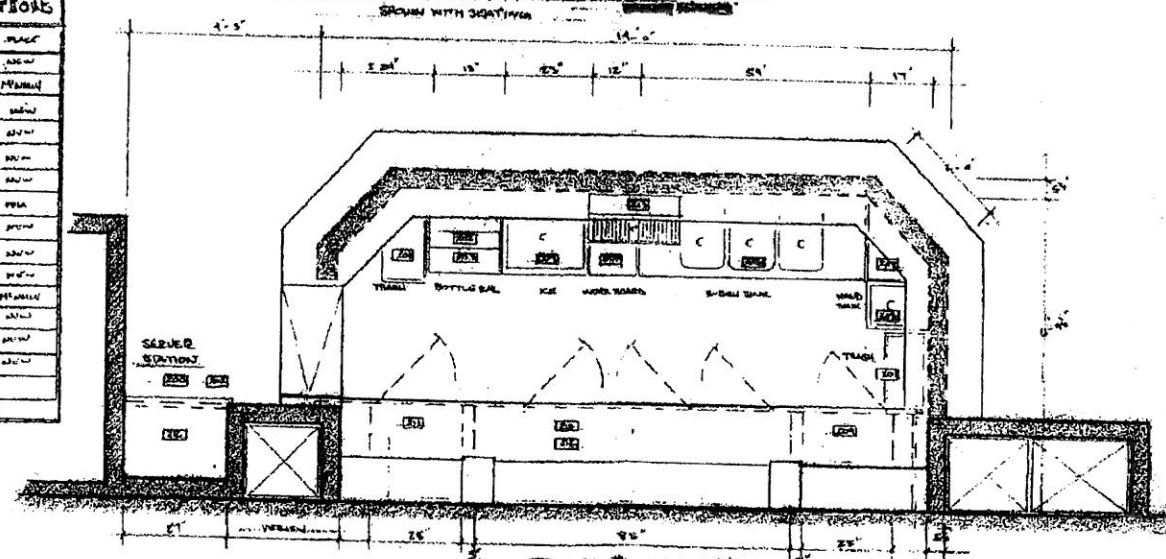


SECOND FLOORPLAN

SHOWN WITH SEATING

LIGHTING SCHEDULE				
#	TYPE	PLACEMENT	QTY.	SYMBOL
A	18" PEDANT	BAR SOFFIT	4	⊕
B	15" ROPE LITE	BAR TOP	1	⊕
C	LED PUC LITE	CABINET SOFFIT	5	□
D	5" CAN LITE	BAR CEILING	2	
E				
F	5" CAN LITE	CENTER DINING	1	
G	5" CAN LIGHT	SINK BEVERAGE	6	□
H	72" TRCK LITE	STAGE DISPLAY	1	⊖
I	LED PUC LITE	CABINET DISPLAY	2	⊖
J	48" CHANDELIER	CENTER STAGE	1	
K	WALL SCONCE	STAGE SIDES	4	⊕
L	18" CLIP MOUNT	RESTROOMS	2	
M	48" CHANDELIER	REAR HALL	1	
N	4" MINI CAN	REAR PORCH	2	□
O	WALL SCONCE	EXT. SIGNAGE	1	
P	24" PENDANT	PORCH BEAMS	1	
Q	6" CAN LITE	TERRACE WALL	2	
R	LANDSCAPE LTS	TERRACE PLANTERS	2	
S	EXT WALL SCONCE	TERRACE WALL	2	
T	16" CLIP MOUNT	TERRACE STAIRS	1	
U	EXT. GFCI OUTLET	TERRACE OUTLETS	3	⊖
V	P.O.S OUTLET	BAR	2	⊖
W	DEDICATED OUTLET	COOLER OUTLETS	2	⊖
Z	[illegible]	STAGE HALL	4	
X	DISPLAY OUTLET	AS NOTED	5	
Z				

EQUIPMENT SPECIFICATIONS			
#	DESCRIPTION	SIZE	PLACE
200	ICE CHEST	22x15"	NEW
201	TRASH CAN	21x11	M'NEW
202	SODA DISPENSER	-	NEW
203	BOTTLE STEP	18"	NEW
204	ICE CHEST	23x21"	NEW
205	WORK BOARD	12x21"	NEW
206	S-BAY SINK	59"x21"	NEW
207	WORK BOARD	17x21	NEW
208	HAND SINK	12x15	NEW
209	1 DOOR COOLER	24"W	NEW
210	GLASS COOLER	34x34x41	M'NEW
211	WINE CAPTAIN	24"	NEW
212	P.O.S STATION	-	NEW
213	5 TOP DISPENSER	26x7x7	NEW



BAR LAYOUT

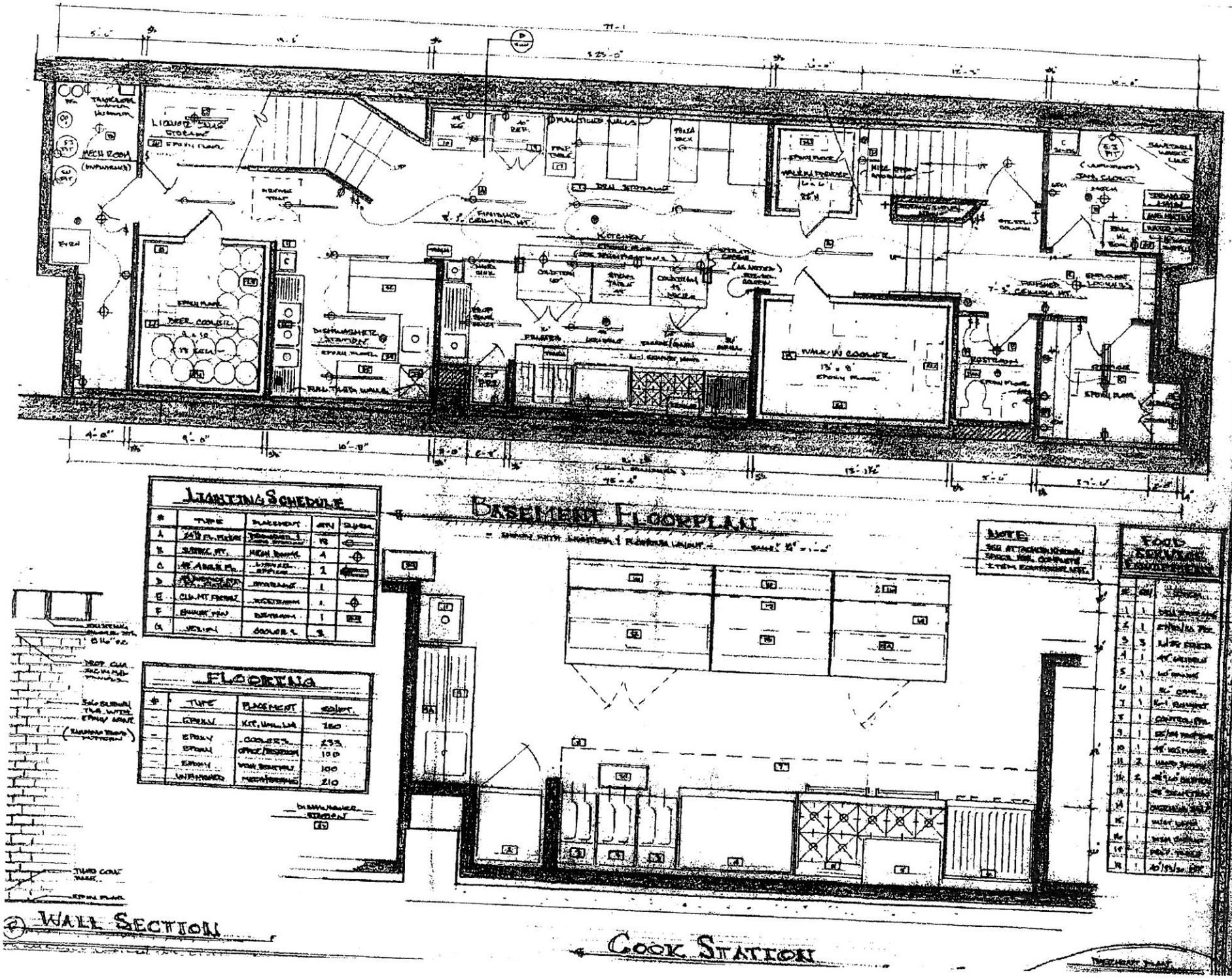
SCALE: 1/2" = 1'-0"

LIGHTING PLAN

REVISIONS: Aladia

2ND FLOOR LIGHTING

SHEET 6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WALL SECTION
COOK STATION

McNally Group, LLC dba McNally's Irish Pub
Business Plan
December 2015

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I. McNALLY'S SUMMARY

1.1 The Concept

McNally's will be a high quality authentic Irish Pub located in St. Charles, Illinois providing unique Irish atmosphere and service to its clientele. The pub will be designed and operated under the guidelines of the "Irish Pub Concept" (IPC), a highly successful program that was developed by Guinness Brewing worldwide. Through this program, over 650 Irish built, IPC pubs have been established around the globe. No two pubs look alike and all of them have been successful. With this concept, a pub's design and fixtures (the bar, table wall treatments, etc.) are imported from Ireland and installed by Irish craftsmen. Beautiful authentic Irish pubs are the end product. In addition to the authenticity of the design, real Irish drink, food, entertainment, and staff are also central to the concept. Incorporating all of these things, McNally's will be unlike anything yet seen in the western suburbs of Chicago. Patrons that walk into it will genuinely feel as if they have entered one of the many great pubs of Ireland.

The IPC, and therefore McNally's are well positioned to succeed for several reasons. First, American consumers are migrating to high quality products including beers like Guinness and Harp. Second, Irish culture has become remarkably popular in the United States. Third, restaurant concepts that focus on atmosphere are growing at a rate of 42% versus 7% for the rest of the industry. Finally, Guinness informs us that it will spend over 50% on marketing its Guinness, Harp, and Bass brands, which are the three top selling brands in IBC pubs.

1.2 Restaurants Majoring in Atmosphere Are Growing Fast

McNally's will be part of the $313 billion food service industry. Today, 58% of the American consumer's food dollar is spent on meals and snacks away from home, compared to 25% in 1955. According to the National Restaurant Association, the industry for 2016-2017 should continue to expand, with real sales (sales adjusted for inflation) forecast to advance to a solid 5.4%. The full service restaurant segment represents 32% of the industry and grew to 4.6% in 2014. With more women in the workforce and less leisure time, value oriented restaurant sales have increased substantially. Couple this with plentiful real estate and capital availability; the result is a fast expansion of restaurant food chains. The expansion of food chains inversely creates a large opportunity for atmosphere-oriented concepts. Out of necessity, many American consumers have put up with mass-marketed food served in the predictably bland "chain environment." They do not have time to cook, and they want a quick, healthier meal that is convenient and easy. Many fast serve chicken and pasta concepts have been successful because of these trends. However, the American consumer is tiring of the standardization of the American dining experience. Consumers are increasingly looking for atmosphere, real food and beverage, and real down to earth service. They want to enjoy reasonably priced high quality products in a great environment. Therefore, when they go out to enjoy themselves, they are looking for a quality experience like the IPC. This has caused an attitudinal shift by the American consumer toward higher quality, more distinctive products. The chart below shows that the key "atmosphere" oriented concepts are growing significantly faster than the overall industry.

Sales Growth of Key Atmosphere/Themed Concepts Vs. Top 200 F & B Concepts

	2012	2013	2014	Annual Growth
Outback Steakhouse	347	548	798	52%
Disney Theme Restaurants	480	525	601	12%
Planet Hollywood	45	78	166	92%
Longhorn Steakhouse	66	83	118	34%
Cheesecake Factory	56	73	100	34%
Lone-Star Steakhouse	96	195	327	85%
Levy Restaurants	34	67	87	60%

Key "Atmosphere" Concepts:

Top 100 F&B	96956	103840	111277	7%
Top 100 - 200 F&B	12249	13182	14344	8%
Total Top 200	**109205**	**117022**	**125621**	**7%**

II. THE OWNERS AND MANAGEMENT

2.1 Maurice McNally – Majority Owner/General Managment

Maurice is a very successful Irish businessman and entrepreneur living in St. Charles, Illinois. He is the majority owner of McNally Group LLC, which previously operated McNally's Traditional Irish Pub in St. Charles. Additionally, he owns Avondale Custom Homes, Inc. founded in 1986. Maurice has been in the United States since 1978. McNally's will exhibit the same old-world feel that is represented in the award winning Avondale Custom Homes.

2.2 Michael C. Phillips – Owner/Financial Manager

Michael is an Irish American businessman and currently a partner of Alexander X. Kuhn & Co., a 70-year-old accounting firm located in Wheaton, Illinois. He is also an owner of McNally Group LLC. Michael's responsibilities include overseeing the financial operations of McNally's Traditional Irish Pub in St. Charles.

2.3 Cathal Conaty – Owner/Operations Manager

Cathal is a very successful Irish businessman and entrepreneur living in Buffalo Grove, Illinois. He is also an owner of McNally Group LLC. Cathal's responsibilities include overseeing the overall operations of McNally's Traditional Irish Pub in St. Charles.

III. CONSUMER TARGET

In Ireland, pubs are central to community life. They are the great equalizer, bringing together people from all walks of life. While the concept might evolve into this in the U.S., initially it will appeal to the upper-end demographic target. For it is these people that are interested in distinctive food and beer. The Guinness Import Company defines the target consumer for the IPC as someone who is 21 - 44 years of age, educated, professional, earning an above average income who likes to go out to dine and enjoys "taste beers." Specifically, we define the consumer as follows:

3.1 Demographic Profile

a) 21 - 44 years old
b) Educated - 61% College or higher
c) 54% - Professional/Managerial
d) Above average income - 45% greater than $60,000

3.2 Brand Usage Profile (Source: Nielson Brand Data)

a) Predisposed to import/micro taste beers
b) Consume at least 20% more of the following taste beers
c) Guinness Extra Stout
d) Total Stout
e) Total Ales
f) Pete's Wicked Ale
g) Samuel Adams Boston Ale
h) Heineken

3.3 Lifestyle Profile (Source: MRI Lifestyle Data)

Twenty percent are more likely to participate in the following activities than the average consumer:

Frequent upscale establishments
Dine out

A key success for McNally's will be our ability to attract American consumers who meet the above criteria. While many Irish pubs in the U.S. focus on 1st, 2nd, and 3rd generation Irish consumers, GIC contends that IPC Pubs will attract a much broader mix of people.

IV. THE LOCATION

4.1 St. Charles – A Historic Illinois City

St. Charles is one of Kane County's oldest suburban communities, known for its friendly neighborhoods, numerous parks and tree-lined streets; located 17 miles west of downtown Chicago, and supporting the continued growth of the Irish community from the city and the south suburbs. The building at 109 W. Main was built in the early 1900's, with outstanding European features, a perfect fit for McNally's. The site is located in the progressive 1st Street Development area of St. Charles, a thriving and expanding business district and entertainment/retail district. St. Charles boasts to hold the third most attended St. Patrick's Day parade in the state, trailing only the City of Chicago and South Side Irish parades.

V. McNALLY'S DESIGN CONCEPT

5.1 McNally's - The Name

McNally's takes its name from its owner, Maurice McNally, and will carry with it the traditions of his family as well as his Irish heritage.

5.2 McNally's - Key Elements

The design of McNally's will be in the style of the typical Old World Irish Pub. The overall theme of the pub will be designed around Maurice's love for and experience playing Gaelic football. Gaelic football is to Ireland what baseball is to Americans.

5.3 Parking

McNally's will have access to various street parking, and a multi-level parking deck directly to the rear of the building.

5.4 Design

Design Documents Attached

VI. FOOD AND BEVERAGE

6.1 Food

The food will be authentically Irish, but geared toward the American palate. Average ticket prices will range from $10 - $25. Our food offering is based on Guinness research and proven in all Irish Concept Pubs that are currently in operation in the United States. A proposed menu is attached.

VII. IRISH STAFF

McNally's will employ a combination of American and Irish servers. Our connections with various businesses and Irish organizations will insure a direct link with many Irish both here and in Ireland. We will also advertise in the Irish publications in Chicago, Boston, and New York for qualified and experienced staff. The majority of our staff will be locally recruited.

7.1 General Manager/Owner

General Management

- Managing McNally's according to standards set forth by the owners
- Ensuring good relations with the police, authorities, and community
- Establishing and maintaining good relationships with customers
- Maintain courteous and professional relationship with employees

Staff Management

- Ensuring adequate staffing availability for bar, kitchen, and dining areas
- Interviewing and recruiting staff
- Managing and training all staff
- Structure personnel policy of McNally's
- Evaluation, discipline, and termination of staff
- Managing employee work schedules
- Ensuring health, safety and security procedures are adhered to

Food and Beverage

- Overall responsibility for ordering, receiving, and managing all inventory
- Managing food and beverage pricing and control of profit margins
- Ensuring high standard of food and beverage quality and presentation
- Establishing product supplier contracts and ensuring good delivery
- Controlling liquor and food stocking policy and menu development

STAFF (continued)

Sales and Marketing

- Developing and implementation of marketing strategies with owners
- Developing yearly advertising and promotional schedule
- Developing of mailing list

Operations Management

- Establish and maintain customer service policy
- Maintenance of high customer service standard
- Development of good, functional operation systems and procedures throughout McNally's
- Handling customer complaints that cannot be resolved by employees
- Overall interior and exterior cleanliness
- Ensure operations are in compliance with all applicable health codes
- Ensure compliance with all liquor commission regulations
- Arranging for maintenance and repair work as necessary
- Provision and maintenance of adequate security systems
- Providing a safe environment for customers and employees

Financial Management

- Monitoring and recording sales levels and profitability
- Generate all necessary accurately and on time
- Managing A/R and A/P functions
- Handling and accounting for all cash
- Making bank deposits as necessary
- Managing the business efficiently and protecting company assets

7.2 Head Barmen

- Oversee all bar operations and ensure customers are received and served in a friendly, efficient, and timely manner
- Training and supervision of bar staff
- Drafting and maintenance of work schedules for bar staff
- Ensure adequate stock levels of all bar inventory
- Overall maintenance of bar safety, health, and security standards
- Random checking of cash drawers and customer's tabs to prevent pilfering and theft

Barmen

- The role of the bartender is primarily to serve beverage and bar food product to customer. The bartender is also responsible for extending hospitality to everyone in the pub and ensuring that the pub service standards are adhered to at all times.

In addition:

- Performing opening duties to ensure that the pub is ready to open on time
- Serving food and beverage to pub customers while adhering to:

- **STAFF** (continued)

    - Specified glassware crockery and cutlery
    - Correct pouring, recipes, measures, and garnishes for all beverages

- Ensure high standards of cleanliness in the bar and throughout the pub
- Restocking bar supplies throughout the day
- Performing all closing duties and ensuring all bar supplies are restocked and that the bar is properly cleaned and closed down.

7.3 Head Cook

- Over see all kitchen staff
- Establish maximum possible efficiency of the kitchen
- Provide customers with high quality food, well cooked and timely service
- Drafting and maintenance of kitchen staff work schedule
- Training of all kitchen personnel
- Overall maintenance of kitchen equipment
- Overall responsibility for kitchen cleanliness
- Controlling waste and effectively managing food gross profit margins
- Prevention of theft

Cooks

- Ensuring kitchen opening procedures and food preparation procedures are followed
- Ensuring all food orders are correctly cooked within time limits
- Ensuring kitchen closing procedures, food storage and cleaning schedules are followed
- Maintain a clean and safe kitchen
- Ensure health and safety regulations are followed
- Ordering, receiving, and storing all food products

Prep Staff

- Receiving and storing all food products as prescribed
- Preparing all food products according to menu specifications
- Maintaining a clean and safe kitchen

Dishwashers

- Cleaning dishes, pots, pans, and utensils throughout the shift
- Keeping the dishwasher area clean and organized at all times
- Restocking supplies as necessary

Expeditors

- Coordinate hot and cold prep orders to ensure timely service of orders
- Troubleshoot any bottleneck of orders and ensure smooth flow of food preparation and delivery
- Ensure adequate stock on hand for shift and communicating shortages to head cook

STAFF (continued)

7.4 Waitstaff

- Ensuring that the service stations are fully stocked and kept clean and tidy
- Setting the tables and preparing the restaurant before opening
- Meeting and seating the customers host/hostess is not on duty
- Serving the customers in a friendly and efficient manner
- Giving advice on menu selections
- Taking food and beverage orders
- Serving orders according to correct procedures
- Cleaning tables, presenting check and collecting payments
- Ensure that the dining area is kept clean and tidy at all times
- Closing and cleaning the dining area and ensuring that it is ready for the next session

Bussers

- Helping with opening procedures and setting tables
- Running bus tubs and silverware buckets
- Restocking the server stations
- Assisting waitstaff in cleaning tables
- Maintaining the efficiency of the dining area and server stations

7.5 Host/Hostess

- Ensuring that the bar and dining area are kept clean and tidy
- Greeting all arriving customers in a professional and welcoming manner
- Seating customers and maintaining the operational efficiency of the restaurant
- Ensuring that all customers receive prompt and attentive service
- Dealing with incoming telephone calls and bookings
- Assisting customers whenever appropriate
- Thanking outgoing customers and inviting them to return

VII. FINANCIAL ANALYSIS

8.1 Summary of Financial Transactions

To be Provided upon Request and submission of NDA.

McNally's

Small Plates

Poutine Confit- Fresh cut fries, cheese curds, duck confit, onion gravy $12

PEI Mussels- leek, shallot, garlic, mandarin orange, apple cider butter sauce, toast points and scallions $11

Pork Belly- Ancho glaze, chicharone, lingonberries and micro greens $12

Honey Sriracha Glazed Brussel Sprouts- crispy sprouts, raw honey, Neuskies bacon and sriracha sauce $11

Baked Mac n' Cheese- elbow macaroni, stilton blue cheese, Irish cheddar, Neuskies bacon, sriracha chile, and scallions $10

Shrimp Escabeche Bruschetta-black tiger shrimp, blood orange mojo, yuzu, garlic, basil, avacado puree, cherry tomatoes, toast points and micro greens $12

Cahill's Whiskey Saganaki- fried Cahill whiskey cheddar, yuzu, toast points, brandy flambe $12

Tempura Eggplant Napoleon- fresh sliced tomato, basil, fresh mozzerella, balsamic reduction, EVOO and fresh cracked peppercorn $12

Crab Cakes- lump crab meat, white bean and roasted garlic puree, terragon aioli $13

Charcuterie and Artisanal Cheeses- Chef's selection of cured meats and sausages, artisanal cheeses, pepper jelly, fresh berries and toast points $16

Salads & Soups

House Salad- mixed greens, poached pears, candied pecans, feta, peppadew honey vinaigrette $6

Buttercrisp Wedge- sliced radish, pomodoro tomatoes, Nueskies bacon, Stilton blue cheese crumbles and an avacado blue cheese dressing $11

Roasted Beet- roasted beets, goat cheese cream, mandarin oranges, candied walnuts, balsamic drizzle and micro greens $10

Grilled Chicken Caesar- grilled romaine hearts, organic chicken breast, pomodoro tomatoes, shaved parmesan, pickled red onion, croutons and caesar dressing $12

Baked Irish Onion Soup- onions, whiskey beef broth, baguette, gratin Irish cheddar $5

Soup Of The Day- chef's selection of daily fresh ingredients $5

McNally's

Sandwiches

[All sandwiches served with choice of herb fries or house slaw]

Grilled Chicken Panini- Grilled free range chicken, wild cherry aioli, caramelized onions, Irish Cheddar, honeycrisp apple on pecan raisin loaf $12

Pub Burger- USDA choice grass fed beef, onion marmalade, Irish cheddar, Guiness reduction and house slaw on artisanal brioche bun $13

Monte Cristo- smoked turkey, black forest ham, jarlsburg cheese, smoked ghouda, blackberry jam, powder sugar on sourdough $12

Roasted Portabella Panini- roasted portabella, zuchinni, artichokes, alfalfa sprouts, tomato, avacado puree, smoked ghouda on toasted baguette $11

Shepherds Pie Sliders- house cured corn beef, braised peas and carrots, whipped potato, onion straws and stout reduction on mini brioche buns $12

Quinoa Grilled Chicken Lettuce Wraps- grilled chicken, red quinoa salad, hardboiled egg, feta cheese, avacado and a stilton pear vinaigrette on bibb lettuce $11

Stuffed Irish Boxty- potato pancakes, stuffed with choice of grilled salmon or grilled chicken, sauteed wild mushrooms and pearl onions, creme fraiche and chives $14

McNally's

Entrees

[All Entrees served with fresh baked rolls and choice of soup or salad]

Lollipop Lamb Chops- char crusted New Zealand lamb chops, braised apricot purple cabbage, roasted garlic and white bean puree, rosemary port demi-glace $27

Fish and Chips- Guiness malt battered tilapia, herb fries, house slaw, tartar sauce $16

Blackberry and Artichoke Chicken- capon breast stuffed with cumberland sausage, over braised baby spinach, ancho chili cream sauce, grilled artichoke hearts and blackberries $25

Organic Irish Salmon- grilled certified organic salmon, sweet potato and brisket hash, honey smoked sea salt brussel sprouts, walnut brown butter, creme fraiche and chive $27

Broadleaf Wild Boar Chop- charred organic boar chop, braised mustard greens, roasted garlic and white bean puree, toasted cashew cream sauce, fried egg, sweet pomme frittes $31

Black and Blue New York Strip- black angus grass fed and dry aged beef, topped with caramelized Stilton blue cheese, braised forest mushrooms, roasted garlic whipped yukon gold potatoes and garlic ale demi-glace $39

Shepherds Pot Pie- beef brisket, peas, carrots, pearl onions, rosemary, stout gravy, savory butter crust and topped with charred yukon whipped potatoes $19

McNally's

Brunch

[Brunch served Saturday and Sunday from 10:00-3:00]

Traditional Irish Breakfast- two eggs over easy, brashers, bangers, white and black pudding, Irish beans, charred tomatoes, sauteed mushrooms, hash potatoes and soda bread $15

Banana Walnut Stuffed French Toast- served with choice of brashers or bangers, hash potatoes, stout whipped cream and powdered sugar $12

Country Fried Steak and Eggs Skillet- panko fried skirt steak, hash potatoes, two eggs over easy, onions mushrooms and peppers, peppercorn gravy $16

Chicken and Waffles- buttermilk fried chicken thighs, crispy waffles, candied walnuts, stout whipped cream, pure maple syrup $14

Granola, Yogurt and Berry Parfait- honey greek yogurt layered with cinnamon granola, fresh seasonal berries and raw honey $10

Strawberry and Lemon Zest Pancakes - lemon zest buttermilk pancakes choice of bangers or brashers, lemon whipped cream, fresh cut strawberries and pure maple syrup $12

McNally's

Desserts

Espresso Salted Caramel Creme Brulee- espresso and sea salt caramel infused custard with caramelized sugar top, fresh berries and stout whipped creme $9

Candied Pecan and Cherry Bread Pudding- custard bread pudding, dried cherries, candied pecans, sea salt caramel, stout whipped cream and fresh mint $9

Sprecker Root Beer Float- 3 scoops of slow churned vanilla bean ice cream, Small batch Sprecker root beer and stout whipped cream served tall in Guiness pint $9

Chocolate Covered Strawberries and Beignets- two chocolate covered strawberries, fresh made beignets, powdered sugar and cinnamon sprinkle, sea salt carmel dipping sauce $10

ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve a Proposal for a Class D2 Liquor License St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn Located at 4070 E Main Street, St. Charles
Presenter:	Chief Keegan

Please check appropriate box:

	Government Operations		Government Services
	Planning & Development		City Council
	Public Hearing	X	Liquor Control Commission (011916)

Estimated Cost:		Budgeted:	YES		NO	

If NO, please explain how item will be funded:

Executive Summary:

Hilton Garden Inn located at 4070 E Main Street has undergone a corporate name change as well as new ownership. This is an application request for a Class D2 liquor license under the corporate name of St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn. All paper work is in order, background checks have been completed by the Police Department. Mr. Peter Ehrenberg who has been the on-site manager for Hilton Garden Inn for many years is staying on in this position of manager.

Attachments: *(please list)*

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

Recommendation / Suggested Action *(briefly explain)*:

Recommendation to approve a proposal for a class D2 liquor license St. Charles Hotel Partners, LLC d/b/a Hilton Garden Inn located at 4070 E Main Street, St. Charles.

For office use only:	*Agenda Item Number:* 5

Date: 12/30/15
☒ 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 Limited Liability Company

Business Name St. Charles Hotel Partners, LLC Sales Tax # 4196-0068

Business Address 4070 E. Main Street, St. Charles, IL 60174 Business Phone # (404) 786-5744

Contact Person Dean T. Maragos Title Attorney Phone # (312) 578-1012

If Corporation, Corporate Name N/A

Corporation Address N/A

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 X No
If yes, list address of business N/A

Full Name, include Middle Initial Peter F. Ehrenberg Title Hotel General Manager

Birth Date [redacted] Birthplace Spokane, WA Driver's License [redacted] Home Phone # [redacted]

Home Address [redacted]

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/Arcade/Q-Center ( ) Other _____

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

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

Conducting hotel activities in the normal course of business as a limited service hotel lodging facility

Initial: Liq Comm _____

Police Chief _____

Police Department

Memo

Date: 1/12/2016

To: The Honorable Ray Rogina, Mayor - Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation – Hilton Garden Inn 4070 E. Main Street (Class D-2)

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 site has operated as a longstanding St. Charles hotel complex with a banquet facility and on-site restaurant (Garden Grille & Bar). Recently, the ownership group changed hands from Oakbrook Properties to Banyan Investment Group but will remain operating under St. Charles Hotel Partners LLC. The general manager is remaining the same through the ownership group transition-Peter Ehrenberg.

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

As you know, a D-2 license is an all-encompassing site license meaning the banquet facilities; hotel and restaurant are all licensed under the umbrella of the D-2 license.

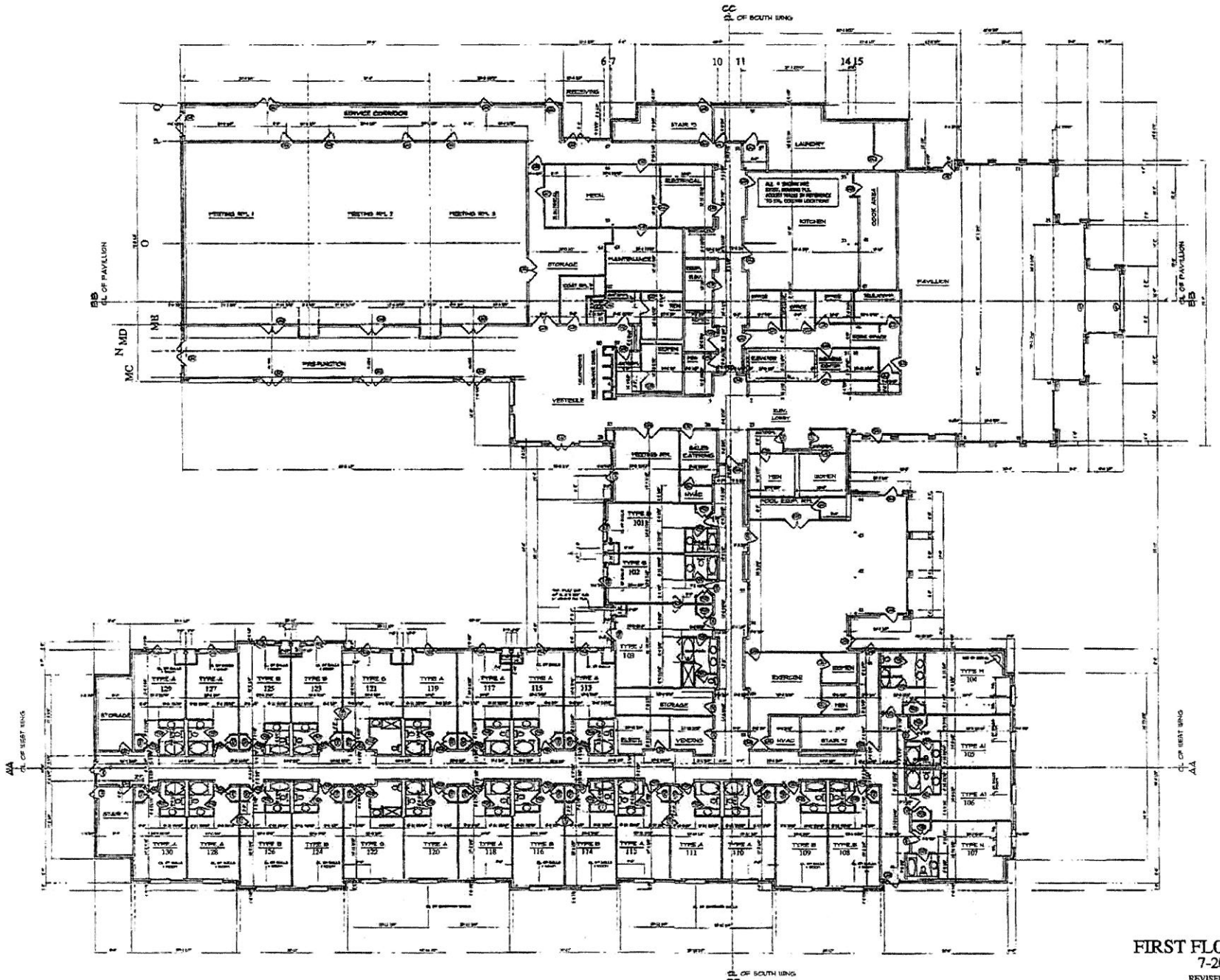
Thank you in advance for your consideration in this matter.

Business Plan
Hilton Garden Inn, St. Charles

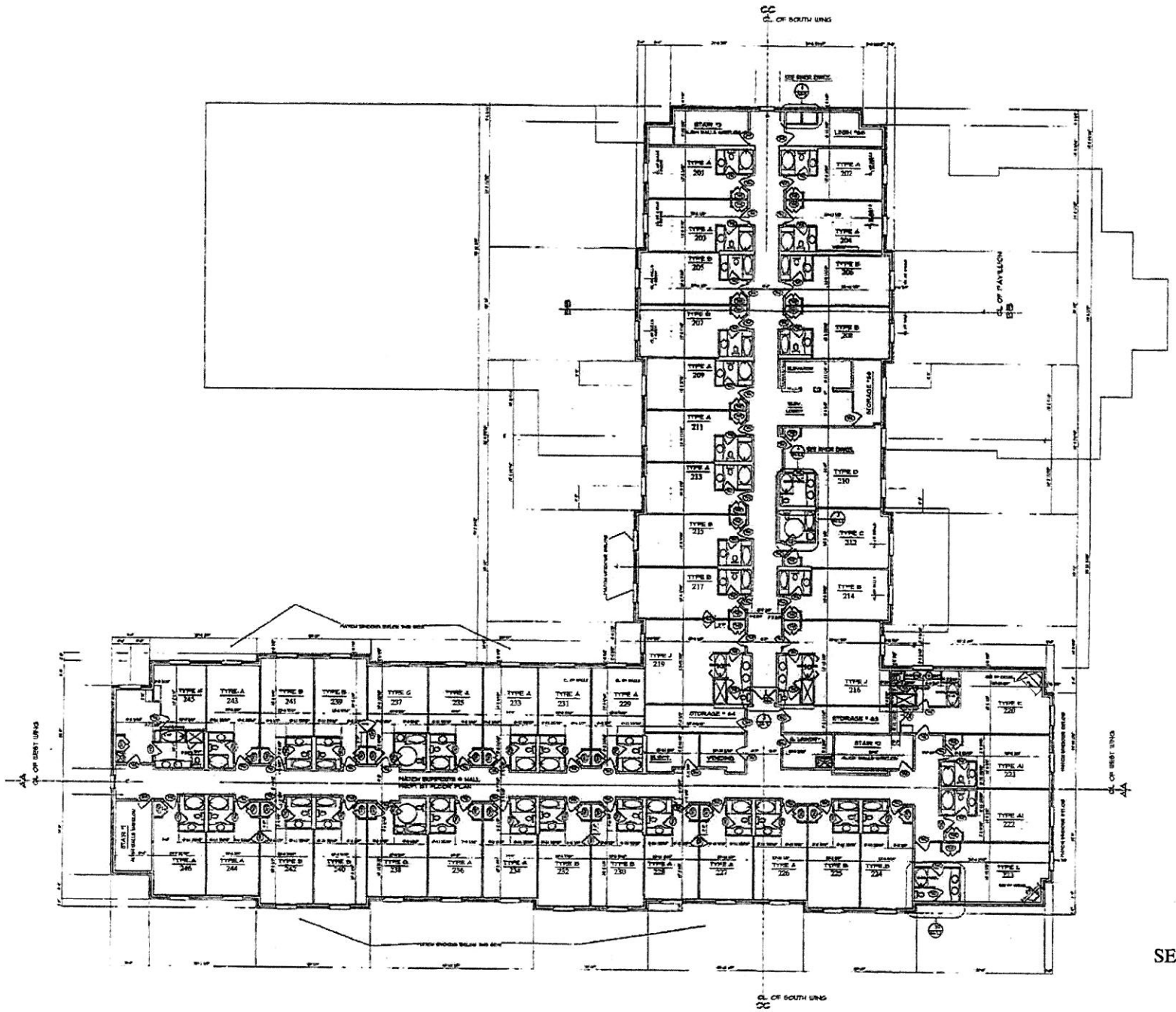
Liquor Sales at the Hilton Garden Inn St. Charles consists of the following: Day to day operations of the restaurant and room service, beer, wine, mixed drinks. Standardly 5pm-10pm, however on occasion someone will purchase at lunch time. Guest seated on our patio can also order dinner and/or alcoholic beverages. Pavilion Pantry where guests can come down and purchase from Pantry beer, and wine. Banquets receptions and/or weddings, approximately 30 combined throughout the year. This has been our current pattern and anticipated future services. Thanks and let us know if you need any further information.

Peter Ehrenberg
General Manager Hilton Garden Inn.
Hotel: (630) 584-0700 Fax: (630) 762-9152: Peter.Ehrenberg@hilton.com

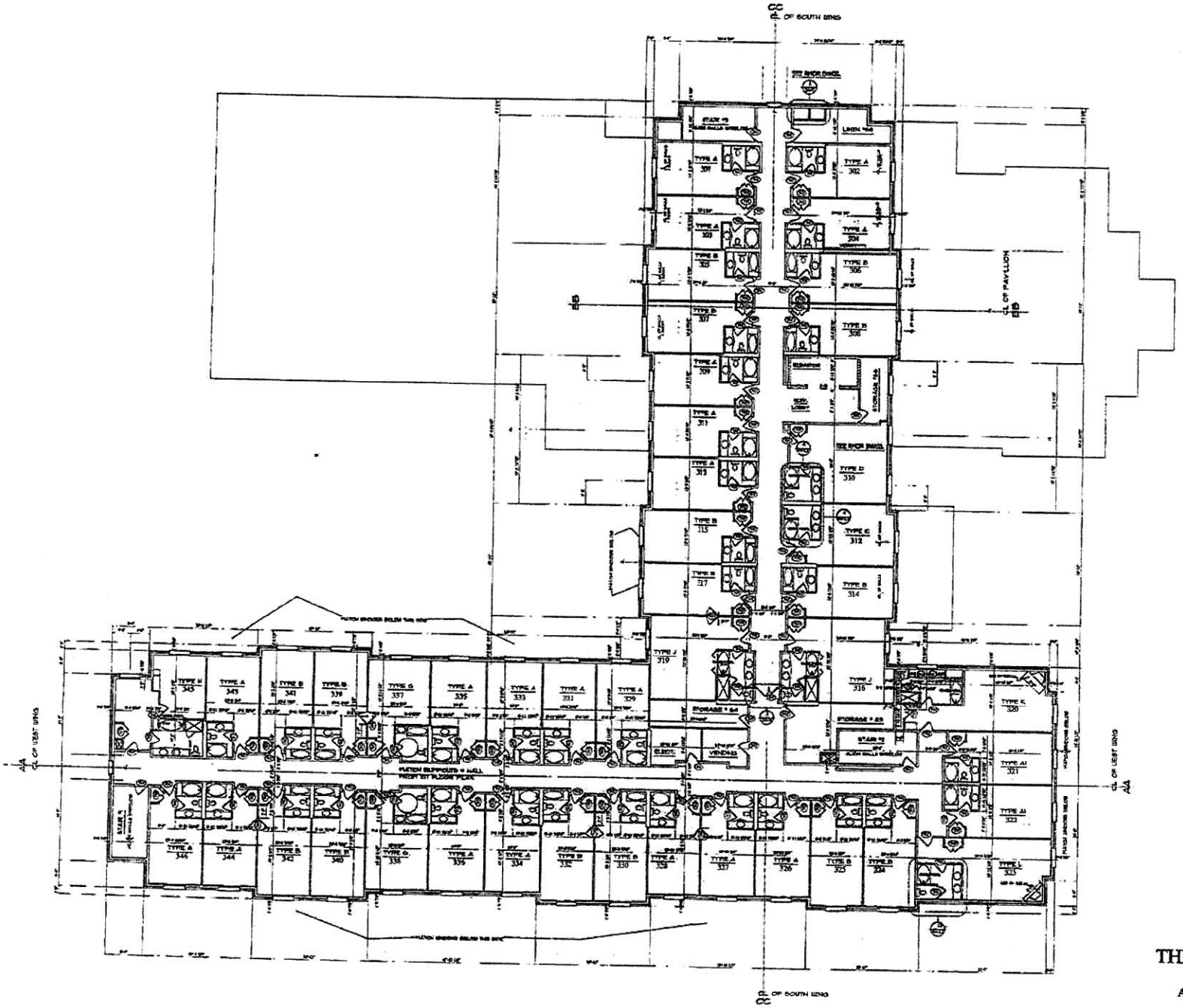
Website: www.stcharles.hgi.com or www.trainatact.com



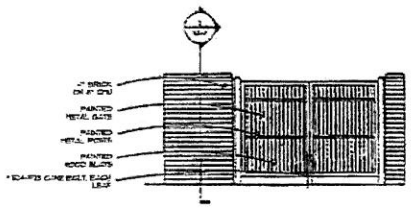
FIRST FLOOR PLAN
7-20-99
REVISED 7-29-99
ADD DOOR TAGS 8-25-99
REV. BOS CENTER LOBBY/STORAGE 8/15/99



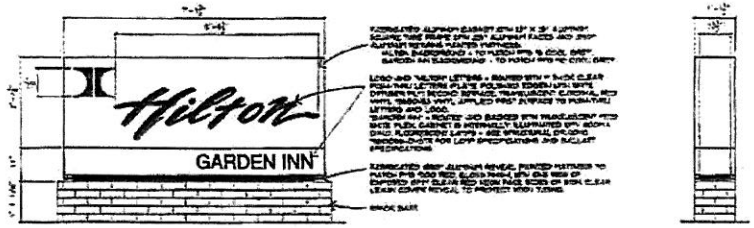
SECOND FLOOR PLAN
7-28-99
ADD DOOR TAGS 8-25-99



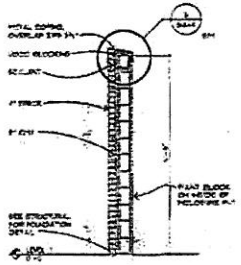
THIRD FLOOR PLAN
7-28-99
ADD DOOR TAGS 8-25-99



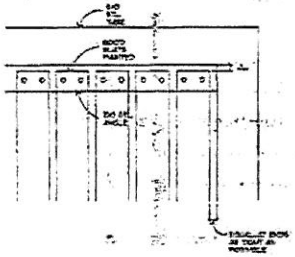
GATE ELEVATION
@ TRASH ENCLOSURE
1 / 1A-1 SCALE: 1/2" = 1'-0"



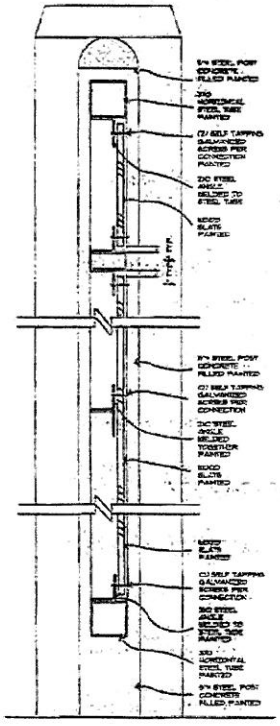
4 / 1A-1 MONUMENT SIGN ELEVATIONS
SCALE: 1/2" = 1'-0"



SCREEN WALL SECTION
@ TRASH ENCLOSURE
2 / 1A-1 SCALE: 1/2" = 1'-0"



GATE DETAIL
@ TRASH ENCLOSURE
3 / 1A-1 SCALE: 1 1/2" = 1'-0"



GATE DETAIL
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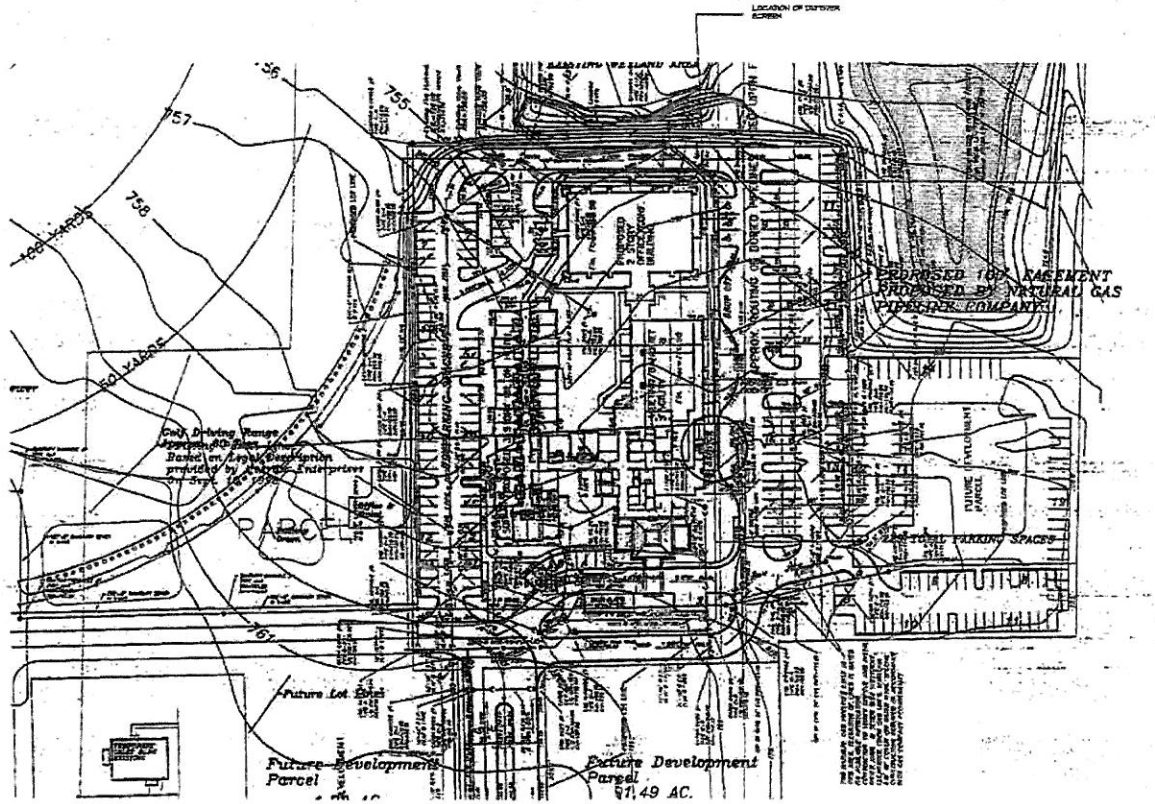
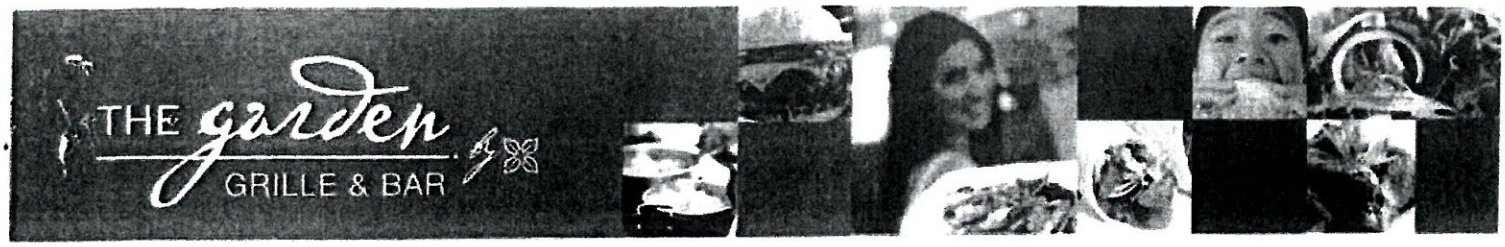
5 / 1A-1 SCALE: 1 1/2" = 1'-0"



6 / 1A-1 SITE PLAN (FOR INFO. ONLY)
NO SCALE



BURGERS & SANDWICHES*

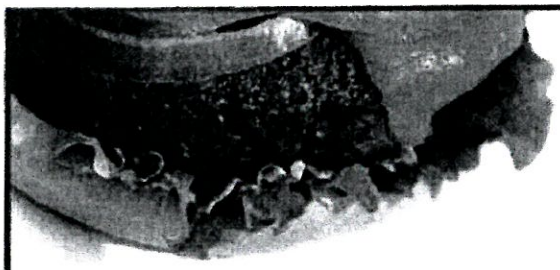
Served with choice of side.

BLACK 'N BLEU BURGER 11
Cajun spice-dusted burger, bleu cheese, crispy-fried onions, tomato and arugula on rustic ciabatta

GARDENBURGER® 9
An organic grain and veggie "burger" on ciabatta with avocado, arugula, ripe tomato and citrus aioli

CALIFORNIA TURKEY CLUB 10
Turkey, Swiss, applewood bacon, avocado, tomato, mixed greens, sun-dried tomato aioli, sunflower bread

BISTRO GRILLED CHICKEN 11
Balsamic grilled chicken, Canadian bacon, mozzarella, arugula, sun dried tomato mayo on ciabatta



CLASSIC MOBLEY BURGER 10
Conrad Hilton's Steakhouse Burger, char-broiled with melted cheddar on a rustic roll

DESSERTS*

CLASSIC KEY LIME PIE 6
Tart and refreshing Florida Key Lime custard, silky whipped cream in a traditional graham cracker crust

SIGNATURE ROCKSLIDE BROWNIE 6
Chocolate chunk brownie with pecans, caramel drizzle, vanilla ice cream and chocolate sauce

NY STYLE CHEESECAKE 6
Smooth, rich and creamy, made with fresh sour cream and drenched with house-made berry compote

MOLTEN CHOCOLATE MELTDOWN 6
Rich, deeply chocolate cake, served warm with an

ENTRÉES*

Served with choice of two sides. Pasta served with tossed green salad.

GRILLED VEGETABLE PASTA 12
Zucchini, Squash, Bell Peppers and Portobello Mushrooms. on a Bed of Fettuccini Complimented With a Sundried Tomato Asiago Broth Sauce

TUSCAN RAGOUT 16
Slow-cooked pork and beef, hearty red sauce, herbs, vegetables and red wine with fettuccine

PAN ASIAN RIBS 14
Slow-cooked fall-off-the-bone ribs with a sweet-and-tangy honey-citrus pepper glaze

NY STRIP 22
Char-broiled USDA Choice center-cut strip loin finished with roasted garlic and herb butter

FISH AND CHIPS 12
Beer-battered cod and kettle chips, hand-crafted malt vinegar tartar sauce (Side items not included)

CRISPY SALMON 18
Pan-seared and lacquered salmon with a sweet sesame sauce layered atop a bed of sauteed bok choy

GRILLED CHICKEN FETTUCCINE 16
Grilled chicken breast, mushrooms, spinach, roasted peppers, asparagus In a creamy white wine sauce

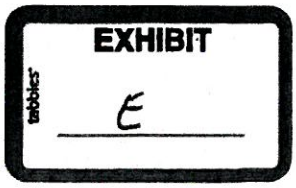
BEVERAGES*

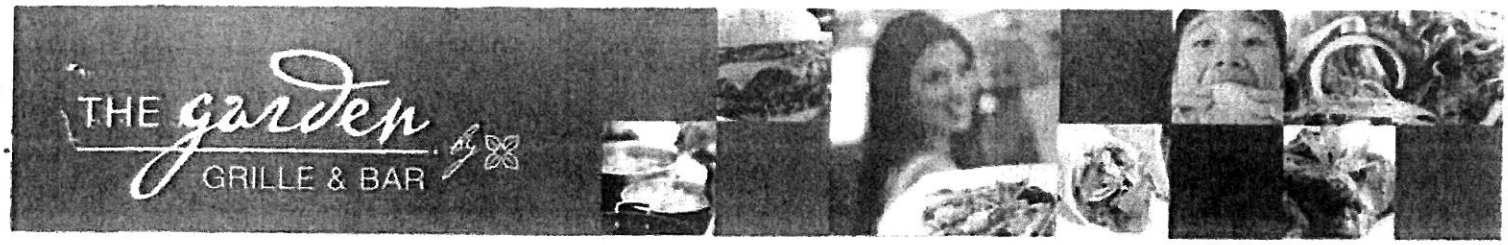
SOFT DRINKS

AMERICAN, CRAFT AND IMPORT BEERS

WORLD CLASS WHITE AND RED WINES
(by the glass or by the bottle)

COCKTAIL FAVORITES MADE WITH PREMIUM SPIRITS





APPETIZERS*

UNTRADITIONAL SHRIMP COCKTAIL 12
Chilled gulf shrimp, avocado, tomatoes, cilantro and fresh lime layered together with piquant cocktail sauce

» **GRANDE GARDEN QUESADILLA 8**
Fire-grilled veggies, avocado, cilantro, jalapeños, melted cheese served with chipotle sour cream and salsa

PAN-FRIED DUMPLINGS 8
Crispy potstickers stuffed with minced pork, pan-seared then steamed served with a sweet chili sauce

SZECHUAN ORANGE PEEL SHRIMP MARTINI 9
Crispy panko shrimp, shaken with a creamy Szechuan orange peel sauce, served straight up martini style

WINGS OF THE WORLD 8
Chicken wings tossed and sauced. Choose Traditional Buffalo with Garden Ranch or Kentucky Bourbon Barrel

ACCOMPANIMENTS*

RICE/MULTIGRAIN RICE BLENDS 4
A distinctive blend of premium gourmet rice, wild grains, legumes and lentils simmered in stock

BACON 'N BRIE MASHED POTATOES 4
Fully loaded redskin potatoes with crumbled bacon, Brie, green onions and sour cream

FRIES 3
Rustic, skin-on, natural cut Burbank russet potatoes, golden fried and sea salt dusted

FRUIT 4
Hand cut, sun-ripened melon and juicy seasonal berries picked at peak freshness

SOUPS & SALADS*

BAKED FRENCH ONION SOUP 4

SOUP OF THE DAY 4
Warm up to HGI's pipin' hot soup of the day. Ask your server for details

FIESTA GARDEN COBB SALAD 12
Mixed greens, grilled chicken, avocado, applewood bacon, onion, tomato, egg and Cheddar Jack cheese

SPINACH SALAD 8
Spinach, applewood bacon, mushrooms, red onions, bleu cheese and almonds

HARVEST CHICKEN SALAD 12
Greens, chicken, apples, bleu cheese, cucumbers, red onions, tomatoes, almonds, and dried cranberries

» **TOSSED GREEN SALAD 5**
Spring greens, cucumbers, tomatoes, red onions, orange slices, peppers, olives and toasted almonds

TRADITIONAL CAESAR SALAD 9
Hearts of romaine tossed with traditional olive oil Caesar dressing, shaved Parmesan cheese and garlic croutons

FLATBREADS*

DRAGONFIRE CHICKEN 12
Sesame glazed chicken, carrots, mozzarella cheese, green onion, cilantro and spicy chili-garlic drizzle

» **GRILLED GARDEN VEGGIES 12**
Seasonal grilled veggies, extra virgin olive oil, fresh rosemary and shaved Parmesan

KIDS MENU*

CHICKEN TENDERS 6

» **KRAFT® MACARONI & CHEESE 6**

HAM & CHEESE PINWHEELS 4

» **PEANUT BUTTER & JELLY 4**

Hilton Garden Inn Signature Dish » Vegetarian

*PLEASE INFORM YOUR SERVER OF ANY FOOD ALLERGIES. IF WE'D BE GLAD TO PLEASE

THE garden GRILLE & BAR

specials

BUILD YOUR OWN BURGER.....$9.00
8oz Angus Burger Char Broiled. Choice of Mushrooms, Onions, Bacon, Avocado, American, Cheddar or Swiss Served with French fries

CHICKEN OR SHRIMP ALFREDO.....$13.00
Fettuccine combined with a grilled breast of chicken or sautéed shrimp, mushrooms and smothered in a creamy Alfredo sauce. Served With soup or salad

STIR FRY WITH CHICKEN OR SHRIMP ADD BOTH FOR $3 MORE.....$13.00
Stir Fry is made with Sautéed Fresh Veggies with Chicken or Shrimp, Rice and a Tangy Teriyaki Sauce

HARVEST SHRIMP SALAD $12.00
Set on a Bed of Mixed Greens. Apples, Bleu Cheese, Cucumbers, Red Onion, Tomatoes, Almonds and Cranberries

TEXAS BBQ RIBS $13.00
Half Slab Baby Back Ribs. Slow-Cooked Fall Off The Bone With BBQ Sauce. Served with French Fries & 1 Domestic Beer.

12" PIZZA $14.00
You Choice of 2 Toppings & Mozzarella Cheese
Additional Toppings .....$1.25 each
Pepperoni, Italian Sausage, Bacon, Ham, Onion, Tomatoes, Mushrooms, Bell Peppers, Black Olives, Pineapple or Extra Cheese

Please note that some of our dishes may contain traces of nuts. For guests with special dietary requirements or allergies who may wish to know about the food ingredients used, please ask a member of the Restaurant team. Consuming raw or undercooked meats, poultry or seafood may increase your risk of foodborne illness, especially if you have certain medical conditions.

WELCOME TO THE GARDEN

eat & DRINK

ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Information Item: Liquor Licensing Backgrounds, Site Inspections, and Follow-up Licensing
Presenter:	Chief Keegan

Please check appropriate box:

	Government Operations		Government Services
	Planning & Development		City Council
	Public Hearing	X	Liquor Commission 1.19.16

Estimated Cost:	$N/A	Budgeted:	YES		NO	X

If NO, please explain how item will be funded:

Executive Summary:

Liq. Comm. Process liq/bldg. permit collaboration

The Liquor Commission is a recommending body considering items related to the management of liquor establishments and liquor sales. Pursuant to recent discussion, we recognized the need for an update regarding the interface between the approval of a liquor permit and the issuance of a building occupancy. Key staff from the Police and Fire Departments and the Building & Code Enforcement Division will be present at the Liquor Commission meeting and will provide a transparent overview of the liquor application process and how this overlays; in the case where a building remodel or build out is involved.

For your information, the liquor license approval process and the building process may track a parallel time line. The building permit occupancy permit, however, is the KEY requirement for the liquor license to be physically issued to the applicant. The liquor license may have already been recommended by the Liquor Commission/Government Operations Committee and approved by the Council prior to the building occupancy permit being granted. The liquor license is only provided to the applicant when the Codes related to the buildout or remodel is satisfied.

Chief Keegan will speak to the liquor application and process. For your information, attached are checklists that assist an applicant in applying for a liquor permit. Additionally, the Police staff attached the Background Check List. Chief Schelstreet has included in the Commission packet information related to Fire Department process related to a building remodel/buildout. Bob Vann, B&CE, has included Building /Code Enforcement-Certificate of Occupancy process information.

Attachments: *(please list)*

Checklists

Recommendation / Suggested Action *(briefly explain)*:

Informational item only.

For office use only:	*Agenda Item Number: 6*

LIQUOR APPLICANT BACKGROUND CHECK LIST

APPLICANT(S): _____

BUSINESS: _____

ADDRESS: _____

	REQUESTED	COMPLETED
APPLICATION	_____	_____
BUSINESS PLAN/FLOOR PLAN/MENU	_____	_____
LEASE (OR LETTER OF INTENT)	_____	_____
BASSET CERTIFICATE(S)	_____	_____
FINGERPRINTS (ALL MANAGERS)	_____	_____
DRAM SHOP (CERTIFICATE OF INSURANCE)	_____	_____
DIVISION OF ADMINISTRATION (SOS)	_____	_____
TLO	_____	_____
I-CLEAR	_____	_____
POLICE RECORDS CHECK	_____	_____
APPLICANT'S HOMETOWN RESIDENCY LETTER	_____	_____
ILLINOIS LIQUOR COMMISION (LETTER OR PHONE CALL)	_____	_____
SITE VISIT	_____	_____

INVESTIGATOR ASSIGNED: _____

SUPERVISOR REVIEW: _____

CHECK LIST IN FILLING OUT LIQUOR LICENSE APPLICATION for New APPLICANTS

1. Fill out application in its entirety as questions apply to your business.

2. Bring in a copy of lease.

3. Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.

4. Copy of Articles of Corporation if applicable.

5. Have B.A.S.S.E.T (Beverage Alcohol Sellers & Servers Training) page filled out for all employees. (I only need copy of B.A.S.S.E.T certificate for managers). It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file of their employees.

6. Copy of indoor site plan (seating diagram) and outdoor patio/dining area, if appliclable.

7. Copy of Business Plan.

8. Copy of Menu.

9. All managers must be fingerprinted who are employed at your establishment. This is important when any new manager comes on board. They need to contact the Mayor's office to be fingerprinted so that the City's business files are updated.

St. Charles Fire Department
Intra-Department Memorandum

Date: January 12, 2016

To: Fire Chief J. Schelstreet

From: Assistant Chief K. Christensen

Re: Fire Department Certificate of Occupancy Process

The following is the Fire Department's process for issuing a Certificate of Occupancy.

- Existing Building Code Review (Optional – Site Visit)
- Building Permit Application
- Plan Review(s)
    - Architectural
    - Fire Alarm
    - Fire Sprinkler
    - Kitchen Suppression
- Building Permit Issued
- Inspection(s)
    - Fire Alarm
    - Fire Sprinkler
    - Kitchen Suppression
    - Final Occupancy
- Certificate of Occupancy Issued

Community & Economic Development
Building & Code Enforcement Division
Phone: (630) 377-4406
Fax: (630) 443-4638

Memo

Date: **January 14, 2016**

To: **Mark Koenen, City Administrator**

Cc: **Rita Tungare, Community & Economic Development Director**

From: **Bob Vann, Building & Code Enforcement Division Manager**

RE: **Building/Code Enforcement – Certificate of Occupancy Process (Liquor License)**

The following is the process for the issuance of a Certificate of Occupancy that is based on the extent of the project.

- "Chapter 34" review conducted (site visit - optional)
- Plan Submittal Meeting (this is for new structures or a significant project)
- Building permit application
- Plan review
  - Architectural
  - Plumbing/HVAC
  - Frame/Electric
  - Engineering site review, if applicable
  - Review and approval of Kane County Health Department, if applicable
- Issuance of building permit
- Inspections
  - Footing/Foundation/Backfill, if applicable
  - Frame
  - Electric
  - Plumbing/HVAC
  - Final Inspection
  - Health Department approval
- Certificate of Occupancy issued