

**City Council Meeting
City Hall
1707 St Johns Avenue,
Highland Park, IL 60035
September 14, 2026
7:30 PM
Agenda**

Individuals with questions or feedback about an agenda item can address the City in the following ways:

- 1. Emails with Unlimited Information.** Individuals may email the City an unlimited number of words at cityhp@cityhpil.com. Emails will be forwarded to the City Council if requested. All emails received will be acknowledged.
- 2. Telephone.** Individuals with no access to email may leave a message with the City Manager's Office at 847.926.1000.
- 3. Live Comments.** Individuals are able to address the Council during the City Council meeting. Questions/comments should be limited to three minutes or less.

Committee of the Whole and City Council meetings are broadcast live on the City's Facebook page and on the City's website. Meetings can be watched after the meeting from a video link on the City's website.

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I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Minutes

- A. Approval of the Minutes of the Consolidated Meeting of the City Council Held on August 17, 2026

V. Approval of Warrant List

- A. Warrant List and Wire Transfers from August 07, 2026 to September 03, 2026.

VI. Report of Mayor

- A. Proclamations
 - Recognizing Hispanic Heritage Month, September 15 - October 15

B. Other Business

- SaLT: Service and Learning Together honored by Service Illinois with the Governor's Cup

VII. Business from the Council

VIII. Business from City Staff

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

X. Omnibus

Administration

(Questions concerning these items can be directed to 847-926-1004)

1. An Ordinance Amending Various Sections of Chapter 119 of "The Highland Park Code of 1968," As Amended, Regarding Liquor Licenses
2. A Resolution Amending the Annual Fee Resolution Regarding Liquor Licenses
3. An Ordinance Approving the Compensation Plan for City Employees During the Period of January 1, 2026 – December 31, 2026

Public Works

(Questions concerning these items can be directed to 847-432-0807)

4. A Resolution Approving a First Amendment to the Purchase of Service Agreement with Pace, the Suburban Bus Division of the Northern Illinois Transit Authority
5. A Resolution Approving a Bill of Sale with Bloom Waukegan, LLC for the Acceptance of Public Improvements
6. A Resolution Authorizing the Purchase of Salt from Morton Salt, Inc., of Chicago, Illinois through the Illinois Department of Central Management Services Joint Purchasing Program

Community Development

(Questions concerning these items can be directed to 847-432-0867)

7. An Ordinance Amending a Special Use Permit for a Conditional Use (2132 Green Bay Road)
8. An Ordinance Amending the "City of Highland Park Zoning Ordinance of 1997," as Amended, Regarding Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes

XI. Items Removed From Omnibus Vote Consideration

XII. Other Business

- A. A Resolution Approving a Plat of Subdivision (147 Central Ave)

- B. An Ordinance Granting a Special Use Permit for a Planned Development (147 Central Ave)

XIII. Closed Session

- A. 5 ILCS 120/2(C)(6) – Setting Price for Sale/Lease of Property
- B. 5 ILCS 120/2(C)(5) – Possible Purchase/Lease of Property
- C. 5 ILCS 120/2(C)(11) – Probable/Imminent Litigation

XIV. Adjournment

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: Administration

Title: Approval of the Minutes of the Consolidated Meeting of the City Council Held on August 17, 2026

Recommendation:

For the City Council's approval are the minutes of the Consolidated Meeting of the City Council held on August 17, 2026.

Attachments:

1. MIN CC 8-17-2026

MINUTES OF THE CONSOLIDATED MEETING OF THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK

MEETING DATE: August 17, 2026

MEETING LOCATION: City Hall, 1707 St Johns Avenue, Highland Park, IL 60035

I. Call to Order

At 7:30 PM, Presiding Officer Tapia called the meeting to order and asked for a roll call:

II. Roll Call

Present: Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg

Absent: Mayor Rotering

Staff Present: City Manager Neukirch, Director of Public Works Bannon, Community Development Director Fontane, Assistant City Manager Jason, Police Chief Jogmen, Finance Director McCaulou, Fire Chief Schrage, Assistant City Manager Taub, Communications Manager Bennett, Assistant to the City Manager Palbitska

Also Present: Assistant Corporation Counsel Martinez

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of the Minutes of the Consolidated Meeting of the City Council Held on July 13, 2026

Councilmember Lidawer moved to approve the Minutes of the Consolidated Meeting of the City Council Held on July 13, 2026. Councilmember Center seconded the motion. Upon a voice vote, Presiding Officer Tapia declared the motion Passed (5 - 1 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Center
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Lidawer
PRESENT:	Councilmember Blumberg
ABSENT:	Mayor Rotering

V. Approval of Warrant List

A. Warrant List and Wire Transfers from July 02, 2026 to August 06, 2026.

Councilmember Blumberg moved to approve the Warrant List. Councilmember Lidawer seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Lidawer
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

VI. Report of Mayor

A. Proclamations

September is Suicide Prevention Awareness Month

Presiding Officer Tapia proclaimed September as Suicide Prevention Awareness Month.

B. Other Business

25th Anniversary Remembrance of September 11, 2001

Presiding Officer Tapia noted it will be the 25th anniversary of the remembrance of September 11th this year. He provided information regarding a remembrance ceremony that will be taking place on Friday, September 11, 2026.

Public Hearing related to Zoning Relief (1850 Green Bay Road)

At 7:35 PM, Presiding Officer Tapia called to order the Public Hearing Related to Zoning Relief for 1850 Green Bay Road and requested the Clerk call the roll:

Present: Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg

Absent: Mayor Rotering

Presiding Officer Tapia declared a quorum was present.

Community Development Director Fontane presented information as it relates to the public hearing regarding the Zoning Relief requested for 850 Green Bay Road.

Councilmember Lidawer moved to close the public hearing. Councilmember Blumberg seconded the motion. Upon a voice vote, Presiding Officer Tapia declared the motion passed unanimously.

The public hearing was closed at 7:39 PM.

VII. Business from the Council

There was none.

VIII. Business from City Staff

A. Accessible Streets & Sidewalks Plan Update

City Manager Neukirch provided an update on the City's accessible streets and sidewalks plan.

B. 2026 Major Project Work Plan - Q2 Report

City Manager Neukirch provided a quarter two update to the City's 2026 Major Project work plan.

City Manager Neukirch also provided highlights of tonight's omnibus agenda.

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

Assistant to the City Manager Palbitska provided opening remarks as it relates to Business from the Public.

There was none.

X. Omnibus

The Council requested to have items 1, 4, 5, 21 and 22 removed from omnibus consideration.

Councilmember Center moved to approve items 2-3 & 6-20 by omnibus vote consideration. Councilmember Blumberg seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (6 - 0).

MOVER:	Councilmember Center
SECONDER:	Councilmember Blumberg
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

Administration

- Adoption of a Resolution (R98-2026) by omnibus vote consideration titled, "A Resolution entering into a Food & Beverage Interior Improvement Grant for Faye's Diner, LLC. d/b/a Faye's Diner (473 Roger Williams Ave)".
- Adoption of a Resolution (R99-2026) by omnibus vote consideration titled, "A Resolution entering into an Exterior Improvement Grant for Faye's Diner (473 Roger Williams Avenue)".
- Adoption of a Resolution (R100-2026) by omnibus vote consideration titled, "A Resolution Approving an Agreement with Nourish Now Vending LLC for Vending Machine Installation, Operation, and Maintenance".

7. Adoption of a Resolution (R101-2026) by omnibus vote consideration titled, “A Resolution Approving an Agreement with F.H. Paschen, S.N. Nielsen & Associates, Inc., of Chicago, Illinois, for the Construction of the Highland Park Place of Remembrance”.

Finance

8. Adoption of an Ordinance (O26-2026) by omnibus vote consideration titled, “An Ordinance Amending Section 97.1201 and Section 97.1301 of "The Highland Park Code of 1968," as amended, Regarding Home Rule Sales Tax”.

Public Works

9. Adoption of an Ordinance (O27-2026) by omnibus vote consideration titled, “An Ordinance Declaring Certain Property Owned by the City of Highland Park to be Surplus”.
10. Adoption of a Resolution (R102-2026) by omnibus vote consideration titled, “A Resolution Authorizing Award of the 2026 Water Treatment Facility Energy Efficiency Improvements Contract to Joseph J. Henderson & Son, Inc. of Gurnee, Illinois”.
11. Adoption of a Resolution (R103-2026) by omnibus vote consideration titled, “A Resolution Approving the Replacement of the City Hall Main Entrance Doors through the U.S. General Services Administration (GSA) Purchasing Cooperative”.
12. Adoption of a Resolution (R104-2026) by omnibus vote consideration titled, “A Resolution Approving Award of the Fire Alarm System Replacements Project Contract to Everon, LLC., of Addison, Illinois, through the Sourcewell Purchasing Cooperative”.
13. Adoption of a Resolution (R105-2026) by omnibus vote consideration titled, “A Resolution Approving the Purchase and Installation of the Port Clinton Garage Digital Kiosks through the OMNIA Purchasing Cooperative”.
14. Adoption of a Resolution (R106-2026) by omnibus vote consideration titled, “A Resolution Approving Supplement #1 to the Phase II Engineering Agreement with HR Green, Inc., for the Federally Funded Beech Street Bridge Replacement Project”.
15. Adoption of a Resolution (R107-2026) by omnibus vote consideration titled, “A Resolution Approving Supplement #1 and Supplement #2 to the Phase II Engineering Agreement with Stanley Consultants, for the Federally Funded Wade Street Bridge Replacement Project”.
16. Adoption of a Resolution (R108-2026) by omnibus vote consideration titled, “A Resolution Approving a Construction Engineering Agreement with Stanley Consultants for the Wade Street Bridge Replacement Project”.
17. Adoption of a Resolution (R109-2026) by omnibus vote consideration titled, “A Resolution Approving a Construction Engineering Agreement with Alfred Benesch & Company, for the St. Johns Avenue Bridge Replacement Project”.

Community Development

18. Adoption of a Resolution (R110-2026) by omnibus vote consideration titled, “A Resolution Approving a Plat of Subdivision (65 and 77 Lakeview Terrace)”.
19. Adoption of a Resolution (R111-2026) by omnibus vote consideration titled, “A Resolution Approving A Special License Agreement with Roberta Hartman (315 Briar Lane)”.

20. Adoption of a Resolution (R112-2026) by omnibus vote consideration titled, “A Resolution Approving a Plat of Subdivision (Corner of Laurel Ave. and McGovern St., including 790, 794, 798, 802, 806, 810, 814-834, 812-832, 836, and 844 Laurel Avenue)”.

XI. Items Removed From Omnibus Vote Consideration

1. Adoption of a Resolution (R113-2026) titled, “A Resolution entering into an Exterior Improvement Grant for Bean Bar Corporation + Mezze (565 Roger Williams Ave) for a five-year consolidated grant”.

The Council and staff discussed concerns regarding the procedural process, precedents being set as it relates to the previous proposed business at this location, information as to why the offer is being made to the new proposed businesses, how the incentive would be granted, how the property has been vacant for numerous years, and how the property is seen as a high priority catalyst site for the Ravinia Business District.

Councilmember Center moved to approve a Resolution Entering into an Exterior Improvement Grant for Bean Bar Corporation + Mezze (565 Roger Williams Avenue) for a five-year consolidated grant. Councilmember Lidawer seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (5-1).

MOVER:	Councilmember Center
SECONDER:	Councilmember Lidawer
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer
NAYS:	Councilmember Blumberg

4. Adoption of a Resolution (R114-2026) by omnibus vote consideration titled, “Amendment to Economic Incentive Agreement with Bandido, Inc. (493 Central Avenue)”.
5. Adoption of a Resolution (R115-2026) by omnibus vote consideration titled, “Amendment to Economic Incentive Agreement with Katy The Butcher LLC (1954 First Street)”.

City Manager Neukirch highlighted items 4 & 5 and provided information regarding staff's recommendation.

The Council and staff discussed the disappointment with the property owner for both of these properties and the the importance of supporting our businesses.

Councilmember Blumberg moved to approve an Amendment to the Economic Incentive Agreement with Bandido, Inc. (493 Central Avenue), and an Amendment to the Economic Incentive Agreement with Katy The Butcher LLC (1954 First Street) by omnibus vote consideration. Councilmember Lidawer seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Lidawer
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

21. Adoption of an Ordinance (O28-2026) titled, “An Ordinance Amending a Special Use Permit for a Conditional Use (1301 Clavey Road and 1377 Deer Creek Parkway)”.

Assistant Corporation Counsel Martinez provided information as to the minor changes that occurred after the agenda was posted.

Council voiced appreciation for the changes that were made.

Councilmember Lidawer moved to approve as amended an Ordinance Amending a Special Use Permit for a Conditional Use (1301 Clavey Road and 1377 Deer Creek Parkway). Councilmember Bruckman seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (6 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Bruckman
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

22. Adoption of a Resolution (R116-2026) titled, “A Resolution Approving an Agreement with Interface Studio LLC for Professional Consulting Services for the City Comprehensive Plan Update”.

The Council and staff discussed concerns as it relates to the budget and costs that have been proposed for the services being provided, recommendations to complete the work in-house, work that has taken place over the last 15 years, and the timeline for the Comprehensive Plan Update.

Councilmember Blumberg moved to approve a Resolution Approving an Agreement with Interface Studio LLC for Professional Consulting Services for the City Comprehensive Plan Update. Councilmember Center seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Center
AYES:	Presiding Officer Tapia, Councilmember Centers, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

XII. Other Business

- A. Adoption of an Ordinance (O29-2026) titled, “An Ordinance Amending a Special Use Permit for a Planned Development and Granting Variations from the City Code (1850 Green Bay Road)”.
- B. Adoption of a Resolution (R117-2026) titled, “A Resolution Approving a Second Amendment to the Development Agreement Between The City of Highland Park and Albion Jacobs Highland Park, LLC”.

Presiding Officer Tapia noted that information related to items A & B were previously presented during the public hearing earlier in the meeting.

Councilmember Lidawer moved to approve an Ordinance Amending a Special Use Permit for a Planned Development and Granting Variations from the City Code (1850 Green Bay Road) and a Resolution Approving a Second Amendment to the Development Agreement Between the City of Highland Park and Albion Jacobs Highland Park, LLC. Councilmember Bruckman seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (6 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Bruckman
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

- C. Adoption of an Ordinance (O30-2026) titled, “An Ordinance Amending the “City of Highland Park Zoning Ordinance of 1997,” as Amended, Regarding Data Centers”.

Community Development Director Fontane presented information regarding an Ordinance Amending the "City of Highland Park Zoning Ordinance of 1997", as Amended, Regarding Data Centers.

The Council voiced their appreciation for taking a proactive approach as it relates to data centers.

Danny Cahn, Highland Park resident, noted it is great to get ahead of these types of zoning problems but was trying to understand if there was something proposed for the area as to why the City was taking this proactive approach.

City Manager Neukirch noted this is a proactive effort and is being taken into consideration based on what has been happening within surrounding communities. She stated that the City wanted to get ahead of these types of development.

Councilmember Lidawer moved to approve an Ordinance Amending the "City of Highland Park Zoning Ordinance of 1997," as Amended, Regarding Data Centers. Councilmember Center seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion Passed (6 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Center
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

D. Consideration and Possible Action on Application of a Special Use Permit in the Nature of a Preliminary and Final Planned Development with Modifications from City Code; and a Plat of Re-Subdivision, with Variances from City Code (147 Central Ave.)

Councilmember Ross provided a disclosure statement regarding her relationship to the property and surrounding area that was to be discussed for this agenda item.

Community Development Director Fontane presented information related to a Consideration and Possible Action on Application of a Special Use Permit in the Nature of a Preliminary and Final Planned Development with Modifications from City Code; and a Plat of Re-Subdivision, with Variances from City Code (147 Central Avenue).

Cal Bernstein, attorney for the applicant, presented information as it relates to this topic.

Eric Rothner, property owner of 147 Central Avenue, provided information regarding the purchase of the property, along with his history of the property.

Lisa Rome, listing agent for 147 Central Avenue, provided information regarding the marketing of the property.

Mr. Bernstein addressed comments that have been previously noted by the Historic Preservation Commission and members of the community.

The Council, Mr. Bernstein, Ms. Rome, Assistant Corporation Counsel Martinez, and staff discussed:

- The impacts of the restrictions that were presented and recommended by the Plan and Design Commission (“PDC”), Historic Preservation Commission (“HPC”), and the Council
- Interest in conversations that have been had regarding a new driveway and removal of trees
- Limitations that could be applied of a new driveway were to be created through a future proposal
- Property taxes
- Certificate of Appropriateness
- The ability to build a new structure on the subdivided lot based on the HPC recommended restrictions and the steep slope
- Impacts to the FAR on the subdivided lot
- Impacts of the marketing of the property
- Reasoning for the request of subdivision
- Restrictions to demolition based the landmark designation
- The landmark designation and a certificate of appropriateness would remain in place for both lots if the subdivision were to be approved

David Brint, Highland Park resident, stated that he was the potential purchaser of the property but decided to terminate the contract. He provided reasons as to why they terminated the purchase contract and voiced concerns regarding the process they went through regarding the considerations they presented to purchase the property.

Robin Nankin, Highland Park resident, voiced support for the subdivision of the lot.

Kelsey Gonzalez, Highland Park resident, voiced opposition of the subdivision of the lot.

Jeff Annenberg, Highland Park resident, voiced support for the subdivision of the lot.

Jim, Highland Park resident, stated that he was the HPC Chair previously from 2001 – 2009 and was retained to review the history of the property when the subdivision request was requested. He voiced his support for the subdivision of the lot.

Jim Terman, Highland Park resident, voiced his and his wife's opposition of the subdivision of the lot.

Samara Stryker, Highland Park resident, voiced her opposition of the subdivision of the lot.

Danny Cahn, Highland Park resident, voiced his support for the subdivision of the lot.

Tom Corning, Highland Park resident, requested information as to a request to remove the landmark designation of the subdivided lot and noted if the subdivision was approved, he did not want to see a black and white box developed next to the current property.

Lisa Temkin, Highland Park resident, voiced opposition of the subdivision of the lot.

Ken Temkin, Highland Park resident, voiced opposition of the subdivision of the lot.

Steven Wienenberg, Highland Park resident, voiced opposition to the removing the landmark designation of the property and the subdivision of the lot.

Julie Erlich, Highland Park resident, voiced opposition of the subdivision of the lot.

Mary Seyfarth, HP resident, voiced her opposition for the subdivision of the lot.

Tom Hiller, Highland Park resident, voiced opposition of the subdivision of the lot.

Greg Moyer, Highland Park resident, voiced support for the subdivision of the lot.

The Council voiced their appreciation for the passion that has been expressed by residents on both sides of this matter. They stated that there is no request to remove the landmark designation from the property and how the designation would remain on both lots if the property were to be subdivide. They discussed how the integrity of the property has been altered over the years with accessory building having been erected on the property; the certificate of appropriateness would still be a requirement and remain the authority as to what can be built on the property. They noted that they are not being asked to waive the law and this approval would not set any type of precedent, as each property would remain landmark. They voiced their appreciation for the care and maintenance of the property by its current owner. They discussed the importance of taking into consideration what is truly being requested by the property owner, implementing the right guardrails for a subdivision, and how this is a very unique property within the City. They discussed the possibility of subdividing the lot leading to the loss of the true value of the property and that it may put a target on other landmarked property. They noted that the support of the subdivision would not diminish the value of the property or the designation. They discussed how the home may end up in disrepair of the property is not subdivided based on the carrying costs of maintaining the property in its current state.

The Council, Assistant Corporation Counsel Martinez and City Manager Neukirch discussed how the motion could be made.

Councilmember Blumberg moved to direct staff to draft documents in the direction of subdividing the property, taking into consideration the limitations that have been recommended by the Plan and Design Commission, the condition as it relates to the Historic Preservation Commission's regarding the driveway and staff's recommendations. Councilmember Center seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion passed. (5-1)

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Center
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Lidawer, Blumberg
NAYS:	Councilmember Ross
ABSENT:	Mayor Rotering

Councilmember Blumberg moved to continue this item to the September 14, 2026 City Council meeting. Councilmember Center seconded the motion. Upon a roll call vote, Presiding Officer Tapia declared the motion passed unanimously (6-0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Center
AYES:	Presiding Officer Tapia, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg
NAYS:	None
ABSENT:	Mayor Rotering

XIII. Adjournment

Councilmember Center moved to adjourn the City Council meeting. Councilmember Bruckman seconded the motion. Upon a voice vote, Presiding Officer Tapia declared the motion passed unanimously.

The City Council adjourned its meeting at 11:17 PM.

Respectfully Submitted,

Ashley Palbitska
Assistant to the City Manager/Deputy City Clerk

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Lara Lukasik, Deputy Finance Director
Kristi McCaulou, Finance Director

Department: Finance Department

Title: Warrant List and Wire Transfers from August 07, 2026 to September 03, 2026.

Recommendation:

Staff recommends approval of the warrant list and wire transfers for August 07, 2026 to September 03, 2026 in the amounts of \$4,907,535.00 and \$867,155.88 respectively, for total disbursement of \$5,774,690.88.

	Dates	Amount
Warrants:		
Warrant List 1 (Detail Attached)	Aug 07, 2026 - Aug 12, 2026	\$393,922.35
Warrant List 2 (Detail Attached)	Aug 13, 2026 - Aug 20, 2026	\$756,801.12
Warrant List 3 (Detail Attached)	August 21, 2026 - August 27, 2026	\$647,100.02
Warrant List 4 (Detail Attached)	August 28, 2026 - September 03, 2026	\$527,600.17
Subtotal Warrants (Detail Attached)		\$2,325,423.66
SSA19 Tax Receipts to CBD Alliance	August 7, 2026	\$914.54
Total Warrants		\$2,326,338.20
Payroll	Pay Periods: July 20 - August 16, 2026 Check Dates: August 07, and August 21, 2026	\$2,581,196.80
Total Warrants & Payroll		\$4,907,535.00
IMRF Retirement Fund	August 7, 2026	\$142,740.91
CCMSI Workers Comp Claims	August 10, 2026	\$533.30
CCMSI Workers Comp Claims	August 17, 2026	\$910.40
CCMSI Workers Comp Claims	August 24, 2026	\$533.30
CCMSI Workers Comp Claims	August 31, 2026	\$611.30
United Parcel Service	August 12, 2026	\$14.44
United Parcel Service	August 27, 2026	\$14.39
Amazon Capital Services	August 27, 2026	\$2,976.93
IPBC Medical/Dental Premium	September 1, 2026	\$656,550.69
West Government Services	August 12, 2026	\$610.79
MacQueen Equipment Group	August 12, 2026	\$1,270.10

MacQueen Equipment Group	August 20, 2026	\$137.12
Elrod Friedman LLP - Legal Services	August 20, 2026	\$55,307.05
Williams Scotsman	August 20, 2026	\$336.00
Carol Ann King	September 3, 2026	\$2,510.00
Univar Solutions USA	August 12, 2026	\$2,004.60
J.P. Morgan Chase Visa Costco Card	August 12, 2026	\$94.56
Total Wires		\$867,155.88
Total Submitted for Approval		\$5,774,690.88

Purchases are made consistent with the City's purchasing policy. This policy provides that "when all other terms and conditions are equal, preference will be given to vendors whose businesses are located in Highland Park. However, this preference will not adversely affect quality, service, or price consideration."

Attachments:

1. Warrant List and Wire Transfers from August 07, 2026 to September 03, 2026. PDF

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423370	08/12/26	40557	AARON BERNDT	48542	20262497	SEWER LATERAL COST SHARE REIMBURSEMENT	SEWER	\$1,260.00
							Total	\$1,260.00
423371	08/12/26	6066	ABC PRINTING	48506	20262175	PRINTING	PD	\$292.24
							Total	\$292.24
423372	08/12/26	35455	ADVANCED TREE CARE	48467	20262448	TREE REMOVAL	ENG	\$16,900.00
				48521	20260472	TREE PRUNING	FORST	\$3,520.00
							Total	\$20,420.00
423373	08/12/26	14419	AIR ONE	48476	20262058	SUPPLIES TURNOUT BOOTS	FD	\$645.00
							Total	\$645.00
423374	08/12/26	31268	ALPHA PRIME COMMUNICATIONS	48477	20262279	EQUIPMENT	FD	\$1,194.92
							Total	\$1,194.92
423375	08/12/26	39228	ALVAREZ	48448	20260521	R - LANDSCAPING SERVICES	PLAN	\$31.94
				48449	20260521	R - LANDSCAPING SERVICES	PLAN	\$159.66
				48450	20260521	R - LANDSCAPING SERVICES	PLAN	\$159.66
				48451	20260521	R - LANDSCAPING SERVICES	PLAN	\$159.66
				48452	20260521	R - LANDSCAPING SERVICES	PLAN	\$159.66
							Total	\$670.58
423376	08/12/26	17669	AMERICAN RED CROSS CHICAGO	48508	20261892	CPR AED INSTRUCTOR TRAINING	PD	\$39.00
							Total	\$39.00
423377	08/12/26	17986	BECK'S HEATING AIR CONDITION	48557	20260038	SUPPLIES	WP	\$68.00
							Total	\$68.00
423378	08/12/26	40541	BLACKJACK PRODUCTIONS	48458	20262450	INDEPENDENCE PARADE MUSIC	CMO	\$800.00
							Total	\$800.00
423379	08/12/26	28801	BOUND TREE MEDICAL	48566	20262353	SUPPLIES	FD	\$2,879.96
							Total	\$2,879.96
423380	08/12/26	29404	CCMSI	48495	20260831	PROPERTY CASUALTY DEDUCTIBLES	FIN	\$8,184.64
							Total	\$8,184.64
423381	08/12/26	39085	CHC WELLNESS	48498	20260447	CHC PORTAL FEE	HLTH	\$2,028.00
				48499	20261061	ANNUAL WELLNESS MANAGEMENT FEE	HLTH	\$1,120.00
							Total	\$3,148.00

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423382	08/12/26	39646	CIMPRESS USA	47743	20262042	SUPPLIES NNO PROMOTIONAL ITEMS	PD	\$288.72
							Total	\$288.72
423383	08/12/26	23349	CINTAS #22	48533	20260001	UNIFORM RENTAL	WP	\$67.72
							Total	\$67.72
423384	08/12/26	23349		48442	20260237	UNIFORM RENTAL	FLEET	\$103.08
				48443	20260195	UNIFORM RENTAL	TRNST	\$16.87
				48444	20260400	UNIFORM RENTAL	FACIL	\$32.11
				48445	20260417	UNIFORM RENTAL	SEWER	\$89.22
				48446	20260365	UNIFORM RENTAL	SEWER	\$89.24
				48447	20260366	UNIFORM RENTAL	SEWER	\$79.34
				48478	20260158	UNIFORM RENTAL	FD	\$6.22
				48479	20260158	UNIFORM RENTAL	FD	\$6.22
				48519	20260048	UNIFORM RENTAL	PD	\$12.75
							Total	\$435.05
423385	08/12/26	14137	CIVILTECH ENGINEERING	48468	20261623	ADA SERVICES	ENG	\$21,149.52
				48558	20262272	STORMWATER REVIEW	ENG	\$7,302.40
				48559	20260644	SW UTILITY FEE	ENG	\$158.87
							Total	\$28,610.79
423386	08/12/26	40547	CLAIRE GRIFFITH	48336		REFUND - PLMB-2025-01405	BLDG	\$2,000.00
							Total	\$2,000.00
423387	08/12/26	26496	COMCAST CABLE	48518	20260049	MONTHLY CONVERTER BOXES	PD	\$42.29
							Total	\$42.29
423388	08/12/26	33313	CONRAD POLYGRAPH	48500	20261153	PD FD POLYGRAPHS	HLTH	\$675.00
							Total	\$675.00
423389	08/12/26	233	CRAFTWOOD LUMBER	48562	20260902	SUPPLIES	FD	\$50.95
				48563	20262467	SUPPLIES	FD	\$31.74
							Total	\$82.69
423390	08/12/26	36267	CROWN TROPHY	48501	20261197	SUPPLIES RETIREMENT CRYSTALS	HLTH	\$86.99
							Total	\$86.99
423391	08/12/26	40552	DENISE KUHN	48548	20262462	R - GAS REBATE 2025-26	FIN	\$39.48
							Total	\$39.48
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423392	08/12/26	31130	DEPENDABLE FIRE	48516	20262216	ANNUAL FIRE EXTINGUISHER INSPECTIONS	PD	\$461.00
							Total	\$461.00
423393	08/12/26	38347	RJS UNITED	48456	20261541	EVENT ENJOYHP BANNERS SIGNBOARDS	CMO	\$406.00
							Total	\$406.00
423394	08/12/26	36673	ELEVATED SAFETY	48480	20261484	EDUCATION TRAINING	FD	\$1,400.00
				48481	20261487	EDUCATION TRAINING	FD	\$1,400.00
							Total	\$2,800.00
423395	08/12/26	35589	FERGUSON US HOLDINGS	48523	20261274	WATER METERS	WTRDS	\$5,208.00
							Total	\$5,208.00
423396	08/12/26	15351	FIRE SERVICE	48564	20262438	SUPPLIES	FD	\$514.39
							Total	\$514.39
423397	08/12/26	33100	FOSTER COACH SALES	48482	20262373	SUPPLIES	FD	\$1,272.88
							Total	\$1,272.88
423398	08/12/26	2034	G & O THERMAL SUPPLY	48537	20262107	SUPPLIES	WP	\$165.43
							Total	\$165.43
423399	08/12/26	23546	GALE CERABONA	48453	20260522	PDC - MINUTE TAKER	PLAN	\$265.00
				48454	20260524	ZBA MINUTE TAKER	PLAN	\$265.00
							Total	\$530.00
423400	08/12/26	40019	GENUINE PARTS	48511	20262385	PARTS	PD	\$143.86
				48512	20262385	PARTS	PD	\$61.68
				48513	20262385	PARTS	PD	\$45.58
							Total	\$251.12
423401	08/12/26	40019		48430	20260675	PARTS	FLEET	\$38.21
				48431	20260675	PARTS	FLEET	\$121.34
				48432	20260675	PARTS	FLEET	\$37.93
				48433	20260675	PARTS	FLEET	\$86.04
				48434	20260675	PARTS	FLEET	\$247.42
				48436	20260675	PARTS	FLEET	\$28.50
				48437	20260675	PARTS	FLEET	\$28.75
				48438	20260675	PARTS	FLEET	\$268.08
				48439	20260675	PARTS	FLEET	\$28.64

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				48490	20261313	SUPPLIES	FD	\$14.12
							Total	\$899.03
423402	08/12/26	36613	GOOD IMPRESSIONS	48504	20261644	CADET PROGRAM SHIRTS	PD	\$420.00
							Total	\$420.00
423403	08/12/26	13888	GORDON FLESCH	48545	20260603	MULTI FUNCTION COPIERS	CS	\$1,041.94
							Total	\$1,041.94
423404	08/12/26	30660	GOVERNMENTJOBS.COM	48503	20262457	NEOGOV LEARN ONBOARD BRIDGE	HLTH	\$1,051.01
							Total	\$1,051.01
423405	08/12/26	39161	HARRIS KAL PRODUCTIONS	48465	20262466	EVENTS MIME DOWNTOWN CONCERTS	CMO	\$425.00
							Total	\$425.00
423406	08/12/26	39985	HBK WATER METER	48529	20261421	LARGE METER TESTING	WTRDS	\$7,650.00
							Total	\$7,650.00
423407	08/12/26	1326	HIGHLAND PARK FORD	48483	20261647	SUPPLIES	FD	\$213.40
				48509	20262340	FLEET PARTS	PD	\$72.27
				48510	20262340	FLEET PARTS	PD	\$317.88
				48514	20261591	OUTSIDE REPAIRS	PD	\$241.27
							Total	\$844.82
423408	08/12/26	3809	HIGHLAND PARK PUBLIC LIBRARY	48560	20260833	2026 REPLACEMENT TAX	FIN	\$3,276.78
							Total	\$3,276.78
423409	08/12/26	1285	IL CITY/COUNTY MANAGEMENT	48543	20262486	CITY MANAGER ATTENDS METRO MANAGERS	CMO	\$35.00
							Total	\$35.00
423410	08/12/26	38915	ILLINOIS DEPARTMENT HEALTHCARE	48484	20260994	GEMT PROGRAM	FD	\$2,201.71
							Total	\$2,201.71
423411	08/12/26	40400	INTERNATIONAL CYBERNETICS	48469	20261625	PAVEMENT EVAL	ENG	\$11,735.00
							Total	\$11,735.00
423412	08/12/26	40538	J BLANTON PLUMBING	48404		REFUND - PLMB-2026-01839	BLDG	\$500.00
							Total	\$500.00
423413	08/12/26	40538		48405		REFUND - PLMB-2026-01783	BLDG	\$500.00
							Total	\$500.00
423414	08/12/26	40554	JACOB ABUDARHAM	48406		REFUND - PLMB-2026-01725	BLDG	\$500.00

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423428	08/12/26	39738	LOUIE'S THRONE	48463	20261062	EVENTS ENJOYHP SANITATION SERVICES	CMO	\$303.85
							Total	\$303.85
423429	08/12/26	40033	LUNIKS ENTERTAINMENT	48466	20262488	EVENT DJ FIREWORKS	CMO	\$250.00
							Total	\$250.00
423430	08/12/26	37793	MARTINIZING SUBURBS	48505	20260353	UNIFORM CLEANING ALTERATION REPAIR	PD	\$37.00
				48574	20260353	UNIFORM CLEANING ALTERATION REPAIR	PD	\$89.25
							Total	\$126.25
423431	08/12/26	39949	MATRIX IMAGING SOLUTIONS	48551	20260605	WATER BILL POSTAGE	FIN	\$2,022.45
							Total	\$2,022.45
423432	08/12/26	3027	MCMASTER-CARR	48488	20261031	SUPPLIES	FD	\$21.86
							Total	\$21.86
423433	08/12/26	3027		48538	20260148	SUPPLIES	WP	\$82.89
							Total	\$82.89
423434	08/12/26	697	MENONI MOCOgni	48531	20260370	SUPPLIES	SEWER	\$220.50
				48552	20260273	CONCRETE	STR	\$1,446.85
							Total	\$1,667.35
423435	08/12/26	697		48489	20261932	SUPPLIES	FD	\$120.00
							Total	\$120.00
423436	08/12/26	17838	MID AMERICAN WATER WAUCONDA	48528	20261225	SUPPLIES	WTRDS	\$195.22
				48530	20261225	SUPPLIES	WTRDS	\$2,283.54
							Total	\$2,478.76
423437	08/12/26	2078	MOTOROLA	48546	20260297	STARCOM AIRTIME FEES	PD	\$3,247.00
							Total	\$3,247.00
423438	08/12/26	749	MUTUAL ACE HARDWARE	48526	20260373	SUPPLIES	SEWER	\$24.98
				48527	20260115	SUPPLIES	WTRDS	\$29.97
				48539	20260041	SUPPLIES	WP	\$37.77
							Total	\$92.72
423439	08/12/26	38243	NANCY SECHER	48549	20262461	R - GAS REBATE 2025-26	FIN	\$38.04
							Total	\$38.04
423440	08/12/26	36876	NEMETH GLASS ILLINOIS	48440	20260183	REPAIRS	FLEET	\$75.00
				48441	20262452	REPAIRS	FLEET	\$200.00
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759	08/12/26	36932	COSTCO VISA FLEX	48497	20262189	SUPPLIES BOTTLED WATER	WTRDS	\$94.56
							Total	\$94.56
760	08/12/26	37935	MACQUEEN	48487	20262235	SUPPLIES	FD	\$119.63
				48565	20262171	SUPPLIES	FD	\$1,150.47
							Total	\$1,270.10
761	08/12/26	2527	UNITED PARCEL SERVICE	48540	20260034	SHIPPING FEES	WP	\$14.44
							Total	\$14.44
762	08/12/26	36864	UNIVAR SOLUTIONS USA	48555	20260301	CHEMICAL SUPPLIES	WP	\$622.35
				48556	20260301	CHEMICAL SUPPLIES	WP	\$1,382.25
							Total	\$2,004.60
763	08/12/26	30071	WEST GOVERNMENT	48517	20260124	CLEAR INVESTIGATIVE SOFTWARE	PD	\$610.79
							Total	\$610.79
							Total	\$3,994.49

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423464	08/20/26	38352	ADVANCED CLEANING	48753	20260783	JANITORIAL SERVICES	FACIL	\$10,882.91
							Total	\$10,882.91
423465	08/20/26	23547	ALLAN ICS INTEGRATED CONTROL	48583	20261125	SCADA SUPPORT	WP	\$1,120.00
				48584	20261741	SCADA PARTS	WP	\$3,600.00
							Total	\$4,720.00
423466	08/20/26	4652	AMERICAN WATER WORKS ILLINOIS	48619	20260057	TRAINING	WP	\$268.00
				48631	20260057	TRAINING	WP	\$134.00
				48632	20260057	TRAINING	WP	\$134.00
							Total	\$536.00
423467	08/20/26	45	RENTOKIL	48622	20261614	PEST CONTROL	FORST	\$235.00
				48626	20261614	PEST CONTROL	FORST	\$235.00
				48748	20260407	PEST CONTROL	FACIL	\$395.03
							Total	\$865.03
423468	08/20/26	39061	ANNA PUHARICH	48624	20262547	R - GAS REBATE 2025-26	FIN	\$121.14
							Total	\$121.14
423469	08/20/26	38917	ANTARCTIC MECHANICAL	48756	20260459	LIFE SAFETY REPAIR	FACIL	\$1,785.00
				48757	20262159	LIFE SAFETY REPAIR	FACIL	\$6,177.00
							Total	\$7,962.00
423470	08/20/26	39403	ARMS SECURITY	48641	20262024	EVENT SECURITY RAVINIA FOOD TRUCK THURSDAYS	CMO	\$396.00
							Total	\$396.00
423471	08/20/26	39403		48642	20262024	EVENT SECURITY RAVINIA FOOD TRUCK THURSDAYS	CMO	\$396.00
				48652	20262024	EVENT SECURITY RAVINIA FOOD TRUCK THURSDAYS	CMO	\$396.00
							Total	\$792.00
423472	08/20/26	40562	ARTHUR J. GALLAGHER	48666	20262424	PACE INSURANCE PREMIUM	FIN	\$7,506.65
				48667	20262426	PACE INSURANCE PREMIUM	FIN	\$9,629.22
				48668	20262425	PACE INSURANCE PREMIUM	FIN	\$9,836.30
				48669	20262440	PACE INSURANCE PREMIUM	FIN	\$15,822.00
							Total	\$42,794.17
423473	08/20/26	34391	B & F CONSTRUCTION	48687	20261830	INSPECTION SERVICES	PLAN	\$5,373.18
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							Total	\$5,373.18
423474	08/20/26	5885	BAXTER WOODMAN	48647	20261885	TRAFFIC ENG SERVICES	ENG	\$1,435.00
				48688	20260455	PLAN REVIEW SERVICES	PLAN	\$535.00
				48689	20260455	PLAN REVIEW SERVICES	PLAN	\$2,140.00
				48690	20260455	PLAN REVIEW SERVICES	PLAN	\$1,605.00
							Total	\$5,715.00
423475	08/20/26	21972	BEAVER SHREDDING	48707	20260052	BEAVER SHREDDING SERVICES	PD	\$85.00
							Total	\$85.00
423476	08/20/26	12480	BERRY TIRE	48714	20260311	TIRES	PD	\$702.50
							Total	\$702.50
423477	08/20/26	19823	BEST TECHNOLOGY	48761	20261660	CLEANING SERVICE	FACIL	\$1,340.00
							Total	\$1,340.00
423478	08/20/26	28801	BOUND TREE MEDICAL	48705	20262383	SUPPLIES NITRILE GLOVES	PD	\$611.40
							Total	\$611.40
423479	08/20/26	18105	CDW GOVERNMENT	48674	20262111	SUPPLIES ID CARD PRINTER	HLTH	\$249.00
							Total	\$249.00
423480	08/20/26	23349	CINTAS #22	48585	20260001	UNIFORM RENTAL	WP	\$67.72
							Total	\$67.72
423481	08/20/26	23349		48609	20260237	UNIFORM RENTAL	FLEET	\$103.08
				48610	20260195	UNIFORM RENTAL	TRNST	\$16.87
				48611	20260400	UNIFORM RENTAL	FACIL	\$32.11
				48612	20260417	UNIFORM RENTAL	SEWER	\$89.22
				48613	20260365	UNIFORM RENTAL	SEWER	\$89.24
				48614	20260366	UNIFORM RENTAL	SEWER	\$79.34
				48654	20260158	UNIFORM RENTAL	FD	\$6.22
				48706	20260048	UNIFORM RENTAL	PD	\$6.90
				48708	20260048	UNIFORM RENTAL	PD	\$6.90
				48709	20260048	UNIFORM RENTAL	PD	\$12.75
				48712	20260048	UNIFORM RENTAL	PD	\$6.90
				48713	20260048	UNIFORM RENTAL	PD	\$12.40
						Total	\$461.93	

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423482	08/20/26	31602	CLARK BAIRD SMITH	48673	20261539	LEGAL SERVICES	CMO	\$288.75
							Total	\$288.75
423483	08/20/26	4060	COMMISSION ILLINOIS WORKERS COMPENSATION	48672	20260542	WORKERS COMPENSATION RAF SIF ASSESMENTS	FIN	\$389.78
							Total	\$389.78
423484	08/20/26	35430	COMMONWEALTH EDISON	1840238		SRVS @ CENTRAL AVE SHERIDAN	FIN	\$56.30
				1840840		SRVS @ 777 N ST JOHNS AVE	FIN	\$147.58
				1900933		SRVS @ 1E SHERIDAN PARK AVE	FIN	\$173.45
							Total	\$377.33
423485	08/20/26	33260	CONSTELLATION	48722	20261785	NATURAL GAS	WP	\$1,645.97
							Total	\$1,645.97
423486	08/20/26	233	CRAFTWOOD LUMBER	48656	20260902	SUPPLIES	FD	\$8.59
				48733	20262246	SUPPLIES	FACIL	\$39.93
				48734	20262246	SUPPLIES	FACIL	\$21.18
				48735	20262246	SUPPLIES	FACIL	\$23.78
				48736	20262246	SUPPLIES	FACIL	\$8.99
				48737	20262246	SUPPLIES	FACIL	\$14.78
							Total	\$117.25
423487	08/20/26	39447	CREDIT SERVICE INTERNATIONAL	48625	20262544	COLLECTIONS FEE DUE	FIN	\$28.75
							Total	\$28.75
423488	08/20/26	28703	DAN HEUSER	48640	20262483	AV COVERAGE JUNE	CMO	\$400.00
							Total	\$400.00
423489	08/20/26	38347	RJS UNITED	48719	20261541	EVENT ENJOYHP BANNERS SIGNBOARDS	CMO	\$75.00
							Total	\$75.00
423490	08/20/26	34351	EUROFINS EATON	48586	20260930	LAB SERVICES	WP	\$35.25
				48587	20260930	LAB SERVICES	WP	\$35.25
							Total	\$70.50
423491	08/20/26	405	FEDEX	48633	20262526	POSTAGE FEES	PD	\$21.76
				48638	20262153	SHIPPING CHARGES	PLAN	\$18.66
							Total	\$40.42
423492	08/20/26	19204	PARAMEDIC SERVICES ILLINOIS	48692	20261882	CODE CONSULTATION SERVICES	PLAN	\$480.00
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				48699	20262340	PARTS	PD	\$61.05	
							Total	\$111.43	
423506	08/20/26	3692	HIGHLAND PARK PD PETTY	48766	20262528	PETTY CASH	PD	\$27.92	
							Total	\$27.92	
423507	08/20/26	39577	HOLABIRD	48644	20262510	1201 PAW DESIGN SERVICES	CMO	\$13,375.34	
							Total	\$13,375.34	
423508	08/20/26	29018	HOME DEPOT	48710	20262261	SUPPLIES SHOP TOOLS	PD	\$546.97	
							Total	\$546.97	
423509	08/20/26	29018		48732	20262095	SUPPLIES	FACIL	\$807.98	
							Total	\$807.98	
423510	08/20/26	497	H.P. TOPS	48701	20262431	PEER JURY SWEATERS	PD	\$360.00	
							Total	\$360.00	
423511	08/20/26	36326	IC SIGNS GRAPHICS	48749	20262245	SIGNAGE	FACIL	\$275.00	
							Total	\$275.00	
423512	08/20/26	18478	IDLEWOOD ELECTRIC	48630	20260030	SUPPLIES	WP	\$120.43	
							Total	\$120.43	
423513	08/20/26	39460	INTERIOR TROPICAL GARDENS	48601	20260933	HANGING BASKETS	FORST	\$1,815.00	
							Total	\$1,815.00	
423514	08/20/26	1430	IRELAND HEATING	48723	20260784	HVAC MAINTENANCE	FACIL	\$1,224.00	
				48724	20260784	HVAC MAINTENANCE	FACIL	\$371.50	
				48725	20260784	HVAC MAINTENANCE	FACIL	\$1,275.30	
				48726	20260784	HVAC MAINTENANCE	FACIL	\$1,483.06	
				48727	20260784	HVAC MAINTENANCE	FACIL	\$1,780.75	
				48728	20260576	HVAC REPAIRS	FACIL	\$1,257.60	
				48729	20260784	HVAC MAINTENANCE	FACIL	\$59.00	
				48730	20260784	HVAC MAINTENANCE	FACIL	\$256.00	
				48731	20260784	HVAC MAINTENANCE	FACIL	\$294.00	
				48758	20261488	HVAC REPAIRS	FACIL	\$547.35	
				48759	20261488	HVAC REPAIRS	FACIL	\$346.41	
				48760	20261488	HVAC REPAIRS	FACIL	\$734.97	
							Total	\$9,629.94	
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423515	08/20/26	37285	JACOB FLOSI	48675	20261971	R - TUITION REIMBURSEMENT	HLTH	\$150.00	
				48676	20261970	R - TUITION REIMBURSEMENT	HLTH	\$150.00	
						Total	\$300.00		
423516	08/20/26	151	JIM KENDROS	48715	20261998	R - RAVINIA REVEALED	SNR	\$200.00	
							Total	\$200.00	
423517	08/20/26	33275	JX ENTERPRISES	48659	20261919	SUPPLIES	FD	\$321.99	
							Total	\$321.99	
423518	08/20/26	23289	LAKE FOREST BANK	48616	20260786	PRK LOT LEASE	FACIL	\$3,269.24	
							Total	\$3,269.24	
423519	08/20/26	1908	LAWSON PRODUCTS	48617	20262414	SUPPLIES	STR	\$267.10	
							Total	\$267.10	
423520	08/20/26	20308	LEOPARDO	48645	20262542	1201 PAW CONSTRUCTION FINAL	CMO	\$29,674.00	
							Total	\$29,674.00	
423521	08/20/26	31422	LITTLE TOMMY'S PLUMBING	48751	20261772	PLUMBING SERVICES	FACIL	\$482.00	
				48752	20261772	PLUMBING SERVICES	FACIL	\$392.00	
						Total	\$874.00		
423522	08/20/26	40564	LLEYTON MORRY CHOYNA	48716	20262537	R - ACTIVITIES CONCERTS	SNR	\$150.00	
							Total	\$150.00	
423523	08/20/26	2161	LUND INDUSTRIES	48696	20260346	EMERGENCY VEH LIGHTING	PD	\$376.60	
							Total	\$376.60	
423524	08/20/26	40408	MARTAM CONSTRUCTION	48649	20261877	SHERIDAN RD EDGECLIFF DR NORTH IMPROVEMENTS	ENG	\$333,178.19	
							Total	\$333,178.19	
423525	08/20/26	39983	MARY HAYES	48591		R - AR - 1196 - 33124 REFUND RETIREMENT	FIN	\$5.55	
							Total	\$5.55	
423526	08/20/26	3027	MCMASTER-CARR	48620	20260148	SUPPLIES	WP	\$193.65	
				48661	20261031	SUPPLIES	FD	\$14.68	
						Total	\$208.33		
423527	08/20/26	697	MENONI MOCOJNI	48623	20260273	CONCRETE	STR	\$111.63	
				48721	20261118	SUPPLIES	STR	\$264.80	
						Total	\$376.43		
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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount			
423528	08/20/26	40567	MICHAEL MONTABLANO	48711		REFUND - PLMB-2026-01856	BLDG	\$500.00			
							Total	\$500.00			
423529	08/20/26	39424	MOBILE HEALTH SOLUTIONS	48677	20262419	R - MEDICAL SERVICES	TRNST	\$450.00			
							Total	\$450.00			
423530	08/20/26	39000	MORENO LANDSCAPE	48717	20260460	HARDSCAPE SERVICES	FORST	\$7,217.28			
				48718	20260999	ROUTINE GROUNDS	FORST	\$12,508.00			
							Total	\$19,725.28			
423531	08/20/26	749	MUTUAL ACE HARDWARE	48588	20260041	SUPPLIES	WP	\$44.24			
				48589	20260041	SUPPLIES	WP	\$107.97			
				48606	20260373	SUPPLIES	SEWER	\$80.07			
				48655	20262247	SUPPLIES	FORST	\$32.38			
				48738	20260409	SUPPLIES	FACIL	\$4.94			
				48739	20260409	SUPPLIES	FACIL	\$21.59			
				48740	20260395	SUPPLIES	FACIL	\$19.57			
				48741	20260395	SUPPLIES	FACIL	\$19.79			
				48742	20260395	SUPPLIES	FACIL	\$449.98			
				48743	20260409	SUPPLIES	FACIL	\$17.53			
				48744	20260409	SUPPLIES	FACIL	\$8.99			
				48745	20260409	SUPPLIES	FACIL	\$23.23			
							Total	\$830.28			
423532	08/20/26	772	NATIONAL PUBLIC EMPLOYER LABOR	48680	20262489	IPELRA ANNUAL TRAINING CONFERENCE REGISTRATION	HLTH	\$1,485.00			
							Total	\$1,485.00			
423533	08/20/26	15041	NCC-PETERSON	48762	20260821	SUPPLIES	FACIL	\$394.03			
							Total	\$394.03			
423534	08/20/26	40560	NEW HORIZON	48579		REFUND - PLMB-2024-00607	BLDG	\$2,000.00			
							Total	\$2,000.00			
423535	08/20/26	39663	NITE BEAM PRODUCTS	48599	20262511	SUPPLIES	STR	\$1,607.80			
							Total	\$1,607.80			
423536	08/20/26	37116	NORTH AMERICAN RESCUE	48697	20261323	SUPPLIES TRAUMA GEAR	PD	\$886.00			
							Total	\$886.00			
423537	08/20/26	4218	NORTH SHORE GAS	1901033		SRVS @ 525 CENTRAL AVE	FIN	\$51.91			
								Page:	7	Page 33 of 419	

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				1901130		SRVS @ 0 OLD MILL	FIN	\$40.64
				1901234		SRVS @ 1707 ST JOHNS AVE	FIN	\$109.00
				1901333		SRVS @ 50 LOGAN LOOP	FIN	\$176.03
				1901430		SRVS @ 977 VILLAS CT	FIN	\$48.97
				1901631		SRVS @ 2035 RICHFIELD AVE	FIN	\$98.57
				2206221		SRVS @ 1088 HALF DAY RD	FIN	\$295.83
							Total	\$820.95
423538	08/20/26	34829	ENDEAVOR HEALTH MEDICAL	48657	20261672	EXAM EDUCATION TRAINING	FD	\$196.00
							Total	\$196.00
423539	08/20/26	33910	ON TIME EMBROIDERY	48663	20262254	SUPPLIES	FD	\$378.00
							Total	\$378.00
423540	08/20/26	837	PARK DISTRICT HIGHLAND PARK	48643	20262507	LOT 4 AGREEMENT	CMO	\$52,829.78
							Total	\$52,829.78
423541	08/20/26	2	PETER BAKER	48615	20262197	ASPHALT	STR	\$596.48
							Total	\$596.48
423542	08/20/26	39016	PITNEY BOWES	48746	20260609	POSTAGE MACHINES LEASE	FACIL	\$310.20
				48747	20260609	POSTAGE MACHINES LEASE	FACIL	\$166.10
							Total	\$476.30
423543	08/20/26	33641	POLICE RECORDS	48700	20262531	RECORDS TRAINING	PD	\$995.00
							Total	\$995.00
423544	08/20/26	14680	ROWELL CHEMICAL	48763	20260263	CHEMICAL SUPPLIES	WP	\$10,966.44
				48764	20260263	CHEMICAL SUPPLIES	WP	\$10,966.44
							Total	\$21,932.88
423545	08/20/26	11611	SDS HOLDINGS	48607	20260419	UNIFORM SUPPLIES	STR	\$139.45
							Total	\$139.45
423546	08/20/26	8729	SECURITY ILLINOIS EMPLOYMENT	48681	20260836	UNEMPLOYMENT CLAIMS	CMO	\$2,162.00
							Total	\$2,162.00
423547	08/20/26	2221	SERVICE SPRING	48664	20262319	REPAIRS FIRE TRUCK	FD	\$5,580.26
							Total	\$5,580.26
423548	08/20/26	675	SHARON L. KLIBANOW	48639	20260520	HC ACCOUNTING SERVICES	PLAN	\$416.25
							Total	\$416.25
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423549	08/20/26	40356	SOURCE 4 INDUSTRIES	48682	20262558	REPAIRS	FLEET	\$196.65
							Total	\$196.65
423550	08/20/26	5209	STRAND	48596	20261123	ENGINEERING SERVICES	WP	\$2,675.54
				48598	20261654	ENGINEERING SERVICES	WP	\$3,396.83
							Total	\$6,072.37
423551	08/20/26	2357	SUPERINTENDENT HIGHWAYS	48604	20260718	TRAFFIC SIGNAL MAINTENANCE	STR	\$1,561.14
							Total	\$1,561.14
423552	08/20/26	40084	SWA GROUP	48683	20262160	PLACE OF REMEMBRANCE DESIGN	HLTH	\$26,250.00
				48684	20262160	PLACE OF REMEMBRANCE DESIGN	HLTH	\$1,197.52
				48685	20262160	PLACE OF REMEMBRANCE DESIGN	HLTH	\$13,193.17
				48686	20262160	PLACE OF REMEMBRANCE DESIGN	HLTH	\$2,650.49
							Total	\$43,291.18
423553	08/20/26	38520	THE SHERWIN-WILLIAMS	48629	20260943	SUPPLIES	WP	\$123.80
							Total	\$123.80
423554	08/20/26	34926	TKG ENVIRONMENTAL	48605	20261302	STREET SWEEPING	STR	\$600.00
							Total	\$600.00
423555	08/20/26	28029	TRAFFIC CONTROL PROTECTION	48600	20262423	SUPPLIES	STR	\$4,261.10
							Total	\$4,261.10
423556	08/20/26	34842	TRIBUNE PUBLISHING	48637	20261839	HPC PUBLIC HEARING NOTICES	PLAN	\$1,228.00
							Total	\$1,228.00
423557	08/20/26	39898	TWENTY 9	48608		REFUND - PLMB-2024-00973	BLDG	\$1,000.00
							Total	\$1,000.00
423558	08/20/26	22779	TYLER TECHNOLOGIES	48671	20262539	SMART METER ACCESS RESIDENT ACCESS MIGRATION	CS	\$18,625.50
							Total	\$18,625.50
423559	08/20/26	25835	ULINE	48704	20262434	EVIDENCE SUPPLIES	PD	\$534.30
							Total	\$534.30
423560	08/20/26	15751	UNION PACIFIC RAILROAD	48650	20262370	STATION MAPS	ENG	\$75.00
							Total	\$75.00
423561	08/20/26	39435	VISTRA INTERMEDIATE	2197034		SRVS @ 0 ST JOHNS AVE	FIN	\$37.26
				2197129		SRVS @ 3430 WESTERN AVE	FIN	\$49.38

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				2197234		SRVS @ 50 LOGAN LOOP	FIN	\$446.75
				2197325		SRVS @ 1700 N ST JOHNS AVE	FIN	\$413.05
				2197424		SRVS @ 632 ROGER WILLIAMS	FIN	\$240.87
				2197734		SRVS @ 0 SHERIDAN RD OLD ELM	FIN	\$44.84
				2197828		SRVS @ 2W CENTRAL	FIN	\$1,057.99
				2197930		SRVS @ FIRST ST ELM ST	FIN	\$60.98
				2198034		SRVS @ 600 CENTRAL	FIN	\$2,514.46
				2198131		SRVS @ 1849 GREENBAY	FIN	\$384.24
				2198328		SRVS @ 700 ST. JOHNS	FIN	\$41.59
				2198430		SRVS @ 700 ST. JOHNS B	FIN	\$57.21
				2198533		SRVS @ 1793 FIRST ST	FIN	\$452.92
				2198630		SRVS @ SE LAUREL AVE	FIN	\$19.29
				2198733		SRVS @ 1377 DEER CREEK PKWY	FIN	\$48.10
				2198833		SRVS @ 0 GREENBAY	FIN	\$2,557.69
				2198935		SRVS @ 1769 EASTWOOD	FIN	\$48.56
				2199036		SRVS @ OLD DEERFIELD	FIN	\$47.70
				2199132		SRVS @ 2888 LEXINGTON	FIN	\$48.91
				2199230		SRVS @ 605 LAUREL AVE	FIN	\$61.83
				2199429		SRVS @ ROGER WILIAMS	FIN	\$141.17
				2206730		SRVS @ 418 SHERIDAN	FIN	\$48.01
				2302425		SRVS @ 438 CENTRAL	FIN	\$25.96
							Total	\$8,848.76
423562	08/20/26	17122	WAREHOUSE DIRECT	48618	20260035	SUPPLIES	WP	\$182.28
							Total	\$182.28
423563	08/20/26	39139	WILDAN ENGINEERING	48695	20261818	R - PLAN REVIEW SERVICES	PLAN	\$270.00
							Total	\$270.00
423564	08/20/26	34483	ZORO TOOLS	48581	20262112	SUPPLIES	WP	\$701.96
				48582	20262112	CREDIT INV19734391	WP	(\$473.99)
				48592	20262112	SUPPLIES	WP	\$28.27
				48594	20260149	SUPPLIES	WP	\$39.29
				48595	20262112	SUPPLIES	WP	\$20.11
				48628	20262112	SUPPLIES	WP	\$45.71

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				48754	20260527	SUPPLIES	FACIL	\$23.79
				48755	20260527	SUPPLIES	FACIL	\$1,080.99
							Total	\$1,466.13
							Total	\$756,801.12

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764	08/20/26	37940	ELROD FRIEDMAN	48646	20260298	LEGAL SERVICES	LEGL	\$55,307.05
							Total	\$55,307.05
765	08/20/26	37935	MACQUEEN	48660	20262278	SUPPLIES	FD	\$137.12
							Total	\$137.12
766	08/20/26	38881	WILLIAMS SCOTSMAN	48651	20260948	SUPPLIES STORAGE CONTAINER SCULPTURE	CMO	\$168.00
				48653	20260948	SUPPLIES STORAGE CONTAINER SCULPTURE	CMO	\$168.00
							Total	\$336.00
							Total	\$55,780.17

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423565	08/27/26	35455	ADVANCED TREE CARE	48851	20260472	TREE REMOVAL	FORST	\$1,780.00
				48852	20262541	TREE REMOVAL	FORST	\$4,600.00
							Total	\$6,380.00
423566	08/27/26	33449	ADVOCATE OCCUPATIONAL HEALTH	48928	20261047	PD PRE EMPLOYMENT ANNUAL PHYSICALS	HLTH	\$996.00
							Total	\$996.00
423567	08/27/26	33449		48911	20261403	R - MEDICAL SERVICES RAVINIA	TRNST	\$66.00
							Total	\$66.00
423568	08/27/26	14419	AIR ONE	48916	20262428	EQUIPMENT	FD	\$1,690.00
							Total	\$1,690.00
423569	08/27/26	4652	AMERICAN WATER WORKS ILLINOIS	48862	20260057	TRAINING	WP	\$134.00
							Total	\$134.00
423570	08/27/26	45	RENTOKIL	48791	20261614	PEST CONTROL	FORST	\$235.00
				48853	20261614	PEST CONTROL	FORST	\$235.00
							Total	\$470.00
423571	08/27/26	39403	ARMS SECURITY	48933	20262024	EVENT SECURITY FOOD TRUCK THURSDAYS	CMO	\$198.00
							Total	\$198.00
423572	08/27/26	39403		48826	20262024	EVENT SECURITY FOOD TRUCK THURSDAYS	CMO	\$396.00
							Total	\$396.00
423573	08/27/26	34884	ATLAS COPCO COMPRESSORS	48860	20262498	SUPPLIES	WP	\$585.60
				48861	20262498	SUPPLIES	WP	\$2,851.47
							Total	\$3,437.07
423574	08/27/26	39539	BENEIAMIN OROS	48904	20262597	R - EMPLOYEE APPRECIATION	FD	\$75.21
							Total	\$75.21
423575	08/27/26	40064	BENJAMIN ELLIOT TAXY	48850	20260891	R - CLASSES TECHNOLOGY CLASS LECTURE	SNR	\$259.00
							Total	\$259.00
423576	08/27/26	38677	BOWMAN CONSULTING	48914	20260653	LINDEN AVE	ENG	\$4,890.32
							Total	\$4,890.32
423577	08/27/26	35469	CELLEBRITE	48845	20262084	CERTIFICATION TRAINING OFC CHAVEZ	PD	\$4,845.00
							Total	\$4,845.00

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423578	08/27/26	23349	CINTAS #22	48808	20260001	UNIFORM RENTAL	WP	\$67.72
							Total	\$67.72
423579	08/27/26	23349		48797	20260237	UNIFORM RENTAL	FLEET	\$103.08
				48798	20260195	UNIFORM RENTAL	TRNST	\$16.87
				48799	20260400	UNIFORM RENTAL	FACIL	\$32.11
				48800	20260417	UNIFORM RENTAL	SEWER	\$89.22
				48801	20260365	UNIFORM RENTAL	SEWER	\$89.24
				48802	20260366	UNIFORM RENTAL	SEWER	\$79.34
				48832	20260158	UNIFORM RENTAL	FD	\$7.65
				48833	20260158	UNIFORM RENTAL	FD	\$13.73
				48834	20260158	UNIFORM RENTAL	FD	\$6.22
				48835	20260158	UNIFORM RENTAL	FD	\$6.22
				48836	20260158	UNIFORM RENTAL	FD	\$6.22
							Total	\$449.90
423580	08/27/26	2020	CIORBA	48827	20260658	PED BRIDGE OVER 41	ENG	\$11,457.35
				48828	20260670	SHERIDAN RD SIDEWALK	ENG	\$12,448.30
				48829	20260669	SHERIDAN RD SIDEWALK	ENG	\$6,670.00
				48830	20261876	SHERIDAN	ENG	\$48,126.77
							Total	\$78,702.42
423581	08/27/26	21962	CLASSIC TOYOTA	48771	20260223	PARTS	FLEET	\$53.34
							Total	\$53.34
423582	08/27/26	28796	COPENHAVER	48831	20261341	LINDEN WM	ENG	\$250,803.70
							Total	\$250,803.70
423583	08/27/26	34342	COMMUNITY PARTNERS AFFORDABLE HOUSING	48931	20262540	REMAINING 2025 SCATTERED SITE GA DRAWDOWN	PLAN	\$97,850.00
							Total	\$97,850.00
423584	08/27/26	34342		48932	20261272	2026 HTF OPERATING GRANT CPAH	PLAN	\$27,750.00
							Total	\$27,750.00
423585	08/27/26	27289	NAVARI PLATFORM	48929	20262618	RENEWAL PERFORMANCE COMPENSATION MANAGEMENT	CMO	\$19,806.00
							Total	\$19,806.00
423586	08/27/26	19338	DELL COMPUTER	48837	20262545	REPLACEMENT PD LAPTOP	CS	\$3,697.48

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							Total	\$3,697.48
423587	08/27/26	38347	RJS UNITED	48871	20262554	SUPPLIES POSTERS	CMO	\$105.00
				48901	20261541	EVENT BANNERS SIGNBOARDS	CMO	\$300.00
				48910	20261541	EVENT BANNERS SIGNBOARDS	CMO	\$810.00
							Total	\$1,215.00
423588	08/27/26	23105	EJ EQUIPMENT	48768	20261115	VAC CON PARTS	FLEET	\$291.23
							Total	\$291.23
423589	08/27/26	28603	EJ USA	48795	20260368	SUPPLIES	SEWER	\$264.41
							Total	\$264.41
423590	08/27/26	37237	ESO SOLUTIONS	48917	20262471	EQUIPMENT	FD	\$9,833.94
							Total	\$9,833.94
423591	08/27/26	40054	FEDERAL SIGNAL	48819	20262567	PARTS	FLEET	\$449.97
							Total	\$449.97
423592	08/27/26	35589	FERGUSON US HOLDINGS	48854	20260927	CREDIT 0558579	WTRDS	(\$1,560.00)
				48855	20261274	SUPPLIES	WTRDS	\$8,123.00
				48856	20260992	SUPPLIES	WTRDS	\$1,354.20
				48857	20260927	SUPPLIES	WTRDS	\$5,773.00
				48877	20262616	SUPPLIES	WTRDS	\$1,560.00
							Total	\$15,250.20
423593	08/27/26	40542	FIELDS OUTDOOR ADVENTURES	48841	20262493	LAUNCHER OPTICS	PD	\$769.86
							Total	\$769.86
423594	08/27/26	23546	GALE CERABONA	48907	20260522	PDC MINUTE TAKER	PLAN	\$265.00
				48908	20260522	PDC MINUTE TAKER	PLAN	\$265.00
							Total	\$530.00
423595	08/27/26	40019	GENUINE PARTS	48777	20260675	PARTS	FLEET	\$336.50
				48778	20260675	PARTS	FLEET	\$15.90
				48779	20260675	PARTS	FLEET	\$18.95
				48780	20260675	PARTS	FLEET	\$10.93
				48781	20260675	PARTS	FLEET	\$215.04
				48782	20260675	PARTS	FLEET	\$18.85
				48783	20260675	PARTS	FLEET	\$42.12

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				48784	20260675	PARTS	FLEET	\$21.09
				48785	20260675	PARTS	FLEET	\$107.36
				48786	20260675	PARTS	FLEET	\$270.82
				48813	20260675	PARTS	FLEET	\$26.90
				48814	20260675	PARTS	FLEET	\$16.34
				48815	20260675	PARTS	FLEET	\$2.13
				48816	20260675	PARTS	FLEET	\$342.36
				48817	20260675	PARTS	FLEET	\$62.16
							Total	\$1,507.45
423596	08/27/26	39270	GIVSMART US	48872	20262607	SUBSCRIPTION ANNUAL	HLTH	\$1,199.02
							Total	\$1,199.02
423597	08/27/26	2699	GUY SCOPELLITI	48792	20261449	TREE PLANTING	FORST	\$10,202.00
				48793	20260672	HOURLY GROUNDS	FORST	\$5,699.00
				48794	20261449	TREE PLANTING	FORST	\$14,798.00
				48803	20260672	HOURLY GROUNDS	FORST	\$1,871.60
							Total	\$32,570.60
423598	08/27/26	40341	HAWKINS	48876	20261880	CHEMICAL SUPPLIES	WP	\$19,512.08
							Total	\$19,512.08
423599	08/27/26	463	HIGHLAND PARK CHAMBER COMMERCE	48903	20262619	HP CHAMBER 1ST WEDNESDAY AUGUST 2025	CMO	\$30.00
				48909	20262622	HP CHAMBER 1ST WEDNESDAY AUGUST 2025	CMO	\$30.00
							Total	\$60.00
423600	08/27/26	1326	HIGHLAND PARK FORD	48770	20262357	PARTS	FLEET	\$247.92
							Total	\$247.92
423601	08/27/26	40574	HUNTER RAQUELLE	48823		UB REFUND 600 MULBERRY PL	FIN	\$3,761.01
							Total	\$3,761.01
423602	08/27/26	18549	ICMA-INTERNATIONAL	48867	20262608	ANNUAL MEMBERSHIP ACM	CMO	\$1,200.00
							Total	\$1,200.00
423603	08/27/26	7262	IL DEPT TRANSPORTATION STATE TREASURER	48805	20260792	IDOT TRAFFIC SIGNAL	STR	\$4,252.54
							Total	\$4,252.54
423604	08/27/26	21102	ILLINOIS DEPT PUBLIC HEALTH	48912		VITAL RECORDS SURCHARGE	FIN	\$3,576.00
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DISBURSEMENT								
							Total	\$3,576.00
423605	08/27/26	8355	ILLINOIS TACTICAL OFFICERS ASSOCIATION	48839	20262527	ITOA CONFERENCE	PD	\$350.00
				48840	20262527	ITOA CONFERENCE	PD	\$350.00
							Total	\$700.00
423606	08/27/26	40568	IMPERIAL REALTY	48767		REFUND - PLMB-2025-01437	BLDG	\$2,000.00
							Total	\$2,000.00
423607	08/27/26	31870	J.G. UNIFORMS	48843	20261276	UNIFORM ITEMS	PD	\$393.15
				48844	20260140	ADMIN UNIFORMS	PD	\$140.00
				48934	20260140	ADMIN UNIFORMS	PD	\$435.75
				48935	20260140	ADMIN UNIFORMS	PD	\$181.90
							Total	\$1,150.80
423608	08/27/26	24987	JOSEPH SCHRAGE	48905	20262580	R - REIMBURSEMENT TRAVELS	FD	\$247.21
							Total	\$247.21
423609	08/27/26	33275	JX ENTERPRISES	48787	20262110	R - PARTS	TRNST	\$4,524.98
				48788	20262110	R - PARTS	TRNST	(\$725.99)
							Total	\$3,798.99
423610	08/27/26	11901	LAKE COUNTY HOSE EQUIPMENT	48811	20260686	R - PARTS	TRNST	\$224.98
							Total	\$224.98
423611	08/27/26	29643	LAW ENFORCEMENT RELATIONS T-MOBILE	48906	20262605	INVOICE L2607240304	PD	\$50.00
							Total	\$50.00
423612	08/27/26	1908	LAWSON PRODUCTS	48789	20260166	R - PARTS SUPPLIES PACE BUS	TRNST	\$218.88
							Total	\$218.88
423613	08/27/26	13282	LESLIE FENSTER	48849	20260738	R - CLASSES SPANISH	SNR	\$889.60
							Total	\$889.60
423614	08/27/26	39858	LINDE GAS	48918	20260143	SUPPLIES OXYGEN	FD	\$137.98
							Total	\$137.98
423615	08/27/26	39858		48919	20260143	SUPPLIES OXYGEN	FD	\$245.17
							Total	\$245.17
423616	08/27/26	3027	MCMASTER-CARR	48809	20260148	SUPPLIES	WP	\$206.73

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	\$206.73
423617	08/27/26	697	MENONI MOCOgni	48806	20260273	CONCRETE	STR	\$76.86
				48807	20260273	CONCRETE	STR	\$92.42
				48879	20260273	CONCRETE	STR	\$76.86
							Total	\$246.14
423618	08/27/26	22886	MIDWEST MOTOR	48842	20260342	SHOP SUPPLIES	PD	\$171.54
							Total	\$171.54
423619	08/27/26	2078	MOTOROLA	48921	20260604	EQUIPMENT	FD	\$1,631.00
							Total	\$1,631.00
423620	08/27/26	749	MUTUAL ACE HARDWARE	48769	20260184	PARTS	FLEET	\$1.70
				48790	20260228	SUPPLIES	STR	\$7.91
				48804	20262247	SUPPLIES	FORST	\$19.78
				48880	20260228	SUPPLIES	STR	\$17.98
				48883	20260373	SUPPLIES	SEWER	\$39.26
							Total	\$86.63
423621	08/27/26	39147	NORTHBROOK SEAFOOD	48846	20262591	ACTIVITIES THANKSGIVING LUNCHEON	SNR	\$250.00
							Total	\$250.00
423622	08/27/26	33907	NORTHWEST TRUCKS	48775	20260252	PARTS	FLEET	\$151.98
							Total	\$151.98
423623	08/27/26	40057	OLD ORCHARD NISSAN	48774	20262463	PARTS	FLEET	\$117.45
							Total	\$117.45
423624	08/27/26	33910	ON TIME EMBROIDERY	48922	20261678	CLASS A UNIFORM	FD	\$3.00
							Total	\$3.00
423625	08/27/26	7789	ONCE UPON A BAGEL	48847	20261361	ACTIVITIES BRUNCH LEARN	SNR	\$159.90
							Total	\$159.90
423626	08/27/26	17202	P & G KEENE ELECTRICAL	48776	20262496	REPAIRS	FLEET	\$590.00
							Total	\$590.00
423627	08/27/26	2	PETER BAKER	48878	20262197	ASPHALT	STR	\$398.72
							Total	\$398.72
423628	08/27/26	30904	REINDERS	48866	20262532	SUPPLIES	FORST	\$1,034.17
							Total	\$1,034.17
							Page:	6
							Page 44 of 419	

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423629	08/27/26	11119	REPAIR SERVICE	48810	20262363	EQUIPMENT SERVICES	WP	\$450.00
							Total	\$450.00
423630	08/27/26	34396	RIPPLE PUBLIC RELATIONS	48868	20262613	R - REIMBURSEMENT VINTAGE CAR SHOW	CMO	\$2,646.87
							Total	\$2,646.87
423631	08/27/26	923	MICHAEL WHITNEY DRAEGERT	48812	20262522	R - DOT INSPECTION RAVINIA FLEET	TRNST	\$71.00
				48818	20262564	SUPPLIES	FLEET	\$35.50
				48920	20261095	SEMI-ANNUAL SAFETY INSPECTION	FD	\$35.50
							Total	\$142.00
423632	08/27/26	25207	RUSH TRUCK CENTER ILLINOIS	48772	20261099	PARTS	FLEET	\$1,429.50
				48773	20261099	PARTS	FLEET	(\$199.50)
							Total	\$1,230.00
423633	08/27/26	16787	SCOTT LEVENFELD	48902	20260312	ADMIN HEARING	LEGL	\$1,150.00
							Total	\$1,150.00
423634	08/27/26	11611	SDS HOLDINGS	48825	20262409	UNIFORM BUS CONNECTOR	CMO	\$493.20
				48858	20260376	UNIFORM SUPPLIES	SEWER	\$300.00
							Total	\$793.20
423635	08/27/26	18887	SE-INC	48869	20262557	LANDSCAPING CLEARING THE LOT	CMO	\$1,450.00
				48870	20260835	EVENT ENJOYHP	CMO	\$10,350.00
							Total	\$11,800.00
423636	08/27/26	1448	SECRETARY STATE VEHICLE	48923	20262582	BUSINESS EXPENSES	FD	\$240.00
							Total	\$240.00
423637	08/27/26	40565	SHAWN NORTON	48824	20262410	R - REIMBURSEMENT EXAM	BLDG	\$510.00
							Total	\$510.00
423638	08/27/26	36804	SPECIAL T UNLIMITED	48875	20262460	UNIFORMS	PD	\$300.00
							Total	\$300.00
423639	08/27/26	1389	SPRING ALIGN PALATINE	48821	20260174	PARTS	FLEET	\$1,724.62
							Total	\$1,724.62
423640	08/27/26	24637	STRYKER MEDICAL	48924	20262623	EQUIPMENT	FD	\$141.00
				48925	20262624	MACHINERY EQUIPMENT	FD	\$1,221.12
				48926	20262624	MACHINERY EQUIPMENT	FD	\$20.01
				48927	20262624	MACHINERY EQUIPMENT	FD	\$873.93

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	\$2,256.06
423641	08/27/26	35692	TERRI ARGENTAR	48848	20260736	R - CLASSES CANASTA	SNR	\$358.40
							Total	\$358.40
423642	08/27/26	39916	THOMAS ENGINEERING	48915	20260627	MFT RESURFACE PROGRAM	ENG	\$1,962.88
							Total	\$1,962.88
423643	08/27/26	34926	TKG ENVIRONMENTAL	48859	20261302	STREET SWEEPING	STR	\$600.00
							Total	\$600.00
423644	08/27/26	40573	TRINITY EPISCOPAL CHURCH	48822		UB REFUND 411 LAUREL AVE	FIN	\$87.81
							Total	\$87.81
423645	08/27/26	25835	ULINE	48930	20262430	SUPPLIES BULK LIQUID IV	PD	\$1,750.00
							Total	\$1,750.00
423646	08/27/26	15751	UNION PACIFIC RAILROAD	48913	20260608	UP LOT LEASE	FIN	\$497.45
							Total	\$497.45
423647	08/27/26	34101	VIKING CHEMICAL	48864	20261646	CHEMICAL SUPPLIES	WP	\$459.18
				48865	20262595	CHEMICAL SUPPLIES	WP	\$3,868.92
							Total	\$4,328.10
423648	08/27/26	34483	ZORO TOOLS	48820	20262151	SHOP SUPPLIES	FLEET	\$53.37
							Total	\$53.37
							Total	\$647,100.02

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City of Highland Park

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767	08/27/26	39182	AMAZON CAPITAL	48881	20260976	OFFICE SUPPLIES	SNR	\$101.00				
				48882	20260977	PROGRAM SUPPLIES	SNR	\$263.49				
				48884	20261817	SUPPLIES	PD	\$46.90				
				48885	20262215	SUPPLIES BULK ITEMS	PD	\$558.18				
				48886	20262286	SUPPLIES SABRENT USB 3.0	CS	\$169.47				
				48887	20260551	OFFICE SUPPLIES	FIN	\$80.36				
				48889	20262248	SUPPLIES	FD	\$204.28				
				48890	20262389	SUPPLIES	FD	\$157.14				
				48891	20262391	SUPPLIES	FD	\$86.64				
				48892	20262213	SUPPLIES	FD	\$104.46				
				48893	20262066	OFFICE SUPPLIES	PLAN	\$55.90				
				48894	20260339	OFFICE SUPPLIES	PW	\$92.87				
				48895	20260037	SUPPLIES	WP	\$75.58				
				48896	20262417	SUPPLIES	FLEET	\$199.90				
				48897	20262341	OFFICE SUPPLIES	PW	\$35.03				
				48898	20262275	PHONES CASES	STR	\$95.92				
				48899	20262205	OFFICE SUPPLIES	CMO	\$112.35				
				48900	20262258	EVENTS SUPPLIES	CMO	\$537.46				
											Total	\$2,976.93
				768	08/27/26	2527	UNITED PARCEL	48863	20260034	SHIPPING FEES	WP	\$14.39
								Total	\$14.39			
								Total	\$2,991.32			

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423661	09/03/26	35653	BRAY SALES-MIDWEST	48943	20262612	SUPPLIES	WP	\$294.01
							Total	\$294.01
423662	09/03/26	39085	CHC WELLNESS	49086	20260447	CHC PORTAL FEE	HLTH	\$2,028.00
				49094	20261061	WELLNESS MANAGEMENT FEE ANNUAL	HLTH	\$87.00
				49144	20261061	WELLNESS MANAGEMENT FEE ANNUAL	HLTH	\$1,120.00
							Total	\$3,235.00
423663	09/03/26	38158	CHRISTOPHER GOTTSCHALK	49085	20262343	R - TUITION REIMBURSEMENT	HLTH	\$750.60
							Total	\$750.60
423664	09/03/26	23349	CINTAS #22	48951	20260001	UNIFORM RENTAL	WP	\$65.92
							Total	\$65.92
423665	09/03/26	23349		49015	20260237	UNIFORM RENTAL	FLEET	\$103.08
				49016	20260195	UNIFORM RENTAL	TRNST	\$16.87
				49017	20260400	UNIFORM RENTAL	FACIL	\$32.11
				49018	20260417	UNIFORM RENTAL	SEWER	\$89.22
				49019	20260365	UNIFORM RENTAL	SEWER	\$89.24
				49020	20260366	UNIFORM RENTAL	SEWER	\$79.34
				49026	20260158	UNIFORM RENTAL	FD	\$6.22
							Total	\$416.08
423666	09/03/26	2020	CIORBA	49129	20262665	STORMWATER PERMIT	ENG	\$14,581.82
				49130	20262665	STORMWATER PERMIT	ENG	\$6,125.49
							Total	\$20,707.31
423667	09/03/26	26496	COMCAST CABLE	49147	20260049	MONTHLY CONVERTER BOXES	PD	\$42.37
							Total	\$42.37
423668	09/03/26	22726	COMMERCIAL TIRE	49047	20262643	TIRES	FLEET	\$3,625.89
							Total	\$3,625.89
423669	09/03/26	33313	CONRAD POLYGRAPH	49029	20261153	PD FD POLYGRAPHS	HLTH	\$450.00
							Total	\$450.00
423670	09/03/26	233	CRAFTWOOD LUMBER	49027	20260877	SUPPLIES	FD	\$67.46
				49061	20260227	SUPPLIES	STR	\$71.82
							Total	\$139.28
423671	09/03/26	40056	CRAIG JACOBSON	49102	20260735	R - CLASSES BRIDGE	SNR	\$1,231.20

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	\$1,231.20
423672	09/03/26	40488	DAVID FRIED	49097	20262147	R - YIDDISH CLASS	SNR	\$525.00
							Total	\$525.00
423673	09/03/26	40576	DAVID MECHANICAL	49034		REFUND - PLMB-2026-01824	BD	\$500.00
							Total	\$500.00
423674	09/03/26	23105	EJ EQUIPMENT	49076	20261985	REPAIRS	SEWER	\$268.50
							Total	\$268.50
423675	09/03/26	36673	ELEVATED SAFETY	49133	20261487	EDUCATION TRAINING	FD	\$1,400.00
							Total	\$1,400.00
423676	09/03/26	34351	EUROFINS EATON ANALYTICAL	48944	20260930	LAB SERVICES	WP	\$35.25
				48945	20260930	LAB SERVICES	WP	\$35.25
							Total	\$70.50
423677	09/03/26	38194	FACILITY GATEWAY	49123	20261211	UPS SYSTEM SERVICES	FACIL	\$260.00
				49124	20260391	UPS SYSTEM SERVICES	FACIL	\$373.60
				49125	20260391	UPS SYSTEM SERVICES	FACIL	\$370.00
							Total	\$1,003.60
423678	09/03/26	405	FEDEX	49095	20262516	SHIPPING CHARGES	HLTH	\$24.93
							Total	\$24.93
423679	09/03/26	33100	FOSTER COACH	49134	20262354	REPAIRS	FD	\$5,282.89
							Total	\$5,282.89
423680	09/03/26	18117	FRANKLIN COVEY	49028	20262027	7 HABITS PARTICIPANT KITS	HLTH	\$714.88
							Total	\$714.88
423681	09/03/26	23546	GALE CERABONA	49075	20260437	HPC MINUTE TAKER SERVICES	PLAN	\$265.00
							Total	\$265.00
423682	09/03/26	40019	GENUINE PARTS	49033	20262385	PARTS	PD	\$76.62
							Total	\$76.62
423683	09/03/26	40019		49048	20260675	PARTS	FLEET	\$10.90
				49049	20260675	PARTS	FLEET	\$21.30
				49050	20260675	PARTS	FLEET	\$34.71
				49051	20260675	PARTS	FLEET	\$84.40
				49052	20260675	PARTS	FLEET	\$139.69

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				49053	20260675	PARTS	FLEET	\$126.64
				49054	20260675	PARTS	FLEET	\$544.49
				49055	20260675	PARTS	FLEET	(\$240.41)
				49056	20260675	PARTS	FLEET	(\$50.00)
				49057	20260675	PARTS	FLEET	(\$71.00)
				49112	20260675	PARTS	FLEET	\$24.16
							Total	\$624.88
423684	09/03/26	39490	GERI BLEIER SCHLANGER	49152	20260771	R - CLASSES BETTER BALANCE	SNR	\$915.00
							Total	\$915.00
423685	09/03/26	40427	GFT INFRASTRUCTURE	49025	20261780	GREEN BAY RD	ENG	\$2,925.39
							Total	\$2,925.39
423686	09/03/26	37212	GLOBAL EQUIPMENT	49093	20262517	EVIDENCE CABINETS	PD	\$3,163.09
							Total	\$3,163.09
423687	09/03/26	39981	HAL EMALFARB	49079		R - AR - 1135 - 33271 REFUND RETIREMENT	FIN	\$10.22
							Total	\$10.22
423688	09/03/26	474	HIGHLAND PARK ELECTRIC	49070	20260788	LIGHTING MAINTENANCE	STR	\$2,000.00
				49113	20260788	LIGHTING MAINTENANCE	STR	\$162.00
							Total	\$2,162.00
423689	09/03/26	1326	HIGHLAND PARK FORD	49037	20262357	PARTS	FLEET	\$30.46
				49135	20261647	SUPPLIES	FD	\$316.80
							Total	\$347.26
423690	09/03/26	33406	HR GREEN	49131	20260541	BEECH STREET BRIDGE	ENG	\$1,645.50
							Total	\$1,645.50
423691	09/03/26	35907	IDA GREENFIELD	49149	20260773	R - CLASSES BETTER BALANCE	SNR	\$1,260.00
							Total	\$1,260.00
423692	09/03/26	1285	IL CITY/COUNTY	49127	20262682	CITY MANAGER ATTENDS ILCMA	CMO	\$30.00
							Total	\$30.00
423693	09/03/26	38915	ILLINOIS DEPARTMENT HEALTHCARE	49082	20260994	GEMT PROGRAM	FD	\$52,975.89
							Total	\$52,975.89
423694	09/03/26	35211	INTERSTATE POWER SYSTEMS	49136	20262562	SUPPLIES	FD	\$480.97
							Total	\$480.97

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423736	09/03/26	40021	SHOSHANA FRIEDMAN	49099	20260734	R - CLASSES SHAKESPEARE	SNR	\$750.00
							Total	\$750.00
423737	09/03/26	40321	SJ FLYNN PUBLIC RELATOR	49077	20261221	SSA - 17 RETAINER	CMO	\$4,100.00
							Total	\$4,100.00
423738	09/03/26	39494	STANARD	49030	20261698	PD PSYCH ASSESSMENTS	HLTH	\$550.00
							Total	\$550.00
423739	09/03/26	39529	STEPHANIE MILLER HOFMAN	49101	20260709	R - ACTIVITIES BOOK CLUB	SNR	\$250.00
							Total	\$250.00
423740	09/03/26	35908	STEPHEN KAUFMAN	49103	20260737	R - CLASSES CHESS	SNR	\$921.60
							Total	\$921.60
423741	09/03/26	39377	SUNSET LAW ENFORCEMENT	49090	20262549	SUPPLIES BACKUP AMMO	PD	\$498.00
							Total	\$498.00
423742	09/03/26	32151	SUPERIOR ROAD STRIPING	49116	20261298	PAVEMENT MARKING	STR	\$73,809.49
							Total	\$73,809.49
423743	09/03/26	40061	TASK FORCE TIPS	49142	20261731	REPAIR SERVICES	FD	\$421.36
							Total	\$421.36
423744	09/03/26	1005	THE ART CENTER - HIGHLAND PARK	49105	20260776	R - CLASSES ART	SNR	\$1,587.60
							Total	\$1,587.60
423745	09/03/26	34785	THOMAS RICHARDS	49089	20262345	R - TUITION REIMBURSEMENT	HLTH	\$150.00
							Total	\$150.00
423746	09/03/26	40394	THORNTON TOMASETTI	49021	20261787	PROJECT WORKPLAN	SUST	\$43,600.00
							Total	\$43,600.00
423747	09/03/26	34926	TKG ENVIRONMENTAL	49066	20261302	STREET SWEEPING	STR	\$10,972.00
							Total	\$10,972.00
423748	09/03/26	39500	TRANE	49126	20260404	HVAC REPAIRS	FACIL	\$754.00
							Total	\$754.00
423749	09/03/26	25835	ULINE	49032	20262525	SUPPLIES CART	PD	\$333.81
							Total	\$333.81
423750	09/03/26	15397	HD SUPPLY	48946	20262633	SUPPLIES	WP	\$465.06
							Total	\$465.06
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City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
423751	09/03/26	31841	USIC LOCATING	49119	20260789	UTILITY LOCATES	WTRDS	\$13,955.59
				49120	20260621	UTILITY LOCATES	WTRDS	\$2,208.20
							Total	\$16,163.79
423752	09/03/26	19876	VERIZON WIRELESS	48940	20260488	WATER METER DATA COLLECTORS	WTRDS	\$175.38
							Total	\$175.38
423753	09/03/26	39435	VISTRA INTERMEDIATE	49069	20260014	ELECTRICITY	WP	\$2,587.97
							Total	\$2,587.97
423754	09/03/26	34483	ZORO TOOLS	48948	20262112	SUPPLIES	WP	\$83.99
				48949	20262112	CREDIT INV 19867904	WP	(\$17.96)
				48950	20262112	SUPPLIES	WP	\$121.77
							Total	\$187.80
							Total	\$527,600.17

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
769	09/03/26	29114	CAROL ANN KING	49150	20260781	R - CLASSES SIT BE FIT TRIPLE FIT	SNR	\$2,510.00
							Total	\$2,510.00
							Total	\$2,510.00

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Jennifer Dotson, Executive Assistant to the Mayor and City Manager

Department: Administration

Title: Recognizing Hispanic Heritage Month, September 15 - October 15

Recommendation:

Attachments:

1. Hispanic Heritage Month 2026-September 14 CC
2. Hispanic Heritage Month 2026 9-14 CC Spanish Translation CORRECTED

City of Highland Park Mayoral Proclamation



Recognizing Hispanic Heritage Month

WHEREAS, National Hispanic Heritage Month is celebrated in the United States from September 15 to October 15. The observance was first introduced in 1968 as Hispanic Heritage Week under President Johnson and was expanded by President Reagan in 1988 to cover a 30-day period; and

WHEREAS, the Hispanic community accounted for half of the nation's population growth in the past decade; and

WHEREAS, by the year 2050, it is expected that 30% of our nation will be of Hispanic descent; and

WHEREAS, the Hispanic community represents a diverse multiracial mosaic; and

WHEREAS in honor of National Hispanic Heritage Month, the City of Highland Park is pleased to celebrate the Hispanic and Latino/a/x community throughout our city; and

WHEREAS, Hispanic Heritage Month celebrates the history, traditions, and cultures of the Hispanic and Latino/a/x residents in Highland Park. We admire the invaluable ways they contribute to our city by bringing rich diversity, contributions, and growth to our community; and

WHEREAS, we commemorate this month by recognizing and dedicating ourselves to working together to address the challenges that still face our Hispanic and Latino/a/x population; and

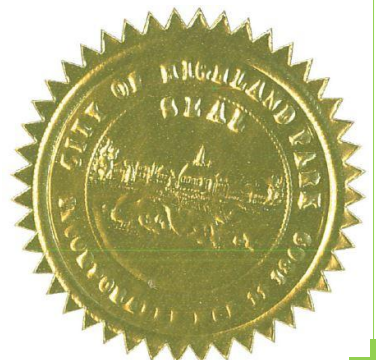
WHEREAS, during National Hispanic Heritage Month, we reaffirm that diversity and inclusion is one of our community's greatest strengths.

NOW, THEREFORE, I, **NANCY R. ROTERING**, Mayor of the City of Highland Park and the City Council of the City of Highland Park, do hereby proclaim September 15 through October 15, 2026 as **Hispanic Heritage Month** and urge each resident to recognize and celebrate our Hispanic and Latino/a/x community.

Dated this 14th day of September, 2026.


Ghida S. Neukirch, City Manager & City Clerk


Nancy R. Rotering, Mayor



City of Highland Park Mayoral Proclamation



Reconocimiento del Mes de la Herencia Hispana

CONSIDERANDO QUE, el Mes Nacional de la Herencia Hispana se celebra en los Estados Unidos del 15 de septiembre al 15 de octubre. La observancia se introdujo por primera vez en 1968 como Semana de la Herencia Hispana bajo el presidente Johnson y fue ampliada por el presidente Reagan en 1988 para cubrir un período de 30 días; y

CONSIDERANDO QUE, la comunidad hispana representó la mitad del crecimiento de la población de la nación en la última década; y

CONSIDERANDO QUE, para el año 2050, se espera que el 30% de nuestra nación sea de ascendencia hispana; y

CONSIDERANDO QUE, la comunidad hispana representa un mosaico multirracial diverso; y

CONSIDERANDO QUE en honor al Mes Nacional de la Herencia Hispana, la Ciudad de Highland Park se complace en celebrar a la comunidad hispana y latino/a/x en toda nuestra ciudad; y

CONSIDERANDO QUE, el Mes de la Herencia Hispana celebra la historia, las tradiciones y las culturas de los residentes hispanos y latinos/a/x en Highland Park; admiramos las invaluable formas en las que contribuyen a nuestra ciudad aportando rica diversidad, contribuciones y crecimiento a nuestra comunidad; y

POR LO TANTO, conmemoramos este mes reconociendo y dedicándonos a trabajar juntos para abordar los desafíos que aún enfrentan nuestra población de hispanos y latinos/a/x; y

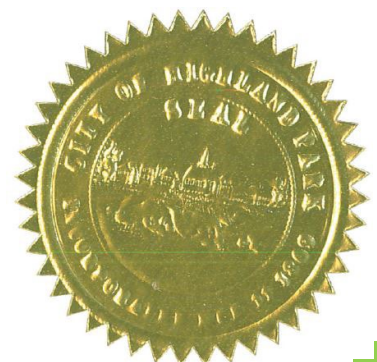
POR LO TANTO, durante el Mes Nacional de la Herencia Hispana, reafirmamos que la diversidad y la inclusión son una de las mayores fortalezas de nuestra comunidad.

AHORA, POR LO TANTO, YO, Nancy R. Roterling, Alcaldesa de la Ciudad de Highland Park junto al Consejo Municipal de la Ciudad de Highland Park, proclamo y pido que cada ciudadano reconozca y celebre el mes de la Herencia Hispana y celebre a la comunidad Latino/a/x desde el día 15 de septiembre 2026 al día 15 de octubre del 2026

Con fecha del 14 de septiembre del 2026.


Ghida S. Neukirch, City Manager & City Clerk


Nancy R. Roterling, Mayor



Staff Report



Meeting Date: September 14, 2026
Staff Contact: Ghida Neukirch, City Manager
Department: Administration

Title: SaLT: Service and Learning Together honored by Service Illinois with the Governor's Cup

Recommendation:

SaLT: Service and Learning Together was honored with the 2026 Governor's Cup in the Service Illinois Governor's Hometown Awards. This is the first time Highland Park has ever received this prestigious recognition.

At the City Council meeting, information will be provided about the organization and the work they are undertaking on behalf of the community. SaLT is represented by its organization leaders Brad Swanson and Ida Fiore and the SaLT students who traveled to Springfield to represent Highland Park were Julia Block, Logan Garcia, Julia Herz, Reese Lindstrand, Katie Manaster, Francesca Nottoli, Abby Uhart and Olivia Worthington.

The Governor's Hometown Awards recognizes volunteer-supported projects that improve quality of life, address community needs, and bring people together in meaningful ways. After advancing through the competition, SaLT was selected as one of only three finalists statewide to travel to Springfield to compete for the Governor's Cup.

SaLT is a 100% volunteer run, student-driven, adult supported non-profit. From January through December 2025, they mobilized more than 7,300 volunteers and served more than 3,100 individuals across 830 families through their Shop N' Drop food and other essentials program.

The organization expanded Love2Learn, whereby trained high school students offer free academic support to peers in need, fostering both education equity and meaningful mentorship. In addition, their Take Care program has supported first responders, families impacted by flooding at Camp Mystic, and Make-A-Wish children with packages and letters offering care and support during times of crisis.

SaLT's initiatives align perfectly with the Governor's Hometown Award criteria as each initiative has strong volunteer support, improves the quality of life for hundreds of individuals, has generated a positive outcome in the community, and provides meaningful service to volunteers. The broader impact is a more connected, resilient and compassionate community.

Congratulations!

Policy Consideration:

Core Priorities:

Vibrancy

Attachments:

None

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Megan Cherry, Management Analyst
Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk
Erin Jason, Assistant City Manager

Department: Administration

Title: An Ordinance Amending Various Sections of Chapter 119 of "The Highland Park Code of 1968," As Amended, Regarding Liquor Licenses

Recommendation:

City staff recommends amending Chapter 119, the City's Alcoholic Beverages Ordinance

Policy Consideration:

Staff presented information at the August 17, 2026, Committee of the Whole meeting on various recommended updates to Chapter 119 of the City Code, which governs alcoholic beverages, of which the City Council was supportive. The recommended updates are primarily administrative in nature, clarifying language and operational items throughout the Chapter. In addition to these administrative updates, staff reviewed the City's current license classifications. Based on this review, staff presented recommendations to eliminate certain classifications, consolidate several classifications and clarify the definition of specific classifications. Staff also presented updates to many of the license fees as part of this comprehensive review.

Additionally, staff recommended an update to the Chapter that will allow restaurants to cease kitchen operations at 9 PM while still allowing for the sale of alcoholic beverages. Finally, staff also recommended codifying the State's "happy hour" regulations regarding promotions for alcoholic beverages. Please note that the state's "happy hour" regulations do not require that food be served during the promotional timeframe. The staff report that was presented at the August 17, 2026, meeting of the Committee of the Whole is available as Attachment A.

The recommended updates were presented to the Business & Economic Development Advisory Group (BEDAG) at the August 25, 2026 meeting. BEDAG provided feedback on Classifications, Fee Structures, Hours of Business, and Happy Hour. Significant discussion was dedicated to the proposed fee structure amendments. BEDAG's overall feedback was positive support in relation to the recommended amendments in each area as presented by staff. A summary of BEDAG's feedback is available as Attachment B.

Additionally, the City Council requested a comparison of the proposed license fees of area communities (Attachment C). Although license classifications and fees are not directly comparable across municipalities, as what is allowed under each classification varies greatly, the proposed fees are overall in line with the classifications and their respective fees offered in neighboring communities. Staff only included classifications that align with the City's classifications; other municipalities may offer additional license classifications that don't have a Highland Park equivalent, and vice versa.

Core Priorities:

Economic Development

The proposed updates and changes to Chapter 119 are designed to be business-friendly, while streamlining and clarifying the liquor license process for applicants, and are in line with the continued positioning of Highland Park as a prime place to do business within the North Shore.

Vibrancy

Several recommended updates, such as the updates to Section 119.520 (Hours of Business) and Section 119.555 (Sales Promotions) will encourage businesses to stay open later into the evening and/or offer a variety of promotions, if they so choose, that will attract customers to Highland Park. These updates will continue to position Highland Park as the premier destination to shop and dine on the North Shore.

Attachments:

1. Ordinance Amending Liquor Code (Sept. '26)
2. Attachment A - 260817 COTW Staff Report
3. Attachment B - BEDAG Feedback Ch119
4. Attachment C - Liquor License Fee Review

CITY OF HIGHLAND PARK

ORDINANCE NO. _____

AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 119
OF "THE HIGHLAND PARK CODE OF 1968," AS AMENDED,
REGARDING LIQUOR LICENSES

WHEREAS, Chapter 119 of "The Highland Park Code of 1968", as amended ("*City Code*"), regulates the sale at retail of alcoholic liquor in the City; and

WHEREAS, the City Council desires to amend several provisions of Chapter 119 of the City Code regarding the issuance of local liquor licenses and the sale of alcoholic liquor; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to amend the City Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, STATE OF ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: **DEFINITIONS.** Section 119.001, titled "Definitions," of Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to add the following definitions:

"Sec. 119.001. - Definitions.

~~Wherever the following words or phrases are used, for~~ **For** purposes of this Chapter, **the following words or phrases** have the meanings ascribed to them in this Section 119.001, except when the context otherwise indicates. All words or phrases not defined in this Chapter have the meanings ascribed to them in the Liquor Control Act.

* * *

~~Accessory use means a use that is ancillary or incidental to the principal use of the licensed premises~~ **has the meaning ascribed to it in Section 150.202 of this Code.**

* * *

~~Arts Studio. A building used primarily for the business of selling works of visual art and art supplies, and for the provision of instruction in painting, sculpture, and similar visual arts, for which not less than 75 percent of the revenue is derived from sources other than the sale of alcoholic liquor.~~

* * *

Permit Tag. A tag or label containing a unique identification number furnished by the Local Liquor Control Commission a local liquor licensee that enables the identification of the seller and the purchaser of a Beer Keg.”

* * *

SECTION THREE: LOCAL LIQUOR LICENSE CLASSIFICATIONS. Section 119.305, titled “Classification of Local Liquor Licenses,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.305. - Classification of Local Liquor Licenses.

The following classes of local liquor licenses are available pursuant to the procedures and standards set forth in this Chapter:

~~(A)~~ — ~~Class A licenses, which authorize the retail sale of alcoholic liquor by arts studios, for consumption on the premises where sold only. The sale of alcoholic liquor pursuant to a Class A license is permitted only to participants in arts programs or classes operated by the studio, and only in connection with the service of food.~~

~~(B)~~(A) Class B licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold and for on-premises consumption, in nano-breweries, nano-distilleries, nano-meaderies, and nano-wineries.

~~(C)~~(B) Class ~~C-1~~ C licenses, which authorize the retail sale of alcoholic liquor to members of clubs or similar organizations, or their guests, both: (1) for consumption on the premises where sold only; and (2) for consumption off the premises where sold only, in the original package, and not for consumption on the premise, by either:

- (1) Clubs that (a): are organized under the laws of this state not for pecuniary profit; (b) own, or occupy under a lease having a definite term of more than one year, a parcel of real property not less than ten acres; and (c) require the payment of annual dues from each of its members of more than \$100.00; ~~or~~
- (2) Corporate entities that: (a) are organized under the laws of the State of Illinois solely for the promotion of musical performance; (b) are kept, used, and maintained by its members, through the payment of annual dues; and (c) own, hire, or lease a building or space in a building located within the I Light Industry Zoning District of the City. The sale of alcoholic liquor by such a corporate entity pursuant

to a Class ~~C-1~~ C license must be incidental and complementary to the sale and service of food; or

(3) Clubs that are organized under the laws of this state not for pecuniary profit, primarily for charitable, service, or fraternal purposes.

~~(D)~~ — Class C-2 licenses, which authorize the retail sale of alcoholic liquor to members of clubs or their guests, for consumption on the premises where sold only, by clubs that are organized: (1) under the laws of this state not for pecuniary profit; and (2) primarily for charitable, service or fraternal purposes.

~~(E)~~(C) Class D special event licenses, which authorize the retail sale of alcoholic liquor by an educational, political, civic, fraternal, religious, or other non-profit organization, at a special event, for consumption within the area specifically designated in such license only, which Class D license will not be valid for a period exceeding 48 consecutive hours.

~~(F)~~(D) Class F licenses, which authorize the retail sale of alcoholic beverages by a concessionaire whose concession, and the space to operate the concession, is sanctioned and afforded by a Class RF licensee, only within a premises for which a Class RF license has been issued pursuant to this Chapter.

~~(G)~~(E) Class G licenses, which authorize the retail sale of alcoholic liquor at, and by the proprietor or contracted concessionaire of, active sports facilities. The sale of alcoholic liquor pursuant to a Class G license must be incidental and complementary to the active sports facilities and services

~~(H)~~(F) Class H licenses, which authorize the sale of alcoholic liquor by hotels, whether for consumption or in its original package, to guests of the hotel, in the rooms occupied by such guests on such premises, or within common areas, market places, restaurants, bars, and lounges of the hotel specifically designated for the consumption of food and beverages that are under the exclusive control and supervision of the Class H licensee. Additional liquor licenses are required for each common area, lounge, market place, bar, or restaurant located on the hotel premises that are not under the exclusive control and supervision of the Class H licensee.

~~(H)~~(G) Class PD licenses, which authorize the retail sale of alcoholic beverages on the premises of property owned (or controlled) and operated by a park district having a population of less than 500,000 inhabitants and organized under the provisions of the Illinois Park District Code, 70 ILCS 1205/1-1 et seq., as amended, for consumption on the premises where sold only.

~~(J)~~ — Class Q licenses, which authorize the retail sale of alcoholic liquor, for consumption on the premises where sold only, in connection with a private function that is not open to the general public. The sale of alcoholic liquor

~~pursuant to a Class Q license must be incidental and complementary to the sale and service of food, and the ownership and operation of the licensed premises must be in common with a restaurant that is located in the same building as, or not more than 500 feet from, the licensed premises. Class R-1 and Class R-2 local liquor licensees are not required to obtain a separate Class Q license for sales of alcoholic liquor in connection with a private function that is not open to the general public and located on a premises for which a Class R-1 or Class R-1 license has been granted.~~

~~(K)~~(H) Class R-1 R licenses, which authorize the retail sale of alcoholic liquor by restaurants and banquet venues. The sale of alcoholic liquor pursuant to a Class R-1 R license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.

~~(L)~~ — Class R-2 licenses, which authorize the retail sale of beer and wine only, incidental and complementary to the sale and service of food, for consumption on the premises where sold only, by either:

~~(1)~~ — Restaurants or banquet venues; or

~~(2)~~ — Establishments engaged primarily in the sale of coffee or tea, at which sandwiches, salads, and other food items that are commonly consumed as part of a complete meal, and not merely as a snack, are: (a) actually served to patrons by employees of such establishments; and (b) served for immediate consumption on the premises. No alcoholic liquor may be sold by any such establishment through a drive-through facility.

~~(M)~~(I) Class RF licenses, which authorize a corporation that is organized bona fide under the laws of this state not for pecuniary profit and primarily for the public presentation of musical art to permit concessionaires who hold a Class F local liquor license to sell and offer for sale at retail alcoholic beverages upon, and to permit business invitees to carry previously purchased alcoholic beverages onto, the licensed premises.

~~(N)~~(J) Class RS-1 licenses, which authorize both: (1) the retail sale of alcoholic liquor by restaurants, for consumption on the premises where sold only, and subject to all restrictions and conditions applicable to Class R-1 R licenses; and (2) the retail sale of beer and wine alcoholic liquor, in the original package, for consumption off the premises where sold only, and subject to all restrictions and conditions applicable to Class S-2 S licenses.

~~(O)~~(K) Class S-1 S licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.

- ~~(P)~~ — Class S-2 licenses, which authorize the retail sale of beer and wine, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.
- ~~(Q)~~(L) Class S-3 TS licenses, which authorize the retail sale of alcoholic liquor by tasting shops. The sale of alcoholic liquor pursuant to a Class S-3 TS license must be either in the original package, for consumption off the premises where sold; or retail sale of alcoholic liquor for on-premises consumption in an accessory tasting room that is incidental to the purchase of alcoholic liquor for off-premises consumption.
- ~~(R)~~ Class SP licenses, which authorize the retail sale of alcoholic liquor in connection with sporting events for which the public is able to purchase tickets to attend, for consumption on the premises where sold only, but only by a concessionaire whose concession, and the space to operate the concession is afforded and sanctioned by either: (1) the City, (2) a Class C-1 licensee, within a premises for which a Class C-1 license has been issued pursuant to this Chapter, (3) a Class PD licensee, within a premises for which a Class PD license has been issued pursuant to this Chapter, or (4) a Class RF licensee, within a premises for which a Class RF license has been issued pursuant to this Chapter. SP licenses are valid only for the specific dates for the sporting event, as specified in the application submitted to the City for the license.
- ~~(S)~~(M) Alcoholic Liquor Tasting Licenses, which authorize a Class S-1, S or Class S-2 TS, or Class S-3 local liquor licensee to give away alcoholic liquor for tasting purposes only on the licensed premises, subject to the terms and conditions set forth in Section 119.560 of this Chapter.
- ~~(T)~~(N) Class T licenses, which authorize the retail sale of alcoholic liquor within premise for which the principal use is either an indoor motion picture theater or live stage performance theater, for consumption only on the premises where sold.
- ~~(U)~~(O) Class U licenses, which authorize the accessory use of a licensed premises for the retail sale of alcoholic liquor, for consumption on the premises where sold.
- ~~(V)~~(P) Class V licenses, which authorize the retail sale of alcoholic liquor by caterers, **whether at the location of a catering event or at the licensee's food preparation kitchen (as required by Section 119.518(B)) of this Chapter.** Class R-1 and Class R-2 R local liquor licensees are not required to obtain a separate Class V license for sales of alcoholic liquor in connection with the business of catering.
- ~~(W)~~(Q) Class W licenses, which authorize a business establishment registered pursuant to Chapter 106 of this Code to give away alcoholic liquor to its

patrons for on-site consumption. The provision of alcoholic liquors must be incidental and complementary to the primary business operations of the Class W licensee, **and must comply with Section 119.561 of this Code.**

~~(X)~~**(R)** Class X-1 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than 20 days per calendar year.

~~(Y)~~**(S)** Class X-2 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than consecutive 90 days per calendar year.

~~(Z)~~**(T)** Class BYOB licenses, which authorize on-site consumption within a business establishment of alcoholic liquor which has been brought to the establishment premises by a patron.

~~(AA)~~**(U)** Class Y licenses, which authorize the retail sale of alcoholic liquor at self-service establishments, at which customers may serve themselves alcoholic liquor from self-service dispensing machines. The sale of alcoholic liquor pursuant to a Class Y license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.”

SECTION FOUR: LOCAL LIQUOR LICENSE APPLICATIONS. Section 119.310, titled “Application for License,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.310. - Application for License.

(A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:

- (1) The name, address, date of birth, place of birth, driver's license number, **and** telephone number, ~~and country of citizenship~~ of all **owners**, officers, directors, partners, managers, and shareholders of the applicant business;
- (2) For all officers, directors, partners, managers, and shareholders of the applicant business who are naturalized citizens of the United States, the date and place of naturalization;
- (3) A photocopy of the driver's license or other state-issued identification for all officers, directors, partners, managers, and shareholders of the applicant business;

- (4) ~~The character~~ **A description of the** business of the applicant, and the length of time that the applicant has been in business of that character;
- (5) The amount of goods, wares, and merchandise on hand at the time of application;
- (6) The location and description of the premises or place of business at which the applicant proposes to sell alcoholic liquor;
- (7) A statement of whether the proposed location is owned or leased by the applicant, and, if the applicant does not own the proposed location, a **an executed** copy of the lease;
- (8) A statement of whether the applicant, or any other person involved directly or indirectly in the applicant's business, is an elected public official or law enforcement officer;
- (9) ~~Reserved~~ **Proof of completion by each manager and employee of the applicant of the training required pursuant to Section 119.410(A) of this Code.**
- (10) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, has ever been convicted of: (a) a felony under the laws of the State of Illinois or the United States; or (b) a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;
- (11) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, possesses a current Federal Wagering or Gambling Device Stamp, or a current State or City bingo or charitable games license; and, if so, the reasons therefor;
- (12) A statement of whether the applicant has filed an application for a liquor license on premises other than those described in the application, and the disposition of that application;
- (13) A statement of whether a liquor license issued by any state or subdivision thereof, or by the Federal government, has been previously revoked, and, if so, the reasons therefor;
- (14) A certificate of insurance, demonstrating proof of dram shop insurance coverage covering the period for which the requested local liquor license will be effective, as required pursuant to Section 119.401 of this Chapter;
- (15) For corporate applicants, a copy of the State of Illinois certificate of incorporation, and, if incorporated in a state other than Illinois, the

date that the applicant became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 *et seq.*, to do business in Illinois;

- (16) For applicants for a Class F local liquor license, a copy of the applicant's concession agreement;
- (17) A notarized affidavit, signed by an authorized representative of the applicant and in a form acceptable to the Corporation Counsel, stating that:
 - (a) The applicant, and all owners, directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
 - (b) The applicant has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor or importing distributor;
 - (c) The applicant, and all owners, directors, officers, partners, managers, and shareholders thereof, are not disqualified to receive a local liquor license by reason of any provision of this Chapter, the laws of this State, or the ordinances of the City;
 - (d) The applicant will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of the City in the conduct of the applicant's place of business, including, without limitation, the responsible alcohol service training requirements set forth in Section 119.410 of this Chapter;
 - (e) The applicant has paid all taxes outstanding balances due and owing to the City as of the date of the application;
 - (f) The applicant may be held liable for any violation of this Chapter by an owner, officer, director, manager, or employee of the applicant, as set forth in Section 119.601(A)(2) of this Chapter;

- (g) The issuance of a new or renewal local liquor license pursuant to this Chapter will not be deemed as vesting any right to the applicant, or to any **owner**, partner, officer, director, manager, shareholder, agent, or employee thereof, of an additional local liquor license or to future local liquor licenses; and
- (h) If the applicant is a club, no **owner**, member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club; and

(18) A written authorization for release of information concerning the licensee, and all owners, directors, officers, partners, managers, and shareholders thereof, for the purpose of completing the investigation required by Section 119.315 of this Chapter, which authorization must be in a form provided by the City; and

~~(18)~~**(19)** For all new applications, a non-refundable administrative **new** application fee, in the amount set forth in the Annual Fee Resolution.

(B) *Renewal Applications.* A local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk, which application shall include, without limitation, the following:

- (1) Any change in the information required pursuant to Section 119.310(A) of this Chapter that has occurred since the date of the local liquor license application filed by the applicant for the previous calendar year;
- (2) The affidavit required pursuant to Section 119.310(A)(17) of this Chapter;

(3) The written authorization required pursuant to Section 119.310(A)(18) of this Chapter, except that no written authorization is required for renewal applications for a liquor license for a calendar year ending with a 0 or a 5;

~~(3)~~**(4)** A non-refundable administrative **renewal** application fee, in the amount set forth in the Annual Fee Resolution; and

- (4)(5) For all applications for a renewal local liquor license that are filed after December 1 of the last calendar year for which the applicant held a local liquor license, a late renewal application fee, in the amount set forth in the Annual Fee Resolution.
- (C) *Special Event Licenses.* Notwithstanding any provision of this Section 119.310 to the contrary, the following provisions shall apply to all applications filed for a Class D local liquor license:
- (1) The application must be filed no later than the date that is 14 60 days before the beginning of the special event for which the Class D license is sought;
 - (2) The application must include all information required pursuant to Section 119.310(A) or Section 119.310(B) of this Chapter, as the case may be, except that the applicant shall not be required to disclose any information or make any statement regarding its directors, except to the extent that a director is also an officer, partner, manager, or shareholder;
 - (3) The applicant shall identify the name, location, dates and times of the special event for which the Class D license is sought; and
 - (4) The applicant shall submit proof of its status as a not-for-profit organization.
- (D) *Sporting Event Licenses.* In addition to the requirements set forth in Sections 119.310(A) and 119.310(B) of this Code, applications for Class SP local liquor licenses must include the name, location, dates and times of the sporting event for which the Class SP license is sought.”

SECTION FIVE: INVESTIGATION OF APPLICANT. Section 119.315, titled “Investigation of Applicant,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.315. - Investigation of Applicant.

- (A) *Investigation.* Prior to issuance of a local liquor license, the Chief of Police, or their designee, will investigate the business responsibility of the applicant and all owners, partners, officers, managers, directors, shareholders, and agents thereof, as deemed necessary for the protection of the public health, safety, and order.
- (B) *Fingerprinting.*
- (1) As deemed necessary for the protection of the public health, safety, and order, the City Chief of Police, or ~~his or her~~ their designee, ~~will~~ may, in their discretion, within ten days after receipt of a complete

application filed pursuant to this Chapter, ~~take and~~ **direct that the applicant** record the fingerprints of (a) all **owners**, partners, officers, managers, directors, shareholders, and agents of a new applicant for a local liquor license, and (b) all new **owners**, partners, officers, managers, directors, shareholders, and agents of existing or renewal local liquor license applicants.

- (2) The applicant must ~~pay~~ **provide** to the Chief of Police, or ~~his or her~~ **their** designee, a ~~fingerprinting fee for each set of fingerprints taken, covering the administrative costs of~~ **receipt of completion of** all fingerprinting required pursuant to this Section 119.315(B), ~~in the amount set forth in the Annual Fee Resolution~~ **provided by a third-party vendor**.
- (C) *Report.* ~~Within 30 days~~ **As soon as practicable** after receipt of a complete application filed pursuant to this Chapter, the Chief of Police will certify to the Local Liquor Control Commission ~~his or her~~ **their** recommendations as to whether or not a local liquor license should be issued to the applicant, together with a statement of the reasons therefor. ~~The failure of the Chief of Police to provide such recommendations and statement within 30 days after the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, may not be deemed as either a recommendation for or against the issuance of the requested local liquor license.~~
- (D) Class W, X-1, X-2, and BYOB licensees are not subject to the requirements of this Section 119.315.”

SECTION SIX: APPROVAL OR DENIAL OF APPLICATION. Section 119.320, titled “Approval or Denial of Application,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.320. - Approval or Denial of Application.

- (A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:
 - (1) Receipt of a complete application for a new or renewal local liquor license, in accordance with Section 119.310 of this Chapter;
 - (2) Receipt of the recommendations and statement of the Chief of Police pursuant to Section 119.315 of this Chapter;
 - (3) The determination by the Local Liquor Control Commissioner that the application satisfies the standards and conditions set forth in this Article III; and

- (4) Payment of the **non-refundable** liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license

(B) *Denial.*

- (1) *Definition.* For purposes of this Section 119.320(B) only, except as expressly provided otherwise, the term "applicant" shall include the entity or individual named on the application for a local liquor license, as well as all partners, officers, managers, directors, shareholders, and agents of the entity or individual that has applied for a local liquor license pursuant to this Chapter; except that the term "applicant" shall not include the directors of a not-for-profit organization that has applied for a Class D local liquor license pursuant to this Chapter.
- (2) *Mandatory Denial.* The Local Liquor Control Commissioner shall deny any application for a new or renewal local liquor license that satisfies any of the following conditions:
 - (a) The applicant is a sole proprietorship of which the sole proprietor is not a resident of the City; except that this Section 119.320(B)(2)(a) shall not apply to a sole proprietorship that applies for a Class R-1 or a Class R-2 local liquor license for which the proprietor is actively engaged in the day-to-day conduct of the business;
 - (b) Reserved.
 - (c) The applicant does not own the premises for which a local liquor license is sought, and does not have a **an executed** lease for such premises for the full period for which the license is to be issued;
 - (d) Reserved.
 - (e) The applicant has been convicted of a gambling or related offense, in violation of Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28-1 et seq., as amended;
 - (f) A federal wagering stamp has been issued by the federal government to the applicant or for the premises for which a local liquor license is sought, unless the applicant is eligible for a local liquor license pursuant to the Illinois Raffles Act, 230 ILCS 15/0.01 et seq., or the Illinois Pull Tabs and Jar Games Act, 230 ILCS 20/1 et seq.;

- (g) The applicant does not possess a valid policy for dram shop insurance covering the period for which a local liquor license is sought, as required pursuant to Section 119.401 of this Chapter;
- (h) The application is for any premises used in whole or in part as a gasoline fuel station;
- (i) The applicant is a club that has been in operation in the City for less than one year, as of the date of application;
- (j) The applicant is the subject of a complaint received by the Local Liquor Control Commission from the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the applicant has committed a violation of any tax statute administered by such Department;
- (k) The applicant is a club of which any member, officer, agent, or employee is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club;
- (l) The application is for a Class D local liquor license, and the applicant has previously received Class D local liquor licenses authorizing the sale of alcoholic liquor for more than 15 days in the 12-month period preceding the date of application;
- (m) The application is for any premises located within 100 feet of any religious institution, school, hospital, home for aged or indigent persons or veterans, their spouses or children, or any military or naval station; except that this Section 119.320(B)(2)(m) shall not apply to the following:
 - (i) Premises for which the principal use or business: (1) was established on or before, and has been continuous since, June 6, 1988; and (2) is not the sale at retail of alcoholic liquor;
 - (ii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any religious institution occupied after the date of issuance of the original local liquor

license, measured to the nearest part of any building used by the religious institution for worship services or educational programs;

(iii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any school occupied after the issuance of the original local liquor license;

(iv) Religious institutions or private schools that sell alcoholic liquor at retail for limited periods during which groups are assembled on the premises solely for the promotion of some common object other than the sale or consumption of alcoholic liquors; or

(v) Institutions of higher learning; or

(n) The City has not ~~taken and recorded~~ **received** all **fingerprinting receipts** fingerprints of the applicant, ~~or the applicant has not paid all required fingerprinting fees,~~ as required pursuant to Section 119.315(B) of this Chapter.

(3) *Permissive Denial.* The Local Liquor Commissioner shall have the right, but not the obligation, to deny any application for a local liquor license that satisfies any of the following conditions:

(a) The application is for any premises, or is filed by any applicant, for which a license issued pursuant to this Chapter has been revoked;

(b) The applicant has been convicted of a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;

(c) The applicant has been convicted of a felony under the laws of the State of Illinois or the United States;

(d) The application is for any premises for which there exists a violation of Chapter 150 of this Code; or

(e) The applicant is delinquent in the payment to the City of any tax or payment required pursuant to this Code.

(f) Reserved.

(C) *Confirmation of State Code Compliance for Certain Licensees.* Any law enforcing public official, or any member of the City Council, with a direct or indirect interest in the manufacture, sale, or distribution of alcoholic

liquor to whom a local liquor license is issued must strictly comply with the provisions of Section 6-2(14) of the Illinois Liquor Control Act governing recusal from voting and from participating in meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor. Further, in any instance in which recusal is required pursuant to Section 6-2(14) of the Illinois Liquor Control Act, the recused party must strictly comply with all rules governing recusal set forth in Section 6.D of the City of Highland Park Ethics Guidelines, adopted pursuant to Section 37.005 of the Highland Park Code.”

SECTION SEVEN: LIQUOR LICENSE RECORDS AND REPORTS. Section 119.335, titled “Records and Reports,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.335. - Records and Reports.

- (A) The City Clerk shall keep, or cause to be kept, a complete record of all local liquor licenses issued pursuant to this Chapter, and shall furnish the Director of Finance and Chief of Police each with a copy thereof.
- (B) The City Clerk shall give written notice of the issuance or revocation of a local liquor license to the Director of Finance and City Chief of Police within two business days thereof.
- (C) The Local Liquor Control Commissioner, at the request of the City Council, shall report to the City Council (1) all of ~~his or her~~ **their** acts and doings in the enforcement of this Chapter, and (2) the date of collection and amount of all local liquor license fees paid pursuant to this Chapter.
- (D) All local liquor licensees shall make their books and records available, upon reasonable notice, for investigation and control by any designee of either the Local Liquor Control Commission or the Illinois Liquor Control Commission.”

SECTION EIGHT: LOCAL LIQUOR LICENSE FEES. Section 119.350, titled “License Fees,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.350. - License Fees.

- (A) *Fees for Replacement License.* Any local liquor licensee that, during the term of its current license, applies for a new local liquor license that is intended to replace the current license, and not to supplement it, shall be required to pay only the prorated difference between the replacement local liquor license fee and the value of the current local liquor license fee. The City shall have no obligation to reimburse the licensee if the replacement local liquor license fee is less expensive than the current local liquor license fee.

- (B) *Refunds of Application Fees.* Except as provided in Section 119.340(B) of this Chapter, the City shall have no obligation to refund any application or license fee paid pursuant to this Chapter to an applicant or local liquor licensee for any reason.”

SECTION NINE: RESPONSIBLE ALCOHOL SERVER TRAINING. Section 119.410, titled “Responsible Alcohol Service Training,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.410. - Responsible Alcohol Service Training.

(A) *Responsible Alcohol Service Training Required.*

- (1) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving or delivering alcoholic liquor to customers, guests or patrons for consumption on the licensed premises, shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete either a BASSET program or an on-premises TIPS program.
- (2) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving, or delivering alcoholic liquor to customers, guests, or patrons for consumption off the premises shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete an off-premises TIPS program.

(B) *Proof of Training.* Each local liquor licensee shall maintain on the licensed premises proof of completion by each manager and employee of the local liquor licensee of the training required pursuant to this Section 119.410, in a manner that will allow inspection, upon demand, by any full-time, part-time, or auxiliary City police officer or by any designee of either the State of Illinois Liquor Control Commission or the Local Liquor Control Commission.

(C) *Restrictions on Sales by Untrained Personnel.*

- (1) No person shall sell, mix, prepare, serve, or deliver alcoholic liquor in the City, for consumption on the licensed premises, unless that person has successfully completed a BASSET or TIPS program, as required pursuant to Section 119.410(A) of this Chapter; except that a person may sell, mix, prepare, serve, or deliver alcoholic beverages: (a) within ten days after that person begins employment with the licensee; and (b) under the direct supervision of a manager

or employee of the local liquor licensee that has successfully completed a BASSET or TIPS program.

- (2) No local liquor licensee shall sell, serve, or deliver any alcoholic liquor at any time at which there is not physically present on the licensed premises a manager or employee of the local liquor licensee who has successfully completed a BASSET or TIPS program as required pursuant to Section 119.410(A) of this Chapter.~~(D) Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.~~
- (3) This Section 119.410(C) does not apply to customers of licensed Class Y establishments who obtain alcoholic liquor in compliance with Section 119.519 of this Code.

~~(D) — Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.”~~

SECTION TEN: SALES RESTRICTED TO AUTHORIZED PREMISES.

Section 119.501, titled “Sales Restricted to Authorized Premises,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.501. - Sales Restricted to Authorized Premises.

(A) *Determination of Premises.*

- (1) Except as provided in Section 119.501(A)(2) of this Chapter, a local liquor license shall permit the sale of alcoholic liquor only in or from the premises described in the local liquor license, and only in the manner therein authorized and in compliance with the terms thereof.
- (2) Notwithstanding Section 119.501(A)(1) of this Chapter to the contrary, a local liquor licensee may sell alcoholic liquor at a location other than the premises described in the local liquor license, in accordance with the following:
 - (a) The licensee shall submit a request for off-premises sales to the City not later than the date that is ~~seven~~ **10** days prior to the event at which the licensee proposes to conduct off-premises sales, which request shall include, without limitation: (i) the dates and times of the proposed off-premises sales, and (ii) a statement of authorization by the owner or operator of the event at which the licensee proposes

to conduct off-premises sales. Requests submitted less than 10 days prior to the event will not be reviewed except upon payment of a late submittal fee, in the amount set forth in the Annual Fee Resolution.

- (b) The City Clerk shall forward the request for off-premises sales to the Local Liquor Control Commissioner, who may approve or deny the request in ~~his or her~~ their sole discretion.
 - (c) The City Clerk shall notify the Chief of Police of all requests for off-premises sales that are approved pursuant to this Section 119.501(A)(2).
 - (d) All off-premises sales approved pursuant to this Section 119.501(A)(2) may be conducted only upon receipt of, and in strict compliance with, a special use permit license issued by the State pursuant to the Liquor Control Act.
- (B) *Outdoor Dining Areas.* For purposes of this Chapter, the "licensed premises" of a Class ~~R-1~~ R or Class ~~R-2~~ RS-1 local liquor licensee shall include, without limitation, any portion of a public or private right-of-way for which the licensee has obtained a separate license from the City pursuant to Section 150.408(B) of Chapter 150 of the City Code for the maintenance of a temporary outdoor dining area as an accessory use."

SECTION ELEVEN: **BYOB CONSUMPTION.** Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to add a new Section 119.514, to read as follows:

"Sec. 119.514. – BYOB Consumption.

- (A) Class BYOB licensees may not permit consumption of alcoholic liquor that is not brought to the licensed premises in its original package.
- (B) Any package of alcoholic liquor that is opened at the licensed premises of a Class BYOB licensee must be consumed on the licensed premises only.

SECTION TWELVE: **SALES WITHIN RESTAURANTS AND BANQUET VENUES.** Section 119.515, titled "Sales Within Restaurants and Banquet Venues," of Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to read as follows:

"Sec. 119.515. - Sales Within Restaurants and Banquet Venues.

- (A) *Size of Bar and Lounge Areas Limited.* No Class ~~R-1~~ R or Class ~~R-2~~ RS-1 local liquor licensee may maintain within the licensed premises a bar or

lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.

- (B) *Sales to Waiting Patrons.* Notwithstanding any provision of this Chapter to the contrary, a Class ~~R-1~~ **R and RS-1** local liquor licensee **licensees** may sell alcoholic liquor, ~~and a Class R-2 local liquor licensee may sell beer and wine,~~ to dining patrons waiting to be seated at tables for the service of food, at a bar or within a lounge located within the licensed premises.
- (C) *Delivery of Cocktails.* Class ~~R-1, R-2,~~ **R and RS-1** licensees may sell mixed drinks and single servings of wine for consumption off the premises and in strict compliance with the applicable provisions of the Illinois Liquor Control Act, including without limitation Section 6-28.8 thereof (235 ILCS 5/6-28.8), as may be amended
- (D) **Service of Food and Meals. All sales of alcoholic liquor and banquet venues must be incidental and complementary to the sale and service of food until 9:00 p.m. Licensees are not required to continue food service after 9:00 p.m. on any day.**

SECTION THIRTEEN: SALES BY CATERERS. Section 119.518, titled “Sales By Caterers,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.518. - Sales By Caterers.

No alcoholic liquor may be sold or offered for sale by a Class V local liquor licensee except in accordance with the following:

- (A) Class V local liquor licensees must register their business annually with the office of the City Manager in accordance with Chapter 106 of this Code_{7.2}
- (B) Class V local liquor licensees must maintain a food preparation kitchen within the City_{7.2}
- (C) Alcoholic liquor may be sold only at a private event not open to the public and only in connection with the provision of catering services. **The licensee may sell alcoholic liquor either at the location of the catering services or at its food preparation kitchen.**”

SECTION FOURTEEN: HOURS OF BUSINESS. Section 119.520, titled “Hours of Business,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.520. - Hours of Business.

- (A) It is unlawful to sell, or offer for sale, at retail any alcoholic liquor, for consumption on the premises, in the City between the hours of 1:00 a.m.

and 6:00 a.m. on Monday through Friday, and between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday, except as follows:

- (1) Between 1:00 a.m. and 2:00 a.m. on Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and Christmas Day; and
 - (2) Between 1:00 a.m. and 3:00 a.m. on New Year's Day.
- (B) It is unlawful to sell or offer for sale at retail any alcoholic liquor, in its original package for consumption off the premises, between the hours of midnight and 6:00 a.m. on any day.
- (C) Licensed premises may remain open for the sale of food or other products during the hours within which the sale of alcoholic liquor is prohibited pursuant to this Section 119.520; except that no alcoholic liquor may be sold to, or consumed by, the public during such hours.
- (D) Notwithstanding any provision of this Chapter to the contrary, alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to Section 119.520(A) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.”

SECTION FIFTEEN: **SALES TO MINORS.** Section 119.525, titled “Sales to Minors,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.525. - Sales to Minors.

- (A) Except as may be permitted pursuant to Chapter 135 of this Code, no person shall sell, give or deliver any alcoholic liquor to any person under the age of 21 years or to any intoxicated person; except that it shall not be a violation of this Section 119.525(A) if the person who sells, gives, or delivers alcoholic liquor to a person under the age of 21 years: (1) is shown, and relies upon, adequate written evidence of the age and identity of the person to whom the alcoholic liquor is sold, given, or delivered; and (2) does not know the written evidence to be false or fraudulent.
- (B) In the event that a local liquor licensee, or agent or employee thereof, believes or has reason to believe that a sale or delivery of alcoholic liquor is prohibited because the prospective recipient is younger than 21 years of age, he or she shall, before making such sale or delivery, demand presentation of a valid, written, positive, government-issued identification containing proof of age.
- (C) It is unlawful for any person to misrepresent ~~his or her~~ **their** age for the purpose of purchasing or obtaining alcoholic liquor in any place in the City at which alcoholic liquor is sold.

- (D) No person under the age of 21 years shall possess, present, or offer false or fraudulent evidence of age or identity for the purpose of purchasing or obtaining any alcoholic beverage.
- (E) No person shall transfer, alter, or deface an identification card, use the identification card of another, carry or use a false or forged identification card, or obtain an identification card by means of false information, for the purpose of purchasing or procuring alcoholic liquor.
- (F) In any place in the City at which alcoholic liquor is sold, there must be displayed at all times, in a prominent place, a printed card, ~~supplied by the City Clerk,~~ that shall read substantially as follows:

WARNING TO PERSONS UNDER TWENTY-ONE

YOU ARE SUBJECT TO A FINE UNDER THE ORDINANCES OF THE CITY
OF HIGHLAND PARK IF YOU PURCHASE ALCOHOLIC LIQUOR, OR
MISREPRESENT YOUR AGE FOR THE PURPOSE OF PURCHASING OR
OBTAINING ALCOHOLIC LIQUOR.

- (G) It is unlawful for any parent or legal guardian who has legal custody and control over a person who is under 18 years of age to permit such person to violate any provision of this Section 119.525."

SECTION SIXTEEN: SALES ON CREDIT. Section 119.540, titled "Sales on Credit," of Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to read as follows:

"Sec. 119.540. - Sales on Credit.

Except for Class ~~C-1, C-2,~~ C and H local liquor licensees with respect to members and registered guests, no local liquor licensee shall sell or furnish alcoholic liquor at retail to any person on credit or on a pass book, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; except that this Section 119.540 shall not be deemed or construed to prohibit payment by credit card."

SECTION SEVENTEEN: SPECIAL EVENTS. Section 119.550, titled "Special Events," of Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to read as follows:

"Sec. 119.550. - Special Events.

- (A) *General Requirements.* No person, firm, or corporation shall sell, offer for sale, or dispense any alcoholic liquor at a special event located in the City except in compliance with the following:

- (1) The seller shall obtain all liquor licenses required pursuant to this Chapter and the Liquor Control Act;
 - (2) No individual shall be permitted to purchase more than two alcoholic beverages at any one time;
 - (3) The quantity of alcoholic liquor within each beverage sold shall not exceed 12 ounces of beer, six ounces of wine, or one and one-half ounces of distilled spirits; and
 - (4) The seller shall comply with all applicable provisions of Chapter 118 of this Code.
- (B) *Licenses.* Notwithstanding any provision of this Chapter to the contrary, no Class ~~C-1, C-2~~ C, F, G, ~~R-1, or R-2~~ R local liquor licensee shall be required to obtain an additional local liquor license for the sale of alcoholic liquor at a special event.

(C) Letters of Good Standing. The City will not issue a letter of good standing for a special event to be conducted within the City to a person or business with a primary location outside the City.

SECTION EIGHTEEN: SALES PROMOTIONS. Section 119.555, titled “Sales Promotions,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.555. - Sales Promotions.

~~(A) All local liquor licensees shall maintain a schedule of prices for all drinks of alcoholic liquor to be served and consumed on the licensed premises.~~

~~(B)~~**(A)** It is unlawful for any local liquor licensee, or any employee or agent thereof, to:

- (1) ~~Serve two or more drinks of alcoholic liquor at one time to one person for consumption by that one person, except when selling or delivering wine by the bottle or carafe~~ **Sell more than one drink of alcoholic liquor for the price of one drink of alcoholic liquor;**
- (2) Sell, offer to sell, or serve to any person an unlimited number of drinks of alcoholic liquor during any set period of time for a fixed price, except at private functions not open to the general public **or as provided in Section 119.555(B) of this Chapter;**
- ~~(3) Sell, offer to sell, or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged to other purchasers of drinks on that day as a promotion to encourage~~

~~consumption of alcoholic liquor, except as authorized pursuant to Section 119.555(C)(7) of this Chapter;~~

- ~~(4)~~**(3)** Increase the volume of alcoholic liquor contained in a drink, or the size of a drink of alcoholic liquor, without increasing proportionately the price regularly charged for the drink on that day;
- ~~(5)~~**(4)** Encourage or permit, on the licensed premises, any game or contest which involves drinking alcoholic liquor or the awarding of drinks of alcoholic liquor as prizes for the game or contest on the licensed premises; or
- ~~(6)~~**(5)** Advertise or promote in any way, whether on or off the licensed premises, any of the practices prohibited pursuant to this Section 119.555(B).

~~(C)~~**(B)** Notwithstanding Section 119.555(B) **119.555(A)** of this Chapter, a local liquor licensee may:

- (1) Offer free food or entertainment at any time;
- (2) Include drinks of alcoholic liquor as part of a meal package;
- (3) Sell or offer for sale a party package, but only if the retail licensee (a) offers food in the dedicated event space, (b) limits the party package to no more than three hours, (c) distributes wristbands, lanyards, shirts, or any other such wearable items to identify party package attendees so the attendees may be granted access to the dedicated event space; and (d) excludes individuals not participating in the party package from the dedicated event space;**
- ~~(3)~~**(4)** Include drinks of alcoholic liquor as part of a hotel package;
- ~~(4)~~**(5)** Negotiate drinks of alcoholic liquor as part of a ~~contract between a hotel or multi-use establishment and another group for the holding of any function, meeting, convention, or trade show~~ **hotel package;**
- ~~(5)~~**(6)** Provide room service to persons renting rooms at a hotel;
- ~~(6)~~**(7)** Sell pitchers (or the equivalent, including, without limitation, buckets **of bottled beer**), carafes, or bottles of ~~beer or wine~~ **alcoholic liquor** which are customarily sold in such quantities and delivered to two or more persons at one time **manner, or sell bottles of spirits;** ~~or~~
- ~~(7)~~**(8)** Increase the prices of drinks of alcoholic liquor in lieu of, in whole or in part, a cover charge to offset the cost of special entertainment

not regularly scheduled at the licensed premises. Advertise events permitted under this Section 119.555(B); or

(9) Discount any drink of alcoholic liquor during a specified time period only if: (a) the price of the drink of alcoholic liquor is not changed during the time that it is discounted; (b) the period of time during which any drink of alcoholic liquor is discounted does not exceed four hours per day and 15 hours per week; however, this period of time is not required to be consecutive and may be divided by the licensee in any manner; (c) the drink of alcoholic liquor is not discounted between the hours of 10:00 p.m. and the licensed premises' closing hour; and (d) notice of the discount of the drink of alcoholic liquor during a specified time is posted on the licensed premises or on the licensee's publicly available website at least seven days prior to the specified time.

(D) Notwithstanding any provision of this Chapter to the contrary, it is unlawful to sell or serve a bottle of any type of alcoholic liquor, other than beer or wine, to two or more persons at one time for consumption on the premises where sold, except at private functions not open to the public at which ten or more persons are present.”

SECTION NINETEEN: GIVEAWAYS AND TASTINGS. Section 119.560, titled “Giveaways and Tastings,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.560. - Giveaways and Tastings.

It is unlawful for any local liquor licensee to give away or otherwise dispense free of charge, by the drink or in any other manner, within the City, an alcoholic beverage with the intent of promoting the sale of an alcoholic beverage; except that an Alcoholic Liquor Tasting licensee may, without charge, give away or otherwise dispense free of charge alcoholic liquor in small and limited amounts for tasting purposes only, immediately prior and incident to the sale of alcoholic liquor in the original package for consumption off the premises pursuant to the terms of the Class ~~S-1, S-2, S~~ or Class ~~S-3~~ **TS** local liquor license, and in accordance with the following conditions and limitations:

- (A) The tasting shall be attended and supervised at all times by a full-time or part-time manager or employee of the local liquor licensee;
- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, ~~four ounces of wine, or 16 ounces of beer;~~ and
- ~~(C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and~~

~~(D)~~(C) The sample shall be served in a container which shall be disposed of following the sampling.”

SECTION TWENTY: **BEER KEGS.** Section 119.580, titled “Beer Kegs,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.580. - Beer Kegs.

No Beer Keg may be sold in the City except in accordance with this Section 119.580.

(A) *Permit Tags Required.*

- (1) A Permit Tag shall be provided by the Licensee and shall be affixed to each Beer Keg purchased in the City.
- (2) It is unlawful to remove, alter or destroy a Permit Tag.

(B) *Security Deposit.*

- (1) The purchaser of a Beer Keg must pay to the local liquor licensee a security deposit, in the amount set forth in the Annual Fee Resolution.
- (2) The local liquor licensee must retain all security deposits collected in connection with the sale of Beer Kegs in a separate account, and may not commingle the security deposits with any other funds or monies.
- (3) Upon return of the Beer Keg, the local liquor licensee must refund the full amount of the security deposit to the purchaser of the Beer Keg.
- (4) The security deposit for all Beer Kegs that are not returned within 60 days after the date of sale will be forfeited to the local liquor licensee.

~~(C) —~~ *Requirements at Sale.*

- ~~(1) — Upon the sale of a Beer Keg, the local liquor licensee must give the purchaser of the Beer Keg an informational pamphlet, to be provided by the Local Liquor Control Commission, regarding the responsible consumption of alcoholic beverages.~~
- ~~(2) — At the time of sale of a Beer Keg, the local liquor licensee must require the purchaser to sign an acknowledgement, on a form provided by the Local Liquor Control Commission, setting forth the~~

~~provisions of this Section 119.580. The local liquor licensee must retain the acknowledgement for a period of 90 days after the date of sale.~~

~~(D)~~(C) *Return of Beer Kegs.* All Beer Kegs must be returned to the local liquor licensee that sold the Beer Keg within 60 days after the date of sale. The local liquor licensee must notify the City Police Department of all Beer Kegs that are not returned within 60 days after the date of sale.

~~(E)~~(D) *Logbook.*

- (1) All local liquor licensees must keep and maintain a logbook of all Beer Kegs sold, which must be available for inspection by the City during normal business hours and which must include, at a minimum, the following information:
 - (a) The date and time of purchase of each Beer Keg; and
 - (b) The address, telephone number, driver's license/state identification number, date of birth, and signature of the party purchasing each Beer Keg.
- (2) It is unlawful to knowingly make a false statement or a misstatement in the logbook with respect to any of the information required pursuant to Section 119.580 of this Chapter.

~~(F)~~(E) *Beer Kegs Purchased Outside the City.* The purchaser of a Beer Keg that is purchased outside the City but brought into the City must retain proof of purchase of the Beer Keg, which proof of purchase must include, without limitation, the name and address of the seller.

~~(G)~~(F) *Purchaser Liability.* In the event that a Beer Keg is related to, or involved in any way in, the violation of this Chapter by any person, the violation will also be deemed and held to be the act of the purchaser of the Beer Keg, which purchaser is punishable in the same manner as if the violation had been committed by the purchaser itself.”

SECTION TWENTY-ONE: VIOLATIONS AND PENALTIES. Section 119.601, titled “Violations and Penalties,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.601. - Violations and Penalties.

(A) *Fines.*

- (1) Any person who violates any provision of this Chapter, who makes a false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted

pursuant to this Chapter, shall be fined ~~not less than \$150.00 no more than \$1,000.00, plus costs, for the first offense of this Chapter within a 12-month period, not less than \$250.00 nor more than \$1,500.00, plus costs, for the second offense within a 12-month period, and not less than \$500 nor more than \$2,500.00, plus costs, for the third and each subsequent offense within a 12-month period~~ **in accordance with the Annual Fee Resolution.**

- (2) Any violation of this Chapter by any **owner**, officer, director, manager, or employee of a local liquor licensee shall also be deemed and held to be the act of the licensee, which local liquor licensee shall be punishable in the same manner as if the violation had been committed by the licensee itself.
 - (3) Each day on or during which any person violates any of the provisions of this Chapter shall constitute a separate and distinct offense.
 - (4) All fines and other monetary penalties imposed by the Local Liquor Control Commission shall be remitted to the City and deposited in either the Alcohol Education Fund or the general corporate fund of the City, at the direction of the Local Liquor Control Commission.
- (B) *Suspension and Revocation of Local Liquor License.* The Local Liquor Control Commission may, at its discretion and in accordance with the procedures set forth in Section 119.610 of this Chapter, fine a local liquor licensee, or revoke or suspend any local liquor license issued pursuant to this Chapter, upon the occurrence of any of the following:
- (1) Violation of any provision of this Chapter by a local liquor licensee, or any **owner**, officer, director, manager, representative, agent or other employee thereof, while (a) engaged in activities in furtherance of the business of the local liquor licensee, or (b) on the licensed premises;
 - (2) Violation of any federal, state, county, or City statute, ordinance, law, rule or regulation pertaining to the sale of alcoholic liquor;
 - (3) Failure to pay any license fee or any tax imposed by any unit of government on alcoholic liquor or the sale thereof;
 - (4) Receipt by the Local Liquor Control Commission of a complaint of the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the local liquor license has committed a violation of a tax statute administered by such Department;

- (5) Issuance of a false statement in connection with obtaining a local liquor license pursuant to this Chapter;
 - (6) Violation of a condition of a local liquor license granted pursuant to this Chapter;
 - (7) Conviction of the applicant, or any **owner**, officer, director, manager, or shareholder thereof, of a felony pursuant to any federal or state law; or
 - (8) Any change regarding a local liquor licensee, or regarding any existing or new **owner**, partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter.
- (C) *Additional Penalties.* In addition to, or in lieu of, the penalties available pursuant to Sections 119.601(A) and 119.601(B) of this Chapter, the Local Liquor Control Commission shall have the right, but not the obligation, to:
- (1) Require the local liquor licensee to reimburse the City for its third-party costs, including attorneys' fees, incurred in connection with the enforcement action before the Local Liquor Control Commission;
 - (2) Impose a penalty of community service and/or a penalty of probation; and/or
 - (3) Require the local liquor licensee to reimburse the City for the cost of **electronic** publication, ~~in a newspaper of general circulation in the City,~~ of a public safety announcement that advocates for the safe and responsible service, possession, and consumption of alcoholic liquor.”

SECTION TWENTY-TWO: ENFORCEMENT PROCEDURE. Section 119.605, titled “Enforcement Procedure,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.605. - Enforcement Procedure.

- (A) *Enforcement Against Violator.* All alleged violations of this Chapter shall be adjudicated by either the Administrative Hearing Officer, in accordance with Chapter 38 of this Code, or by a court of competent jurisdiction. The City shall determine, in its sole discretion, whether to adjudicate each alleged violation of this Chapter through the Administrative Hearing ~~Office~~ **System** or through a court of competent jurisdiction.
- (B) *Enforcement Against Local Liquor Licensee.* The Local Liquor Control Commission may conduct a hearing in accordance with Section 119.610 of

this Chapter regarding any action to be taken or penalty to be imposed against a local liquor licensee for a violation of this Chapter that occurs at the licensed premises under the control of the local liquor licensee.”

SECTION TWENTY-THREE: LOCAL LIQUOR CONTROL COMMISSION HEARINGS. Section 119.610, titled “Local Liquor Control Commission Hearings,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.610. - Local Liquor Control Commission Hearings.

- (A) Except as provided in Section 119.620 of this Chapter, no local liquor license shall be revoked or suspended, and no fines shall be assessed against a local liquor licensee pursuant to Section 119.605(B) of this Chapter, except after a public hearing held by the Local Liquor Control Commission in accordance with the following provisions:
 - (1) Written notice of the date, time, and place of, and the general reasons for, the hearing shall be transmitted to the local liquor licensee at the licensed premises by personal service, if possible, and/or by certified United States mail, affording the local liquor licensee an opportunity to appear and defend.
 - (2) No public hearing authorized by this Section 119.610 may be conducted less than three days prior to receipt by the local liquor licensee of the notice required pursuant to Section 119.610(A)(1) of this Chapter.
 - (3) The Local Liquor Control Commission shall hold the hearing at the date, time and place set forth in the notice, and shall give the licensee an opportunity to be heard.
- (B) The Local Liquor Control Commissioner may, upon a reasonable belief that any continued operation of a particular licensed premises will immediately threaten the welfare of the community, order a licensed premises closed for not more than seven days, pending a hearing on the suspension or revocation of the local liquor license: (1) upon the issuance of a written order stating the reason for such conclusion; and (2) without notice or hearing, but with the consent of the members of the Local Liquor Control Commission. Any order issued pursuant to this Section 119.610(B) shall include the notice of public hearing required pursuant to Section 119.610(A)(1) of this Chapter. If the local liquor licensee is also engaged in the conduct of another business on the licensed premises, the order issued pursuant to this Section 119.610(B) shall not be applicable to the other business.
- (C) Within 14 days of the public hearing, the Local Liquor Control Commission shall issue a written order setting forth any penalties to be assessed against or imposed upon the local liquor licensee, and the reasons therefor. A copy

of the written order shall be served upon the local liquor licensee by personal service, ~~or by~~ certified United States mail, or email.”

SECTION TWENTY-FOUR: AUTOMATIC REVOCATION. Section 119.620, titled “Automatic Revocation,” of Chapter 119, titled “Alcoholic Beverages,” of Title XI, titled “Business Regulations,” of the City Code is hereby amended to read as follows:

“Sec. 119.620. - Automatic Revocation.

Notwithstanding any provision of this Chapter to the contrary, a local liquor license shall be terminated, automatically and without a public hearing, upon the conviction of the local liquor licensee, or any officer, director, manager, partner, or shareholder thereof, by any court of law or by the City Administrative Hearing ~~Office~~ System of a willful violation of any of the provisions of the Liquor Control Act.”

SECTION TWENTY-FIVE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION TWENTY-SIX: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

PUBLISHED IN PAMPHLET FORM:

ORDINANCE NO.:

Nancy R. Roterling, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Staff Report



Meeting Date: August 17, 2026

Staff Contact: Megan Cherry, Management Analyst
Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk
Erin Jason, Assistant City Manager

Department: City Manager's Office

Title: Comprehensive Review of Chapter 119 (Alcoholic Beverages)

Recommendation:

As part of the City-wide comprehensive Municipal Code Review, staff has reviewed Chapter 119, the City's Alcoholic Beverages regulations, as it pertains to liquor licensing. Staff recommends eliminating certain license classifications, consolidating several classifications, updating fees, clarifying language throughout the Chapter, and updating operational items. As part of this review, staff conferred with Corporation Counsel regarding the proposed updates. The entirety of Chapter 119 is available for reference as **Attachment A**.

While a significant number of amendments are related to general code updates, there are several notable recommendations by staff in consideration of making the liquor code more user friendly to better serve the business community, including:

- Consolidating and eliminating several license classifications as well as adding clarifying language to others aims to reduce confusion for applicants as well as allow for more modern application of liquor licensing in line with trends in the market place and feedback received from existing local businesses at BEDAG forums and in regular communications with license holders.
- Adjustment of license fees based on a comprehensive review of current license fees and fees across the North Shore. The fee adjustment recommendations reduce fees for the majority of license holders beginning in the upcoming renewal cycle. Further recommendation is to implement an annual increase based on the Consumer Price Index up to a maximum of 2%. At a 2% increase, it will take an estimated 5-years for license holders to realize the same fees that were paid for FY2025. This is an equitable approach that acknowledges changes in how consumers interact with alcohol generationally and allows for re-evaluation of fees in the future.
- Reduction of time food service must parallel alcohol service in restaurants; allowing

liquor license holders to stop food service at 9:00PM but remain open for alcohol sales decreases their payroll while increasing opportunity to grow nightlife responsibly.

- Adoption of State of Illinois liquor laws regarding Happy Hours at liquor license establishments: allowing for local establishments to offer discounted rates in line with State law, provides for new opportunities to solicit business during traditionally lower volume sales timeframes, keeping people in Highland Park as well as attracting new customers to Highland Park leading into dinner.

Policy Consideration:

Clarification, Elimination, Consolidation, Update of License Classifications (Section 119.305)

Clarification: City staff recommends adding language to this section that states all license classifications require that the business entity be registered pursuant to Chapter 106 of the Code, with the exception of the Class D license.

Elimination: City staff propose that the following liquor license classifications be eliminated:

- Class A
 - Class A licenses permit the retail sale of liquor by art studios for consumption on the premises. This license was last issued to My Only Hangup LLC, a paint and sip studio, in 2015.
 - *Reason for elimination:* After consulting with the Business Development Division the City Clerk's Division recommends eliminating this license. There are other license classifications offered by the City that would be more cost-effective and beneficial, should a business of this nature establish itself in Highland Park in the future. It further eliminates a niche classification that does not follow business trends.
- Class Q
 - The Class Q license allows alcohol sales in connection with a private function not open to the general public, on premises owned and operated in common with a restaurant within 500 feet or in the same building for consumption on premises only.
 - *Reason for elimination:* In reviewing classifications, staff discovered that this was the City's original "caterer's license," which was previously issued to Michael's Grill & Salad Bar. This license type has not been issued in at least 12 years, as Michael's now receives an R-1 liquor license. Since the license has not been issued in over a decade, and a license classification has been created specific to caterers, staff recommends eliminating this classification.

Consolidation: Consolidation of existing license classifications eliminates confusion, removes duplicitous language, streamlines processes, and allows for more flexibility by applicants and existing liquor license holders. City staff propose the following new classifications which represent the consolidation of two or more existing licenses.

- New: Class C License
 - The Class C license would combine the C-1 and C-2 license classifications into one license. The C-1 license allows clubs to sell alcoholic liquor for on premise consumption and off premise consumption where sold only in the original package. The club must meet the following criteria:
 - Be not-for-profit
 - Exist on ten or more acres of land
 - Must charge members annual dues more than \$100

The C-1 license also allows corporate entities organized only for the promotion of musical performance maintained by members through the payment of annual dues to sell alcoholic liquor where the sale is incidental and complementary to the sale and service of food.

The C-2 license allows not-for-profit clubs that are organized primarily for charitable, service or fraternal purposes to sell alcoholic liquor for on premise consumption only.

Staff believe that the definitions of these classifications can be reworked into one classification that can cover both circumstances.

- New Class G License
 - The Class G license allows the retail sale of liquor at active sports facilities, whereas the Class SP license permits the retail sale of liquor in connection with a sporting event. As most, if not all, sporting events are held at a sports facility, staff recommends that these two license types be consolidated to eliminate confusion and streamline processes.
- New Class R License
 - The City has two license classifications geared towards restaurants: the R-1 and R-2 licenses. The R-1 license permits restaurants to sell all alcoholic liquor for on premise consumption only. The R-2 license allows restaurants to sell beer and wine only for on premise consumption. Staff believe having one Class R license that allows for the sale of all alcoholic liquor will benefit restaurant owners. Currently, there are two businesses that obtain a Class R-2 license (\$1,550), and 26 that receive an R-1 license (\$2,580). By implementing one Class R license, with a proposed fee of \$2,000 (a full review of fees is part of this staff report), businesses that already receive a Class R-1 license will benefit from the reduced license fee, while the two Class R-2 businesses will benefit from being able to sell spirits in addition to beer and wine if they so choose to do in the future without having to obtain a different license classification. Also, having one Class R license would alleviate any confusion for businesses that may not be sure which

type of license they should obtain.

- Class S License
 - The City currently has an S-1 license, which allows the retail sale of alcoholic liquor in the original package for off premise consumption, and an S-2 license, which allows the retail sale of beer and wine in the original package for off premise consumption. Staff recommends consolidating these two licenses into once Class S license, similar to the recommendation to consolidate the Class R license, in order to authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold. Again, this will allow a business to choose the type of packaged alcohol they wish to sell without having to obtain different licenses based on products.

Update: City staff recommend updating the following classifications:

- Class RS-1 License
 - Currently, the RS-1 license allows a restaurant to sell beer and wine in the original package for off premise consumption. Staff recommends updating the definition of the Class RS-1 license to allow the retail sale of all alcoholic liquor in the original package for consumption off the premises where sold only. If the City consolidates the S-1 and S-2 classifications into one Class S license, then the definition of the RS-1 license would need to be updated so that this classification is “subject to all restrictions and conditions applicable to Class S license.”
- Class S-3 License
 - The S-3 license allows for the sale of alcoholic liquor by tasting shops, for consumption off premises in the original package or consumption on premises in an accessory tasting room that is incidental to the purchase of alcoholic liquor for off premise consumption. If the City consolidates the Class S-1 and S-2 licenses, staff recommend updating the Class S-3 license name to Class TS, for tasting shop, in order to differentiate it from and to avoid confusion with the Class S license.
- Alcoholic Liquor Tasting Licenses
 - The definition for Alcoholic Liquor Tasting license will need to reflect the new Class S and Class TS license names (originally Class S-1/S-2 and Class S-3, respectively).
- Class V
 - The original intent of this license, as discussed at the meeting of the Committee of the Whole on January 29, 2024, was to allow caterers the ability to provide off-site service while also allowing them the option to host private events on-site at their prep kitchen, where alcoholic liquor is consumed on premise only. The ordinance (O19-2024) creating this classification was approved by the City

Council on February 12, 2024. As it currently reads, the Class V license allows catering companies the ability to provide food and alcoholic liquor off-site, but not on-site at their prep kitchen. In the past, a business voiced wanting the ability to have a pop-up restaurant at their location, secondary to the primary operation of their business; this update would allow these types of events to take place at their location. Staff recommend amending the definition to align with the original intent of the classification.

- Class W
 - The Class W classification allows a licensee to give away alcoholic liquor to its patrons for on-site consumption, where the provision of alcoholic liquor is incidental and complementary to the primary business operations of the licensee. When a business inquires about this license, staff communicate that the business should limit the patron to two servings of alcoholic liquor. While this regulation is listed later in the Code, it is recommended to update the definition of Class W accordingly to reflect the limit of two servings that staff communicate to licensees as this would be the first part of the Chapter where businesses will review the information.
- Class BYOB
 - The Class BYOB license was also discussed at the January 29, 2024 meeting of the Committee of the Whole. Ordinance O33-2024 for the BYOB license classification was approved on April 10, 2024. As the definition is currently written, the license allows for on-site consumption within a business establishment where liquor has been brought to the establishment premises by a patron. Staff recommend strengthening this language to indicate that any alcoholic liquor that has been brought to the establishment by a patron must be consumed only on the licensed premises and be brought in its original package.

Review of License Fees

As part of the comprehensive review of Chapter 119, staff reviewed liquor license fees across the North Shore and compared them to the City's current license fees. Based on this review, staff propose a reduction in some fees in advance of the 2027 renewal season.

After 2027, the fees for all liquor license classifications will increase by the Consumer Price Index (CPI) for Chicago-Naperville-Elgin annually. If the CPI increase is more than 2%, then the fee increase will be capped 2%. Each year, liquor license fees will increase by the July CPI figure. By using the July CPI, staff will have ample time to communicate the fee increases to licensees in advance on licensing season, which begins annually on October 1. **Attachment B** outlines the City's current license classifications and fees, while **Attachment C** outlines the proposed license fees, as well as an estimate of fees and revenues projections for the next five years.

Implementing these changes to the City's liquor license fees will result in an initial decrease in total liquor licensing revenue. However, staff believe that adjusting these fees is a business-

friendly move that will retain existing businesses and attract new businesses to Highland Park, further positioning the community as a prime place within the North Shore to conduct business.

General Language

Staff recommend that any instance of “he/his” or “she/her” in the Chapter, be replaced with the gender neutral “they/their” in order to be more inclusive.

Section 119.001 - Definitions.

Accessory Use

Accessory use is defined under Section 119.001, but Chapter 119 often references accessory use as defined in Section 150.202.

Accessory use as defined in Section 119.001:

Accessory use means a use that is ancillary or incidental to the principal use of the licensed premises.

Accessory use as defined in Section 150.202:

Accessory Use: A use, which is ancillary or incidental to the principal use of the premises.

The definitions under both sections are very similar. Staff recommend referencing the definition of accessory use as outlined in Section 150.202 of the Code to be consistent with other definitions that reference Chapter 150.

Arts Studio

Staff recommend removing the definition for “arts studio” based on the recommendation to eliminate the Class A license.

Arts Studio as defined in Section 119.001:

Arts Studio. A building used primarily for the business of selling works of visual art and art supplies, and for the provision of instruction in painting, sculpture, and similar visual arts, for which not less than 75 percent of the revenue is derived from sources other than the sale of alcoholic liquor.

Permit Tag

In 2024, the City Council approved Ordinance O33-2024, which amended Section 119.580(A)(1) that states that the licensee must provide the permit tag for any beer keg that the licensee sells. Due to this amendment, the definition of permit tag must be updated to indicate that the permit tag is not supplied by the Local Liquor Control Commission, and is instead provided by the licensee that manages the rental of the beer kegs.

Permit tag as defined by Section 119.001:

Permit Tag. A tag or label containing a unique identification number furnished by the Local Liquor Control Commission that enables the identification of the seller and the purchaser of a Beer Keg.

Section 119.310 - Application for License.

119.310(A)

Staff recommend updating the language to “an applicant for a new local liquor license shall file an application therefor with the City Clerk or their designee...”

Sec. 119.310. - Application for License.



(A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:

Additionally, staff recommend updating Section 119.310(A) to require applicants to submit

Beverage Alcohol Server & Sellers Training (BASSET) certificates for any employee serving or selling liquor as part of their application. Additionally, Section 119.310(B) should be amended to include this requirement for renewal applications as well.

119.310(A)(1) & (2)

Section 119.310(A)(1) and (2) are as follows:

(A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:

- (1) The name, address, date of birth, place of birth, driver's license number, telephone number, and country of citizenship of all officers, directors, partners, managers, and shareholders of the applicant business;
- (2) For all officers, directors, partners, managers, and shareholders of the applicant business who are naturalized citizens of the United States, the date and place of naturalization;

On January 12, 2026, the City Council approved ordinance O02-2026, which removed the mandatory denial requirement if a liquor license applicant is not a citizen of the United States.

Due to this change, staff recommend amending Sections 119.310(A)(1) and (2) to remove the requirement that applicants must list on the license application the country of citizenship and date of naturalization for all officers, directors, partners, managers, and shareholders of the business.

Additionally, staff recommend updating the language in Section 119.310(A)(1) to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(4)

Section 119.310(A)(4) is as follows:

- (4) The character of business of the applicant, and the length of time that the applicant has been in business of that character;

This section requires applicants to describe their business and its primary function. Over the years, staff have noticed that applicants are often confused as to the meaning of “character of business.” In order to clarify what is required of applicants, staff recommend updating this language to “description of business of the applicant” in order to alleviate any confusion.

119.310(A)(7)

Section 119.310(A)(7) is as follows:

- (7) A statement of whether the proposed location is owned or leased by the applicant, and, if the applicant does not own the proposed location, a copy of the lease;

Staff recommend updating this section to reflect that a copy of the executed lease is needed as part of the application.

119.310(A)(17)(a)

Section 119.310(A)(17)(a) is as follows:

- (17) A notarized affidavit, signed by an authorized representative of the applicant and in a form acceptable to the Corporation Counsel, stating that:

- (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(17)(e)

Section 119.310(A)(17)(e) is as follows:

(e) The applicant has paid all taxes due and owing to the City as of the date of the application;

Staff recommend updating this language to state “any outstanding balance owed to the City” in order to provide clarity to the applicant. “Outstanding balance” would apply to any and all taxes, permit fees, license fees, etc. Due to the fact that this Section refers to new applicants, most new applicants do not owe taxes at the time of the application but they may have outstanding balances as part of their permitting process.

119.310(A)(17)(f)

Section 119.310(A)(17)(f) is as follows:

(f) The applicant may be held liable for any violation of this Chapter by an officer, director, manager, or employee of the applicant, as set forth in [Section 119.601\(A\)\(2\)](#) of this Chapter;

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(18)

Section 119.310(A)(18) is as follows:

(18) For all new applications, a non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution.

New applicants are required to pay a non-refundable new application fee in addition to the license fee. When renewing a license, applicants must pay a non-refundable administrative renewal fee in addition to the license fee. In order to avoid confusion, staff recommend updating the language in this section to state “non-refundable new application fee.”

Additions to 119.310(A) & (B)

The City currently asks all owners and general managers to complete an authorization to release information form, which must be notarized, so that the Police Department may conduct a background check. This authorization form is not explicitly referenced in the Chapter, and could potentially cause confusion for new applicants. Staff recommend adding language to Section 119.310(A) that states that an authorization to release information form, supplied by the City, is required as part of the application for a new license, as well as updating Section 119.310(B) for a renewal of a license, except that the form will not be required for renewals entering a license year ending in a zero (0) or five (5).

119.310(B)

Section 119.310(B) is as follows:

(B) *Renewal Applications.* A local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk, which application shall include, without limitation, the following:

Staff recommend updating the language to “a local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk or their designee...”

119.310(B)(3)

Section 119.310(B)(3) is as follows:

(3) A non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution; and

Staff recommend updating this language to state “non-refundable administrative renewal fee and license fee.” The way it is written currently, it is unclear if the license fee is included as part of the requirement to renew the liquor license.

119.310(C)(1)

Section 119.310(C)(1) is as follows:

(C) *Special Event Licenses.* Notwithstanding any provision of this [Section 119.310](#) to the contrary, the following provisions shall apply to all applications filed for a Class D local liquor license:

(1) The application must be filed no later than the date that is 14 days before the beginning of the special event for which the Class D license is sought;

Staff recommend updating Sec. 119.310(C)(1) to state that Class D Special Event Liquor License applications must be filed with the City at least 60 days prior to the event. This allows ample processing time, as applicant background checks can take anywhere from two to eight weeks. Additionally, this is in line with what staff communicates to applicants, and aligns with the timeframe(s) for other City licenses and permits, such as the Special Event Permit and Raffle License.

Section 119.315 - Investigation of Applicant.

119.315(A)

Section 119.315(A) is as follows:

(A) *Investigation.* Prior to issuance of a local liquor license, the Chief of Police, or their designee, will investigate the business responsibility of the applicant and all partners, officers, managers, directors, shareholders, and agents thereof, as deemed necessary for the protection of the public health, safety, and order.

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.315(B)(1) & (2)

Section 119.315(B)(1) and (2) are as follows:

(B) *Fingerprinting.*

(1) As deemed necessary for the protection of the public health, safety, and order, the City Chief of Police, or his or her designee, will, within ten days after receipt of a complete application filed pursuant to this Chapter, take and record the fingerprints of (a) all partners, officers, managers, directors, shareholders, and agents of a new applicant for a local liquor license, and (b) all new partners, officers, managers, directors, shareholders, and agents of existing or renewal local liquor license applicants.

(2) The applicant must pay to the Chief of Police, or his or her designee, a fingerprinting fee for each set of fingerprints taken, covering the administrative costs of all fingerprinting required pursuant to this [Section 119.315\(B\)](#), in the amount set forth in the Annual Fee Resolution.

Staff recommend updating the language in Section 119.315(B)(1) to state “Chief of Police or their designee...”

When applying for a license or renewing a license in which the license year ends with a zero (0) or five (5), applicants must provide a fingerprinting receipt to the City so that the Police Department may run a background check on each individual listed on the application. Since the

Police Department does not offer in-house fingerprinting, the applicant is required to use a third-party vendor of their choice to record the fingerprints.

Since the language in this section specifically references the Police Department taking and recording the applicant's fingerprints, staff recommend updating this section to reflect that applicants must provide a fingerprinting receipt from a third-party vendor to the City.

Consequently, staff recommend updating the Annual Fee Resolution to remove fees related to fingerprinting.

119.315(C)

Section 119.315(C) is as follows:

(C) *Report.* Within 30 days after receipt of a complete application filed pursuant to this Chapter, the Chief of Police will certify to the Local Liquor Control Commission his or her recommendations as to whether or not a local liquor license should be issued to the applicant, together with a statement of the reasons therefor. The failure of the Chief of Police to provide such recommendations and statement within 30 days after the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, may not be deemed as either a recommendation for or against the issuance of the requested local liquor license.

Staff recommend updating the language to state "Chief of Police or their designee..."

Additionally, this section states that the City will provide a statement and recommendation regarding the applicant within 30 days of receiving the completed application. Since background checks can take anywhere from two to eight weeks, that is the timeline that staff communicates to applicants. Staff recommend eliminating the language in this section so that the Police Department is not bound to a specific timeframe when providing a recommendation. Staff will continue to communicate the two-to-eight-week timeline to applicants, and will let them know that it will likely take less time than that.

Section 119.320 - Approval or Denial of Application.

119.320(A)(2)

Section 119.320(A)(2) is as follows:

(A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:

- (1) Receipt of a complete application for a new or renewal local liquor license, in accordance with [Section 119.310](#) of this Chapter;
- (2) Receipt of the recommendations and statement of the Chief of Police pursuant to [Section 119.315](#) of this Chapter;

Staff recommend updating this language to state "Chief of Police or their designee..."

119.320(A)(4)

Section 119.320(A)(4) is as follows:

(4) Payment of the local liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license

Staff recommend updating this section to include all outstanding balances owed to the City, in addition to the necessary license and administrative fees.

119.320(B)(2)(c)

Section 119.320(B)(2)(c) is as follows:

(c) The applicant does not own the premises for which a local liquor license is sought, and does not have a lease for such premises for the full period for which the license is to be issued;

Staff recommend updating the language to state “and does not have an executed lease...”

119.320(B)(2)(n)

Section 119.320(B)(2)(n) is as follows:

(n) The City has not taken and recorded all fingerprints of the applicant, or the applicant has not paid all required fingerprinting fees, as required pursuant to [Section 119.315\(B\)](#) of this Chapter.

Since the City has not performed in-house fingerprinting for several years, staff recommend updating this section to state “The City has not received all fingerprinting receipts of the applicant...” instead of “The City has not taken and recorded all fingerprints of the applicant...” Additionally, the reference to fingerprinting fees should be removed from the Annual Fee Resolution, as noted previously.

Section 119.335 - Records and Reports.

119.335(A) & (B)

Section 119.335(A) and (B) are as follows:

(A) The City Clerk shall keep, or cause to be kept, a complete record of all local liquor licenses issued pursuant to this Chapter, and shall furnish the Director of Finance and Chief of Police each with a copy thereof.

(B) The City Clerk shall give written notice of the issuance or revocation of a local liquor license to the Director of Finance and City Chief of Police within two business days thereof.

Staff recommend updating Section 119.335(A) & (B) to state that the “The City Clerk or their designee shall keep...” as well as “Director of Finance or their designee” and “Chief of Police or their designee”.

Section 119.350 - License Fees.

119.350(B)

Section 119.350(B) is as follows:

(B) *Refunds of Application Fees.* Except as provided in [Section 119.340\(B\)](#) of this Chapter, the City shall have no obligation to refund any application fee paid pursuant to this Chapter to an applicant or local liquor licensee for any reason.

Staff recommend updating the language in this section to “Refunds of Application and License Fees,” and “the City shall have no obligation to refund any application or license fee paid...”

Section 119.410 - Responsible Alcohol Service Training.

119.410(D)

Section 119.410(D) is as follows:

(D) Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this [Section 119.410](#) shall pay a program fee in the amount set forth in the Annual Fee Resolution.

Staff recommend eliminating the following language from Section 119.410(D): Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

The Police Department has not held responsible alcohol service training in years, and the City directs liquor license applicants to utilize the Beverage Alcohol Server & Sellers Training (BASSET) resources on the Illinois Liquor Control Commission’s website. Therefore, staff

recommend removing this provision from the Code. Consequently, staff recommend eliminating the associated fee from the Annual Fee Resolution.

Section 119.501 - Sales Restricted to Authorized Premises.

119.501(A)(2)(a)

Section 119.501(A)(2)(a) is as follows:

(A) *Determination of Premises.*

- (1) Except as provided in [Section 119.501\(A\)\(2\)](#) of this Chapter, a local liquor license shall permit the sale of alcoholic liquor only in or from the premises described in the local liquor license, and only in the manner therein authorized and in compliance with the terms thereof.
- (2) Notwithstanding [Section 119.501\(A\)\(1\)](#) of this Chapter to the contrary, a local liquor licensee may sell alcoholic liquor at a location other than the premises described in the local liquor license, in accordance with the following:
 - (a) The licensee shall submit a request for off-premises sales to the City not later than the date that is seven days prior to the event at which the licensee proposes to conduct off-premises sales, which request shall include, without limitation: (i) the dates and times of the proposed off-premises sales, and (ii) a statement of authorization by the owner or operator of the event at which the licensee proposes to conduct off-premises sales.

This section of the Code requires that licensees submit their request for off-premise sales to the City no later than 7 days prior to the event at which the licensee proposes to conduct off-premises sales. In order to allow for processing, staff recommend increasing this requirement to 10 business days. If a licensee submits their request between nine (9) and five (5) business days prior to the event date, they will be charged a fee as outlined in the Annual Fee Resolution (recommended fee of \$25). If they submit their request less than five (5) business days prior to the event date, they will be charged a fee as outlined in the Annual Fee Resolution (recommended fee of \$50). If these fees are approved, the Annual Fee Resolution should be updated to reflect these fees.

119.501(A)(2)(b) & (c)

Sections 119.501(A)(2)(b) and (c) are as follows:

- (b) The City Clerk shall forward the request for off-premises sales to the Local Liquor Control Commissioner, who may approve or deny the request in his or her sole discretion.
- (c) The City Clerk shall notify the Chief of Police of all requests for off-premises sales that are approved pursuant to this [Section 119.501\(A\)\(2\)](#).

Staff recommend updating Sections 119.501(A)(2)(b) & (c) to state “The City Clerk or their designee...”

119.501(B)

Section 119.501(B) is as follows:

- (B) *Outdoor Dining Areas.* For purposes of this Chapter, the “licensed premises” of a Class R-1 or Class R-2 local liquor licensee shall include, without limitation, any portion of a public or private right-of-way for which the licensee has obtained a separate license from the City pursuant to [Section 150.408\(B\)](#) of [Chapter 150](#) of the City Code for the maintenance of a temporary outdoor dining area as an accessory use.

Staff recommend including the RS-1 license in this provision of the Code, as this is what is currently practiced. Additionally, this section will need to be updated to Class R to reflect the consolidation of the R-1 and R-2 license classifications, if approved.

Section 119.515 - Sales Within Restaurants and Banquet Venues.

119.515(A) & (B)

Sections 119.515(A) and (B) are as follows:

- (A) *Size of Bar and Lounge Areas Limited.* No Class R-1 or Class R-2 local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (B) *Sales to Waiting Patrons.* Notwithstanding any provision of this Chapter to the contrary, a Class R-1 local liquor licensee may sell alcoholic liquor, and a Class R-2 local liquor licensee may sell beer and wine, to dining patrons waiting to be seated at tables for the service of food, at a bar or within a lounge located within the licensed premises.

Staff recommend including the RS-1 license in this provision of the Code. Additionally, this section will need to be updated to Class R to reflect the consolidation of the R-1 and R-2 license classifications, if approved.

Section 119.518 - Sales By Caterers.

This section should be updated to reflect the updated Class V definition, as stated previously in this report.

Section 119.520 - Hours of Business.

119.520(D)

This section of Chapter 119 outlines hours of business for liquor license holders. Section 119.520(D) states that alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to Section 119.520(A) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

(D) Notwithstanding any provision of this Chapter to the contrary, alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to [Section 119.520\(A\)](#) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

For reference, the current hours of business as it pertains to liquor are as follows:

- (A) It is unlawful to sell, or offer for sale, at retail any alcoholic liquor, for consumption on the premises, in the City between the hours of 1:00 a.m. and 6:00 a.m. on Monday through Friday, and between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday, except as follows:
- (1) Between 1:00 a.m. and 2:00 a.m. on Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and Christmas Day; and
 - (2) Between 1:00 a.m. and 3:00 a.m. on New Year's Day.

In conferring with Corporation Counsel, Section 119.520(D) allows restaurants to stop selling food at any given time, while still allowing the sale of alcoholic liquor for on premise consumption within the hours outlined in Section 119.520(A), effectively allowing a restaurant to become a “bar.”

Staff recommend updating this section to allow restaurants to cease kitchen operations no earlier than 9 PM and allow the sale of alcoholic liquor thereafter for on premise consumption, if they wish to do so. Licensees have communicated to Business Development staff that closing their kitchen and sending their kitchen staff home two to three hours before close would help the profitability of their business.

Additionally, this change would also positively impact nightlife throughout Highland Park. There is the potential for restaurants to stay open later, especially if they can reduce labor costs by sending home kitchen staff, to take advantage of customers who choose to patronize businesses later into the evening.

Section 119.525 - Sales to Minors.

119.525(F)

Section 119.525(F) is as follows:

(F) In any place in the City at which alcoholic liquor is sold, there must be displayed at all times, in a prominent place, a printed card, supplied by the City Clerk, that shall read substantially as follows:

WARNING TO PERSONS UNDER TWENTY-ONE

YOU ARE SUBJECT TO A FINE UNDER THE ORDINANCES OF THE CITY OF HIGHLAND PARK IF YOU PURCHASE ALCOHOLIC LIQUOR, OR MISREPRESENT YOUR AGE FOR THE PURPOSE OF PURCHASING OR OBTAINING ALCOHOLIC LIQUOR.

This section requires that a business display a printed card supplied by the City Clerk in their place of business to serve as a warning to individuals under the age of 21 that they are subject to the ordinances of the City as it pertains to alcoholic liquor. Since the City does not provide such signage, staff recommend eliminating “supplied by the City Clerk” from this section of the Chapter.

Section 119.540 - Sales on Credit.

Section 119.540 is as follows:

Except for Class C-1, C-2, and H local liquor licensees with respect to members and registered guests, no local liquor licensee shall sell or furnish alcoholic liquor at retail to any person on credit or on a pass book, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; except that this [Section 119.540](#) shall not be deemed or construed to prohibit payment by credit card.

This section will need to be updated to reflect the consolidation of the C-1 and C-2 license classifications into one Class C license.

Section 119.550 - Special Events.

Staff recommend adding language to this section stating that the City will only provide a letter of good standing to a Highland Park business in order to obtain a special event liquor license from the State. The City will not provide a license or letter of good standing to a non-Highland Park business. This will apply to all licenses classifications, with the exception of the Class D license.

Section 119.555 - Sales Promotions.

119.555(B)(3)

Section 119.555(B)(3) is as follows:

(3) Sell, offer to sell, or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged to other purchasers of drinks on that day as a promotion to encourage consumption of alcoholic liquor, except as authorized pursuant to [Section 119.555\(C\)\(7\)](#) of this Chapter;

This section of Chapter 119 effectively prohibits businesses from offering “happy hour” promotions. In order to be business-friendly, staff recommend updating this section of Chapter 119 to align with the State’s regulations on “happy hour” promotions, similar to how the City Council codified the State’s regulations on cocktails to-go in 2024 (O33-2024).

Corporation Counsel advised that the City’s regulations on “happy hour” promotions were quite similar to the State’s regulations prior to 2015. However, the State law was updated in 2015, and the State now permits “happy hour” promotions for up to four hours a day and a cumulative 15 hours per week. Discounted drinks are not permitted after 10 PM.

Staff recommend amending this section of Chapter 119 to follow the State laws on “happy hour” promotions. This is a business-friendly policy, and staff anticipate that several businesses may be interested in offering this kind of promotion.

Section 119.560 - Giveaways and Tastings.

119.560

Section 119.560 is as follows:

It is unlawful for any local liquor licensee to give away or otherwise dispense free of charge, by the drink or in any other manner, within the City, an alcoholic beverage with the intent of promoting the sale of an alcoholic beverage; except that an Alcoholic Liquor Tasting licensee may, without charge, give away or otherwise dispense free of charge alcoholic liquor in small and limited amounts for tasting purposes only, immediately prior and incident to the sale of alcoholic liquor in the original package for consumption off the premises pursuant to the terms of the Class S-1, S-2, or Class S-3 local liquor license, and in accordance with the following conditions and limitations:

- (A) The tasting shall be attended and supervised at all times by a full-time or part-time manager or employee of the local liquor licensee;
- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;
- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and
- (D) The sample shall be served in a container which shall be disposed of following the sampling.

This section will need to be updated to Class S in order to reflect the consolidation of the S-1 and S-2 license into the Class S license and the renamed Class S-3 into the Class TS.

119.560(B)

Section 119.560(B) is as follows:

- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;

Staff recommend updating this section to indicate that one ounce applies to all liquor types (distilled spirits, wine and beer).

119.560(C)

Section 119.560(C) is as follows:

- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and

This section should be eliminated due to the consolidation of the Class S-1 and S-2 licenses.

Section 119.580 - Beer Kegs.

119.580(C)(1) & (2)

Section 119.580(C)(1) & (2) is as follows:

(C) *Requirements at Sale.*

- (1) Upon the sale of a Beer Keg, the local liquor licensee must give the purchaser of the Beer Keg an informational pamphlet, to be provided by the Local Liquor Control Commission, regarding the responsible consumption of alcoholic beverages.
- (2) At the time of sale of a Beer Keg, the local liquor licensee must require the purchaser to sign an acknowledgement, on a form provided by the Local Liquor Control Commission, setting forth the provisions of this [Section 119.580](#). The local liquor licensee must retain the acknowledgement for a period of 90 days after the date of sale.

Currently, the Liquor Control Commission does not provide a pamphlet or acknowledgment form at the time of sale of a beer keg. Given that this provision is antiquated and not currently practiced, staff recommend eliminating this section from the Chapter.

Section 119.601 - Violations and Penalties.

119.601(A)(1)

Section 119.601(A)(1) is as follows:

(A) *Fines.*

- (1) Any person who violates any provision of this Chapter, who makes a false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted pursuant to this Chapter, shall be fined not less than \$150.00 no more than \$1,000.00, plus costs, for the first offense of this Chapter within a 12-month period, not less than \$250.00 nor more than \$1,500.00, plus costs, for the second offense within a 12-month period, and not less than \$500 nor more than \$2,500.00, plus costs, for the third and each subsequent offense within a 12-month period.

Staff recommend updating this section to state, “Any person who violates any provision of this Chapter, who makes false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted to this Chapter, shall be fined as outlined in the Annual Fee Resolution.”

119.601(A)(2)

Section 119.601(A)(2) is as follows:

- (2) Any violation of this Chapter by any officer, director, manager, or employee of a local liquor licensee shall also be deemed and held to be the act of the licensee, which local liquor licensee shall be punishable in the same manner as if the violation had been committed by the licensee itself.

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.601(B)(1), (7) & (8)

Section 119.601(B)(1) is as follows:

- (1) Violation of any provision of this Chapter by a local liquor licensee, or any officer, director, manager, representative, agent or other employee thereof, while (a) engaged in activities in furtherance of the business of the local liquor licensee, or (b) on the licensed premises;

Section 119.601(B)(7) is as follows:

- (7) Conviction of the applicant, or any officer, director, manager, or shareholder thereof, of a felony pursuant to any federal or state law; or

Section 119.601(B)(8) is as follows:

- (8) Any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter.

Staff recommend updating the language in these sections to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.601(C)(3)

Section 119.601(C)(3) is as follows:

(C) *Additional Penalties.* In addition to, or in lieu of, the penalties available pursuant to [Sections 119.601\(A\)](#) and [119.601\(B\)](#) of this Chapter, the Local Liquor Control Commission shall have the right, but not the obligation, to:

- (1) Require the local liquor licensee to reimburse the City for its third-party costs, including attorneys' fees, incurred in connection with the enforcement action before the Local Liquor Control Commission;
- (2) Impose a penalty of community service and/or a penalty of probation; and/or
- (3) Require the local liquor licensee to reimburse the City for the cost of publication, in a newspaper of general circulation in the City, of a public safety announcement that advocates for the safe and responsible service, possession, and consumption of alcoholic liquor.

Staff recommend amending this section to require that the local liquor licensee reimburse the City for the cost of electronic publishing of a public safety announcement instead of via a newspaper.

Section 119.605 - Enforcement Procedure.

119.605(A)

(A) *Enforcement Against Violator.* All alleged violations of this Chapter shall be adjudicated by either the Administrative Hearing Officer, in accordance with [Chapter 38](#) of this Code, or by a court of competent jurisdiction. The City shall determine, in its sole discretion, whether to adjudicate each alleged violation of this Chapter through the Administrative Hearing Office or through a court of competent jurisdiction.

Staff recommend updating “Administrative Hearing Office” to “Administrative Hearing System,” which aligns with language found in Chapter 38 of the City Code.

Section 119.610 - Local Liquor Control Commission Hearings.

119.610(C)

Section 119.610(C) is as follows:

(C) Within 14 days of the public hearing, the Local Liquor Control Commission shall issue a written order setting forth any penalties to be assessed against or imposed upon the local liquor licensee, and the reasons therefor. A copy of the written order shall be served upon the local liquor licensee by personal service or by certified United States mail.

Staff recommend updating this section to allow for the electronic delivery of the Liquor Control Commission’s order. This change would be similar to the amendment (O03-2026) made to Chapter 38, which governs the City’s Administrative Hearing System, and allows for electronic communication and delivery of hearing notices and orders. This change will allow greater efficiency and convenience for both City staff and licensees, as a majority of communication related to liquor licensing is already delivered through electronic means. Staff would like to note that along with electronic communication, a hard copy will be mailed as well, as is customary with today’s practice.

Section 119.620 - Automatic Revocation.

Notwithstanding any provision of this Chapter to the contrary, a local liquor license shall be terminated, automatically and without a public hearing, upon the conviction of the local liquor licensee, or any officer, director, manager, partner, or shareholder thereof, by any court of law or by the City Administrative Hearing Office of a willful violation of any of the provisions of the Liquor Control Act.

Staff recommend updating “Administrative Hearing Office” to “Administrative Hearing System,” which aligns with language found in Chapter 38 of the City Code.

Core Priorities:

Economic Development

The proposed updates and changes to Chapter 119 are designed to be business-friendly, while streamlining and clarifying the liquor licensing process for applicants, positioning Highland Park as a prime place to do business within the North Shore.

Vibrancy

Several recommended updates, such as the updates to Section 119.520 (Hours of Business) and Section 119.555 (Sales Promotions) will encourage businesses to stay open later into the evening and/or offer a variety of promotions, if they so choose, that will attract customers to Highland Park. These updates will position Highland Park as the premier destination to shop and dine on the North Shore.

Attachments:

1. Attachment A - Chapter 119 - City Code
2. Attachment B - Liquor License Application Classification - Updated 7.1.26
3. Attachment C - Chapter 119 Fee Projections

Chapter 119 - ALCOHOLIC BEVERAGES

Footnotes:

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Editor's note— Note: Chapter 119 revised in toto by Ord. 56-72, J. 9, p. 630, passed 9/26/72; Chapter 119 revised in toto by Ord. 29-88, J. 17, p. 658-681, passed 6/6/88; Chapter 119 revised in toto by Ord. 46-08, J. 34, p. 164-196, passed 10/13/08 - effective January 1, 2009.

ARTICLE I. - GENERAL

Sec. 119.001. - Definitions.

Wherever the following words or phrases are used, for purposes of this Chapter, have the meanings ascribed to them in this Section 119.001, except when the context otherwise indicates. All words or phrases not defined in this Chapter have the meanings ascribed to them in the Liquor Control Act.

Accessory use means a use that is ancillary or incidental to the principal use of the licensed premises.

Alcohol. The product of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, including, without limitation, synthetic ethyl alcohol, but not including denatured alcohol or wood alcohol.

Alcoholic liquor. Any alcohol, spirits, wine, and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage of a human being. The provisions of this Chapter shall not apply to alcohol used in the manufacture of denatured alcohol produced in accordance with Acts of Congress and regulations promulgated thereunder, or to any liquid or solid containing not more than one-half of one percent of alcohol by volume.

Arts Studio. A building used primarily for the business of selling works of visual art and art supplies, and for the provision of instruction in painting, sculpture, and similar visual arts, for which not less than 75 percent of the revenue is derived from sources other than the sale of alcoholic liquor.

Banquet Venue means any place kept, used, maintained, advertised or held out as a place at which: (i) a prearranged private party, function, or event for a specific social or business occasion may be held, either by invitation or reservation but not open to the general public; (ii) the guests in attendance are served in a room designated and used exclusively for a private party, function or event; and (iii) prepared meals and alcoholic liquors are sold as agreed pursuant to a contract.

BASSET Program. A Beverage Alcohol Sellers and Servers Education and Training program licensed by the State of Illinois Liquor Control Commission pursuant to Sections 3-12(a)(11.1) and 6-27 of the Liquor Control Act and 77 Ill. Admin. Code 3500.101 *et seq.*, as may be amended.

Beer. A beverage obtained by the alcoholic fermentation of an infusion or concoction of barley, or other grain, malt, and hops in water, including, without limitation, beer, ale, stout, lager beer, and porter.

Beer Keg. A brewery-sealed, single container containing two or more gallons of beer and requiring a tap or other mechanical device for the removal of the beer.

Club. A corporation organized under the laws of the State of Illinois, not for pecuniary profit, solely for the promotion of some common object other than the sale or consumption of alcoholic liquors, kept, used and maintained by its members, through the payment of annual dues, and owning, hiring or leasing a building or space in a building, of such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodations of its members and their guests, and provided with suitable and adequate kitchen and dining room space and equipment and maintaining a sufficient number of employees for cooking, preparing and serving food and meals for its members and their guests.

Distributor. Any person, other than a manufacturer or non-resident dealer of alcoholic liquors licensed pursuant to the Liquor Control Act, who is engaged in the State of Illinois in purchasing, storing, possessing or warehousing of alcoholic liquors for resale or reselling at wholesale, whether within or without the State.

Gasoline Fuel Station. "Gasoline Fuel Station" shall have the meaning set forth in Section 150.202 of Chapter 150 of the City Code.

Hotel. "Hotel" shall have the meaning set forth in Section 150.202 of Chapter 150 of the City Code.

Liquor Control Act. The Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq.*, as may be amended.

Nano-brewery. "Nano-brewery" has the meaning set forth in Section 150.202 of this Code.

Nano-distillery. "Nano-distillery" has the meaning set forth in Section 150.202 of this Code.

Nano-meadery. "Nano-meadery" has the meaning set forth in Section 150.202 of this Code.

Nano-winery. "Nano-winery" has the meaning set forth in Section 150.202 of this Code.

Original package. Any bottle, flask, jug, can, cask, barrel, keg, hogshead or other receptacle or container whatsoever, used, corked or capped, sealed and labeled by the manufacturer of alcoholic liquor, to contain and to convey any alcoholic liquor.

Permit Tag. A tag or label containing a unique identification number furnished by the Local Liquor Control Commission that enables the identification of the seller and the purchaser of a Beer Keg.

Principal use means the main or primary use of the licensed premises, as distinguished from an accessory use.

Restaurant. Any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, and where meals are actually and regularly served, at tables, without sleeping accommodations, such space being provided with adequate and sanitary kitchen and dining room

equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve to its customers or guests, complete meals, including dinner or luncheon menus, at which the service of alcoholic beverages is incidental and complementary to the service of meals.

Sale. Any transfer, exchange or barter in any manner, or by any means whatsoever, including the transfer of alcoholic liquors by and through the transfer or negotiation of warehouse receipts or certificates, and includes and means all sales made by any person, whether principal, proprietor, agent, servant or employee.

Sale at retail, sell at retail. Sales for use or consumption and not for resale in any form.

Shareholder. Any person, firm or corporation that owns or controls five percent or more of a corporation, partnership, or other business entity.

Special Event. "Special Event" shall have the meaning set forth in Section 118.665 of Chapter 118 of this Code.

Spirits. Any beverage which contains alcohol obtained by distillation, mixed with water or other substances in solution, including, without limitation, brandy, rum, whiskey, gin, or other spirituous liquors, and such liquors when rectified, blended or otherwise mixed with alcohol or other substances.

Tasting Shop: A facility that primarily sells alcoholic liquor at retail for off-site consumption, with incidental sales for on-site consumption in an accessory tasting room.

TIPS Program. A Training for Intervention Procedures training program for the responsible service, sale, and consumption of alcohol.

Wine. Any alcoholic beverage obtained by the fermentation of the natural contents of fruits, or vegetables, containing sugar, including, without limitation, such beverages when fortified by the addition of alcohol or spirits.

(Ord. 76-14, J. 40, p. 220-221, passed 08/11/14; Ord. O85-2019, § 2, 12/9/19; Ord. O24-2022, § 2, passed 2/28/22; Ord. O20-2024, § 2, passed 2/12/24; Ord. O33-2024, § 2, passed 4/10/24)

Sec. 119.005. - Severability.

If any provision of this Chapter is held invalid by a court of competent jurisdiction, the remaining provisions of this Chapter shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and context of this Chapter to the greatest extent permitted by applicable law.

ARTICLE II. - LOCAL LIQUOR CONTROL COMMISSION

Sec. 119.201. - Mayor Designated Local Liquor Control Commissioner.

The City Mayor is hereby designated as the Local Liquor Control Commissioner in and for the City of Highland Park.

Sec. 119.205. - Powers and Duties.

- (A) The Local Liquor Control Commissioner is charged with the administration within the City of: (1) the appropriate provisions of this Chapter; and (2) all ordinances, resolutions, statutes, laws, rules, and regulations relating to alcoholic liquor and applicable within the City.
- (B) The Local Liquor Control Commissioner shall have the following powers and duties:
 - (1) To enter, or to authorize any law enforcement officer or peace officer to enter, at any time upon any premises licensed pursuant to this Chapter to determine whether any of the provisions of this Chapter or any other applicable statutes, ordinances, laws, rules or regulations have been or are being violated, and at the time of such entry to examine such premises in connection therewith;
 - (2) To receive complaints from any citizen of the City that any of the provisions of this Chapter or of the Liquor Control Act, or any rules or regulations adopted pursuant thereto, or any other applicable rules or regulations, have been or are being violated, and to act upon such complaints in the manner set forth in this Chapter;
 - (3) To grant or deny any application for the issuance or renewal of a local liquor license, in accordance with the provisions set forth in this Chapter; and
 - (4) To perform all other duties required pursuant to the Liquor Control Act.

Sec. 119.210. - Local Liquor Control Commission.

- (A) Establishment of Commission. There is hereby established a Local Liquor Control Commission of the City of Highland Park, consisting of: (1) the Local Liquor Control Commissioner; and (2) two members of the City Council, to be appointed by the Local Liquor Control Commissioner.
- (B) Authority and Jurisdiction. The Local Liquor Control Commission is hereby authorized, empowered, and directed to:
 - (1) Promulgate rules and regulations reasonably required to enforce the provisions of this Chapter;
 - (2) Adopt, distribute, and process all notices as may be required pursuant to this Chapter, or as may reasonably be required to carry out the purposes of this Chapter;
 - (3) Hear testimony and accept evidence that is relevant to the allegation of a violation of this Chapter;
 - (4)

Issue subpoenas directing witnesses to appear and give relevant testimony at a public hearing of the Local Liquor Control Commission, upon the request of the parties or their representatives;

- (5) Preserve and authenticate the record of the hearing, including all exhibits and evidence introduced at the hearing;
 - (6) Issue a determination, based on the evidence presented at the hearing, on whether a violation of this Chapter occurred or exists; and impose penalties consistent with the applicable provisions of this Chapter and/or require the local liquor licensee to take corrective measures to cure the violation, upon finding a local liquor licensee liable for the charged violation; and
 - (7) Postpone or continue a defendant's hearing to a later date.
- (C) The Local Liquor Control Commission may appoint one or more persons to assist in the exercise of all of the powers and the performance of the duties of the Local Liquor Control Commission.

ARTICLE III. - LICENSES

Sec. 119.300. - Local Liquor License Required.

- (A) No person, firm, or corporation may sell at retail, offer for sale at retail, give away as part of the conduct of business operations, or allow the consumption in a business establishment of, any alcoholic liquor in the City except in the manner authorized by, and in compliance with, the terms, conditions, and restrictions of this Chapter and of a valid local liquor license issued pursuant to this Chapter.
- (B) No person, firm or corporation may sell or offer for sale at retail any alcoholic liquor at any location within the City without first having obtained a valid local liquor license issued by the City pursuant to this Chapter for each such location.
- (C) Where two or more locations, places, or premises are under the same roof but separated by any area not under the local liquor licensee's control and open to the general public, or at the same street address but separated by any area not under the local liquor licensee's control and open to the general public, a separate local liquor license must be obtained for each such location, place, or premises; except that this Section 119.300(C) is not to be deemed or interpreted as prohibiting a Class H local liquor licensee from serving alcoholic liquor to its registered guests in any room or part of its hotel, if such alcoholic liquor is kept in and served from a licensed location, place, or premises within the hotel.
- (D) Nothing in this Chapter may be deemed or interpreted as prohibiting, and no local liquor license is required for, the following:
 - (1)

The possession and transportation of alcoholic liquor by the possessor for the personal use of the possessor, his or her family, or guests at least 21 years of age;

- (2) The making of wine, cider, or other alcoholic liquor by a person from fruits, vegetables, or grains, or the products thereof, by simple fermentation and without distillation, if it is made solely for the use of the maker, his or her family, and guests at least 21 years of age;
- (3) The possession or use of alcoholic liquor (a) by a duly licensed practicing physician or dentist in the strict practice of his or her profession, or (b) by any hospital or other institution caring for sick or diseased persons for the treatment of bona fide patients of that hospital or institution;
- (4) The possession or use of alcoholic liquor by a drugstore employing a licensed pharmacist, in the concoction of prescriptions of duly licensed physicians; and
- (5) The possession or dispensation of wine by an authorized representative of any religious institution for the purpose of conducting any bona fide rite or religious ceremony.

(Ord. O33-2024, § 3, passed 4/10/24)

Sec. 119.305. - Classification of Local Liquor Licenses.

The following classes of local liquor licenses are available pursuant to the procedures and standards set forth in this Chapter:

- (A) Class A licenses, which authorize the retail sale of alcoholic liquor by arts studios, for consumption on the premises where sold only. The sale of alcoholic liquor pursuant to a Class A license is permitted only to participants in arts programs or classes operated by the studio, and only in connection with the service of food.
- (B) Class B licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold and for on-premises consumption, in nano-breweries, nano-distilleries, nano-meaderies, and nano-wineries.
- (C) Class C-1 licenses, which authorize the retail sale of alcoholic liquor to members of clubs or similar organizations, or their guests, both: (1) for consumption on the premises where sold only; and (2) for consumption off the premises where sold only, in the original package, and not for consumption on the premise, by either:
 - (1) Clubs that (a): are organized under the laws of this state not for pecuniary profit; (b) own, or occupy under a lease having a definite term of more than one year, a parcel of real property not less than ten acres; and (c) require the payment of annual dues from each of its members of more than \$100.00; or
 - (2)

Corporate entities that: (a) are organized under the laws of the State of Illinois solely for the promotion of musical performance; (b) are kept, used, and maintained by its members, through the payment of annual dues; and (c) own, hire, or lease a building or space in a building located within the I Light Industry Zoning District of the City. The sale of alcoholic liquor by such a corporate entity pursuant to a Class C-1 license must be incidental and complementary to the sale and service of food.

- (D) Class C-2 licenses, which authorize the retail sale of alcoholic liquor to members of clubs or their guests, for consumption on the premises where sold only, by clubs that are organized: (1) under the laws of this state not for pecuniary profit; and (2) primarily for charitable, service or fraternal purposes.
- (E) Class D special event licenses, which authorize the retail sale of alcoholic liquor by an educational, political, civic, fraternal, religious, or other non-profit organization, at a special event, for consumption within the area specifically designated in such license only, which Class D license will not be valid for a period exceeding 48 consecutive hours.
- (F) Class F licenses, which authorize the retail sale of alcoholic beverages by a concessionaire whose concession, and the space to operate the concession, is sanctioned and afforded by a Class RF licensee, only within a premises for which a Class RF license has been issued pursuant to this Chapter.
- (G) Class G licenses, which authorize the retail sale of alcoholic liquor at, and by the proprietor of, active sports facilities. The sale of alcoholic liquor pursuant to a Class G license must be incidental and complementary to the active sports facilities and services
- (H) Class H licenses, which authorize the sale of alcoholic liquor by hotels, whether for consumption or in its original package, to guests of the hotel, in the rooms occupied by such guests on such premises, or within common areas, market places, restaurants, bars, and lounges of the hotel specifically designated for the consumption of food and beverages that are under the exclusive control and supervision of the Class H licensee. Additional liquor licenses are required for each common area, lounge, market place, bar, or restaurant located on the hotel premises that are not under the exclusive control and supervision of the Class H licensee.
- (I) Class PD licenses, which authorize the retail sale of alcoholic beverages on the premises of property owned (or controlled) and operated by a park district having a population of less than 500,000 inhabitants and organized under the provisions of the Illinois Park District Code, 70 ILCS 1205/1-1 et seq., as amended, for consumption on the premises where sold only.
- (J) Class Q licenses, which authorize the retail sale of alcoholic liquor, for consumption on the premises where sold only, in connection with a private function that is not open to the general public. The sale of alcoholic liquor pursuant to a Class Q license must be incidental and complementary to the sale and service of food, and the ownership and operation of the licensed premises must be in common with a restaurant that is located in the same building as, or not

more than 500 feet from, the licensed premises. Class R-1 and Class R-2 local liquor licensees are not required to obtain a separate Class Q license for sales of alcoholic liquor in connection with a private function that is not open to the general public and located on a premises for which a Class R-1 or Class R-1 license has been granted.

- (K) Class R-1 licenses, which authorize the retail sale of alcoholic liquor by restaurants and banquet venues. The sale of alcoholic liquor pursuant to a Class R-1 license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.
- (L) Class R-2 licenses, which authorize the retail sale of beer and wine only, incidental and complementary to the sale and service of food, for consumption on the premises where sold only, by either:
 - (1) Restaurants or banquet venues; or
 - (2) Establishments engaged primarily in the sale of coffee or tea, at which sandwiches, salads, and other food items that are commonly consumed as part of a complete meal, and not merely as a snack, are: (a) actually served to patrons by employees of such establishments; and (b) served for immediate consumption on the premises. No alcoholic liquor may be sold by any such establishment through a drive-through facility.
- (M) Class RF licenses, which authorize a corporation that is organized bona fide under the laws of this state not for pecuniary profit and primarily for the public presentation of musical art to permit concessionaires who hold a Class F local liquor license to sell and offer for sale at retail alcoholic beverages upon, and to permit business invitees to carry previously purchased alcoholic beverages onto, the licensed premises.
- (N) Class RS-1 licenses, which authorize both: (1) the retail sale of alcoholic liquor by restaurants, for consumption on the premises where sold only, and subject to all restrictions and conditions applicable to Class R-1 licenses; and (2) the retail sale of beer and wine, in the original package, for consumption off the premises where sold only, and subject to all restrictions and conditions applicable to Class S-2 licenses.
- (O) Class S-1 licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.
- (P) Class S-2 licenses, which authorize the retail sale of beer and wine, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.
- (Q) Class S-3 licenses, which authorize the retail sale of alcoholic liquor by tasting shops. The sale of alcoholic liquor pursuant to a Class S-3 license must be either in the original package, for consumption off the premises where sold; or retail sale of alcoholic liquor for on-premises

consumption in an accessory tasting room that is incidental to the purchase of alcoholic liquor for off-premises consumption.

- (R) Class SP licenses, which authorize the retail sale of alcoholic liquor in connection with sporting events for which the public is able to purchase tickets to attend, for consumption on the premises where sold only, but only by a concessionaire whose concession, and the space to operate the concession is afforded and sanctioned by either: (1) the City, (2) a Class C-1 licensee, within a premises for which a Class C-1 license has been issued pursuant to this Chapter, (3) a Class PD licensee, within a premises for which a Class PD license has been issued pursuant to this Chapter, or (4) a Class RF licensee, within a premises for which a Class RF license has been issued pursuant to this Chapter. SP licenses are valid only for the specific dates for the sporting event, as specified in the application submitted to the City for the license.
- (S) Alcoholic Liquor Tasting Licenses, which authorize a Class S-1, Class S-2, or Class S-3 local liquor licensee to give away alcoholic liquor for tasting purposes only on the licensed premises, subject to the terms and conditions set forth in Section 119.560 of this Chapter.
- (T) Class T licenses, which authorize the retail sale of alcoholic liquor within premise for which the principal use is either an indoor motion picture theater or live stage performance theater, for consumption only on the premises where sold.
- (U) Class U licenses, which authorize the accessory use of a licensed premises for the retail sale of alcoholic liquor, for consumption on the premises where sold.
- (V) Class V licenses, which authorize the retail sale of alcoholic liquor by caterers. Class R-1 and Class R-2 local liquor licensees are not required to obtain a separate Class V license for sales of alcoholic liquor in connection with the business of catering.
- (W) Class W licenses, which authorize a business establishment registered pursuant to Chapter 106 of this Code to give away alcoholic liquor to its patrons for on-site consumption. The provision of alcoholic liquors must be incidental and complementary to the primary business operations of the Class W licensee.
- (X) Class X-1 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than 20 days per calendar year.
- (Y) Class X-2 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than consecutive 90 days per calendar year.
- (Z) Class BYOB licenses, which authorize on-site consumption within a business establishment of alcoholic liquor which has been brought to the establishment premises by a patron.
- (AA)

Class Y licenses, which authorize the retail sale of alcoholic liquor at self-service establishments, at which customers may serve themselves alcoholic liquor from self-service dispensing machines. The sale of alcoholic liquor pursuant to a Class Y license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.

(Ord. 20-13, J. 39, p. 32-33, passed 02/11/2013; (Ord. 77-13, J. 39, p. 238-239, passed 07/22/13; Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. 74-14, J. 40, p. 220-221, passed 08/11/14; Ord. 68-15, passed 8/24/15; Ord. 72-15, passed 10/12/15; Ord. O36-2017, § 2, passed 3/13/2017; Ord. O85-2019, § 3, 12/9/19; Ord. O24-2022, § 3, passed 2/28/22; Ord. O19-2024, § 3, passed 2/12/24; Ord. O20-2024, § 3, passed 2/12/2024; Ord. O33-2024, § 4, passed 4/10/24; Ord. O69-2024, § 2, passed 9/23/24)

Sec. 119.310. - Application for License.

- (A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:
- (1) The name, address, date of birth, place of birth, driver's license number, telephone number, and country of citizenship of all officers, directors, partners, managers, and shareholders of the applicant business;
 - (2) For all officers, directors, partners, managers, and shareholders of the applicant business who are naturalized citizens of the United States, the date and place of naturalization;
 - (3) A photocopy of the driver's license or other state-issued identification for all officers, directors, partners, managers, and shareholders of the applicant business;
 - (4) The character of business of the applicant, and the length of time that the applicant has been in business of that character;
 - (5) The amount of goods, wares, and merchandise on hand at the time of application;
 - (6) The location and description of the premises or place of business at which the applicant proposes to sell alcoholic liquor;
 - (7) A statement of whether the proposed location is owned or leased by the applicant, and, if the applicant does not own the proposed location, a copy of the lease;
 - (8) A statement of whether the applicant, or any other person involved directly or indirectly in the applicant's business, is an elected public official or law enforcement officer;
 - (9) Reserved.
 - (10) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, has ever been convicted of: (a) a felony under the laws of the State of Illinois or the United States; or (b) a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;

- (11) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, possesses a current Federal Wagering or Gambling Device Stamp, or a current State or City bingo or charitable games license; and, if so, the reasons therefor;
- (12) A statement of whether the applicant has filed an application for a liquor license on premises other than those described in the application, and the disposition of that application;
- (13) A statement of whether a liquor license issued by any state or subdivision thereof, or by the Federal government, has been previously revoked, and, if so, the reasons therefor;
- (14) A certificate of insurance, demonstrating proof of dram shop insurance coverage covering the period for which the requested local liquor license will be effective, as required pursuant to Section 119.401 of this Chapter;
- (15) For corporate applicants, a copy of the State of Illinois certificate of incorporation, and, if incorporated in a state other than Illinois, the date that the applicant became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 *et seq.*, to do business in Illinois;
- (16) For applicants for a Class F local liquor license, a copy of the applicant's concession agreement;
- (17) A notarized affidavit, signed by an authorized representative of the applicant and in a form acceptable to the Corporation Counsel, stating that:
 - (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
 - (b) The applicant has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor or importing distributor;
 - (c) The applicant, and all directors, officers, partners, managers, and shareholders thereof, are not disqualified to receive a local liquor license by reason of any provision of this Chapter, the laws of this State, or the ordinances of the City;
 - (d) The applicant will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of the City in the conduct of the applicant's place of business, including, without limitation, the responsible alcohol service training requirements set forth in Section 119.410 of this Chapter;
 - (e) The applicant has paid all taxes due and owing to the City as of the date of the application;
 - (f)

The applicant may be held liable for any violation of this Chapter by an officer, director, manager, or employee of the applicant, as set forth in Section 119.601(A)(2) of this Chapter;

- (g) The issuance of a new or renewal local liquor license pursuant to this Chapter will not be deemed as vesting any right to the applicant, or to any partner, officer, director, manager, shareholder, agent, or employee thereof, of an additional local liquor license or to future local liquor licenses; and
 - (h) If the applicant is a club, no member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club; and
- (18) For all new applications, a non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution.
- (B) *Renewal Applications.* A local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk, which application shall include, without limitation, the following:
- (1) Any change in the information required pursuant to Section 119.310(A) of this Chapter that has occurred since the date of the local liquor license application filed by the applicant for the previous calendar year;
 - (2) The affidavit required pursuant to Section 119.310(A)(17) of this Chapter;
 - (3) A non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution; and
 - (4) For all applications for a renewal local liquor license that are filed after December 1 of the last calendar year for which the applicant held a local liquor license, a late renewal application fee, in the amount set forth in the Annual Fee Resolution.
- (C) *Special Event Licenses.* Notwithstanding any provision of this Section 119.310 to the contrary, the following provisions shall apply to all applications filed for a Class D local liquor license:
- (1) The application must be filed no later than the date that is 14 days before the beginning of the special event for which the Class D license is sought;
 - (2) The application must include all information required pursuant to Section 119.310(A) or Section 119.310(B) of this Chapter, as the case may be, except that the applicant shall not be required to disclose any information or make any statement regarding its directors, except to the extent that a director is also an officer, partner, manager, or shareholder;
 - (3)

The applicant shall identify the name, location, dates and times of the special event for which the Class D license is sought; and

(4) The applicant shall submit proof of its status as a not-for-profit organization.

(D) **Sporting Event Licenses.** In addition to the requirements set forth in Sections 119.310(A) and 119.310(B) of this Code, applications for Class SP local liquor licenses must include the name, location, dates and times of the sporting event for which the Class SP license is sought.

(Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. O90-2018, § 3, 11/26/18; Ord. O20-2024, § 3, passed 2/12/24)

Sec. 119.315. - Investigation of Applicant.

(A) *Investigation.* Prior to issuance of a local liquor license, the Chief of Police, or their designee, will investigate the business responsibility of the applicant and all partners, officers, managers, directors, shareholders, and agents thereof, as deemed necessary for the protection of the public health, safety, and order.

(B) *Fingerprinting.*

(1) As deemed necessary for the protection of the public health, safety, and order, the City Chief of Police, or his or her designee, will, within ten days after receipt of a complete application filed pursuant to this Chapter, take and record the fingerprints of (a) all partners, officers, managers, directors, shareholders, and agents of a new applicant for a local liquor license, and (b) all new partners, officers, managers, directors, shareholders, and agents of existing or renewal local liquor license applicants.

(2) The applicant must pay to the Chief of Police, or his or her designee, a fingerprinting fee for each set of fingerprints taken, covering the administrative costs of all fingerprinting required pursuant to this Section 119.315(B), in the amount set forth in the Annual Fee Resolution.

(C) *Report.* Within 30 days after receipt of a complete application filed pursuant to this Chapter, the Chief of Police will certify to the Local Liquor Control Commission his or her recommendations as to whether or not a local liquor license should be issued to the applicant, together with a statement of the reasons therefor. The failure of the Chief of Police to provide such recommendations and statement within 30 days after the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, may not be deemed as either a recommendation for or against the issuance of the requested local liquor license.

(D) Class W, X-1, X-2, and BYOB licensees are not subject to the requirements of this Section 119.315.

(Ord. O34-2023, § 9, passed 6/26/23; Ord. O33-2024, § 5, passed 4/10/24)

Sec. 119.320. - Approval or Denial of Application.

- (A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:
- (1) Receipt of a complete application for a new or renewal local liquor license, in accordance with Section 119.310 of this Chapter;
 - (2) Receipt of the recommendations and statement of the Chief of Police pursuant to Section 119.315 of this Chapter;
 - (3) The determination by the Local Liquor Control Commissioner that the application satisfies the standards and conditions set forth in this Article III; and
 - (4) Payment of the local liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license
- (B) *Denial.*
- (1) *Definition.* For purposes of this Section 119.320(B) only, except as expressly provided otherwise, the term "applicant" shall include the entity or individual named on the application for a local liquor license, as well as all partners, officers, managers, directors, shareholders, and agents of the entity or individual that has applied for a local liquor license pursuant to this Chapter; except that the term "applicant" shall not include the directors of a not-for-profit organization that has applied for a Class D local liquor license pursuant to this Chapter.
 - (2) *Mandatory Denial.* The Local Liquor Control Commissioner shall deny any application for a new or renewal local liquor license that satisfies any of the following conditions:
 - (a) The applicant is a sole proprietorship of which the sole proprietor is not a resident of the City; except that this Section 119.320(B)(2)(a) shall not apply to a sole proprietorship that applies for a Class R-1 or a Class R-2 local liquor license for which the proprietor is actively engaged in the day-to-day conduct of the business;
 - (b) The applicant, if a sole proprietorship, or the day-to-day manager of the applicant, if a firm, partnership, corporation, or other business entity, is not a citizen of the United States;
 - (c) The applicant does not own the premises for which a local liquor license is sought, and does not have a lease for such premises for the full period for which the license is to be issued;
 - (d) Reserved.
 - (e) The applicant has been convicted of a gambling or related offense, in violation of Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28-1 *et seq.*, as amended;
 - (f)

A federal wagering stamp has been issued by the federal government to the applicant or for the premises for which a local liquor license is sought, unless the applicant is eligible for a local liquor license pursuant to the Illinois Raffles Act, 230 ILCS 15/0.01 *et seq.*, or the Illinois Pull Tabs and Jar Games Act, 230 ILCS 20/1 *et seq.*;

- (g) The applicant does not possess a valid policy for dram shop insurance covering the period for which a local liquor license is sought, as required pursuant to Section 119.401 of this Chapter;
- (h) The application is for any premises used in whole or in part as a gasoline fuel station;
- (i) The applicant is a club that has been in operation in the City for less than one year, as of the date of application;
- (j) The applicant is the subject of a complaint received by the Local Liquor Control Commission from the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the applicant has committed a violation of any tax statute administered by such Department;
- (k) The applicant is a club of which any member, officer, agent, or employee is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club;
- (l) The application is for a Class D local liquor license, and the applicant has previously received Class D local liquor licenses authorizing the sale of alcoholic liquor for more than 15 days in the 12-month period preceding the date of application;
- (m) The application is for any premises located within 100 feet of any religious institution, school, hospital, home for aged or indigent persons or veterans, their spouses or children, or any military or naval station; except that this Section 119.320(B)(2)(m) shall not apply to the following:
 - (i) Premises for which the principal use or business: (1) was established on or before, and has been continuous since, June 6, 1988; and (2) is not the sale at retail of alcoholic liquor;
 - (ii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any religious institution occupied after the date of issuance of the original local liquor license, measured to the nearest part of any building used by the religious institution for worship services or educational programs;
 - (iii)

The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any school occupied after the issuance of the original local liquor license;

- (iv) Religious institutions or private schools that sell alcoholic liquor at retail for limited periods during which groups are assembled on the premises solely for the promotion of some common object other than the sale or consumption of alcoholic liquors; or
 - (v) Institutions of higher learning; or
 - (n) The City has not taken and recorded all fingerprints of the applicant, or the applicant has not paid all required fingerprinting fees, as required pursuant to Section 119.315(B) of this Chapter.
- (3) *Permissive Denial.* The Local Liquor Commissioner shall have the right, but not the obligation, to deny any application for a local liquor license that satisfies any of the following conditions:
- (a) The application is for any premises, or is filed by any applicant, for which a license issued pursuant to this Chapter has been revoked;
 - (b) The applicant has been convicted of a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;
 - (c) The applicant has been convicted of a felony under the laws of the State of Illinois or the United States;
 - (d) The application is for any premises for which there exists a violation of Chapter 150 of this Code; or
 - (e) The applicant is delinquent in the payment to the City of any tax or payment required pursuant to this Code.
 - (f) Reserved.

(C) *Confirmation of State Code Compliance for Certain Licensees.*

Any law enforcing public official, or any member of the City Council, with a direct or indirect interest in the manufacture, sale, or distribution of alcoholic liquor to whom a local liquor license is issued must strictly comply with the provisions of Section 6-2(14) of the Illinois Liquor Control Act governing recusal from voting and from participating in meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor. Further, in any instance in which recusal is required pursuant to Section 6-2(14) of the Illinois Liquor Control Act, the recused party must strictly comply with all rules governing recusal set forth in Section 6.D of the City of Highland Park Ethics Guidelines, adopted pursuant to Section 37.005 of the Highland Park Code.

(Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. O34-2023, § 10, passed 6/26/23; Ord. No. O16-2025, § 2, passed 2/10/25)

Sec. 119.325. - Expiration of License.

Every local liquor license issued pursuant to this Chapter, other than a Class D local liquor license, shall terminate on the 31st day of December following its issuance.

Sec. 119.330. - Number of Licenses.

There shall be no limit to the number of local liquor licenses that may be issued by the Local Liquor Control Commissioner for each license class.

Sec. 119.335. - Records and Reports.

- (A) The City Clerk shall keep, or cause to be kept, a complete record of all local liquor licenses issued pursuant to this Chapter, and shall furnish the Director of Finance and Chief of Police each with a copy thereof.
- (B) The City Clerk shall give written notice of the issuance or revocation of a local liquor license to the Director of Finance and City Chief of Police within two business days thereof.
- (C) The Local Liquor Control Commissioner, at the request of the City Council, shall report to the City Council (1) all of his or her acts and doings in the enforcement of this Chapter, and (2) the date of collection and amount of all local liquor license fees paid pursuant to this Chapter.
- (D) All local liquor licensees shall make their books and records available, upon reasonable notice, for investigation and control by any designee of either the Local Liquor Control Commission or the Illinois Liquor Control Commission.

Sec. 119.340. - License is Personal Privilege.

- (A) A local liquor license issued pursuant to this Chapter shall be purely a personal privilege, and shall not: (1) constitute property; (2) be subject to attachment, garnishment, or execution; (3) be alienable or transferable, voluntarily or involuntarily; or (4) be subject to being encumbered or hypothecated.
- (B) A local liquor license issued pursuant to this Chapter shall not descend by the laws of testate or intestate devolution, but, except as provided in Section 119.345(A) of this Chapter, shall cease upon the death, insolvency, or bankruptcy of the licensee; provided that executors or administrators of the estate of any deceased licensee, and the trustee of any insolvent or bankrupt licensee, when such estate consists in part of alcoholic liquor, may continue the business of the sale of alcoholic liquor under order of the appropriate court, and may exercise the privileges of the deceased, insolvent, or bankrupt licensee after the death of the decedent, or after the insolvency or bankruptcy, until the expiration of the local liquor license, but in no event longer than six months after the death, bankruptcy, or insolvency of the local liquor licensee. The

City Clerk shall refund that portion of the local liquor license fee paid pursuant to Section 119.320(A)(4) of this Chapter for any period in which the local liquor licensee is prevented from operating pursuant to this Section 119.340(B).

Sec. 119.345. - License Amendments.

(A) *Changes in Personnel.*

- (1) Any change in the information required pursuant to Section 119.310(A)(1) of this Chapter regarding the partners, officers, directors, managers, or shareholders of a local liquor licensee shall be reported in writing to the Local Liquor Control Commissioner within 10 days after the change. All new partners, officers, directors, managers and shareholders shall meet all of the standards of this Chapter and must otherwise qualify to hold a local liquor license. All changes in personnel shall be subject to review by the Local Liquor Control Commissioner.
- (2) Upon any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter, the Local Liquor Control Commission shall hold a public hearing to consider revocation of the liquor license, in accordance with Article VI of this Chapter.

- (B) *Change in Location.* The premises at which the sale at retail of alcoholic liquor is licensed pursuant to this Chapter may be changed only upon the prior written approval of the Local Liquor Control Commissioner, which approval shall not be granted unless the proposed new location is suitable for the retail sale of alcoholic liquor pursuant to this Chapter and all other applicable statutes, ordinances, laws, rules, and regulations.

Sec. 119.350. - License Fees.

- (A) *Fees for Replacement License.* Any local liquor licensee that, during the term of its current license, applies for a new local liquor license that is intended to replace the current license, and not to supplement it, shall be required to pay only the prorated difference between the replacement local liquor license fee and the value of the current local liquor license fee. The City shall have no obligation to reimburse the licensee if the replacement local liquor license fee is less expensive than the current local liquor license fee.
- (B) *Refunds of Application Fees.* Except as provided in Section 119.340(B) of this Chapter, the City shall have no obligation to refund any application fee paid pursuant to this Chapter to an applicant or local liquor licensee for any reason.

ARTICLE IV. - INSURANCE AND TRAINING

Sec. 119.401. - Dram Shop Insurance.

All local liquor licensees shall carry dram shop insurance for the premises within which alcoholic liquor is sold, in a minimum amount of \$1,000,000.00 per occurrence. The dram shop insurance coverage shall name the City and its elected and appointed officers, agents, employees, and officials as additional insured parties.

Sec. 119.410. - Responsible Alcohol Service Training.

(A) *Responsible Alcohol Service Training Required.*

- (1) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving or delivering alcoholic liquor to customers, guests or patrons for consumption on the licensed premises, shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete either a BASSET program or an on-premises TIPS program.
- (2) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving, or delivering alcoholic liquor to customers, guests, or patrons for consumption off the premises shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete an off-premises TIPS program.

(B) *Proof of Training.* Each local liquor licensee shall maintain on the licensed premises proof of completion by each manager and employee of the local liquor licensee of the training required pursuant to this Section 119.410, in a manner that will allow inspection, upon demand, by any full-time, part-time, or auxiliary City police officer or by any designee of either the State of Illinois Liquor Control Commission or the Local Liquor Control Commission.

(C) *Restrictions on Sales by Untrained Personnel.*

- (1) No person shall sell, mix, prepare, serve, or deliver alcoholic liquor in the City, for consumption on the licensed premises, unless that person has successfully completed a BASSET or TIPS program, as required pursuant to Section 119.410(A) of this Chapter; except that a person may sell, mix, prepare, serve, or deliver alcoholic beverages: (a) within ten days after that person begins employment with the licensee; and (b) under the direct supervision of a manager or employee of the local liquor licensee that has successfully completed a BASSET or TIPS program.
 - (2) No local liquor licensee shall sell, serve, or deliver any alcoholic liquor at any time at which there is not physically present on the licensed premises a manager or employee of the local liquor licensee who has successfully completed a BASSET or TIPS program as required pursuant to Section 119.410(A) of this Chapter.
- (D) Any person who attends a program

provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

(3) This Section 119.410(C) does not apply to customers of licensed Class Y establishments who obtain alcoholic liquor in compliance with Section 119.519 of this Code.

(D) Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

(Ord. 77-09, J. 35, p. 304-308, passed 12/14/09; Ord. O69-2024, § 4, passed 9/23/24)

ARTICLE V. - SALES

Sec. 119.501. - Sales Restricted to Authorized Premises.

(A) *Determination of Premises.*

(1) Except as provided in Section 119.501(A)(2) of this Chapter, a local liquor license shall permit the sale of alcoholic liquor only in or from the premises described in the local liquor license, and only in the manner therein authorized and in compliance with the terms thereof.

(2) Notwithstanding Section 119.501(A)(1) of this Chapter to the contrary, a local liquor licensee may sell alcoholic liquor at a location other than the premises described in the local liquor license, in accordance with the following:

- (a) The licensee shall submit a request for off-premises sales to the City not later than the date that is seven days prior to the event at which the licensee proposes to conduct off-premises sales, which request shall include, without limitation: (i) the dates and times of the proposed off-premises sales, and (ii) a statement of authorization by the owner or operator of the event at which the licensee proposes to conduct off-premises sales.
- (b) The City Clerk shall forward the request for off-premises sales to the Local Liquor Control Commissioner, who may approve or deny the request in his or her sole discretion.
- (c) The City Clerk shall notify the Chief of Police of all requests for off-premises sales that are approved pursuant to this Section 119.501(A)(2).
- (d) All off-premises sales approved pursuant to this Section 119.501(A)(2) may be conducted only upon receipt of, and in strict compliance with, a special use permit license issued by the State pursuant to the Liquor Control Act.

(B) *Outdoor Dining Areas.* For purposes of this Chapter, the "licensed premises" of a Class R-1 or Class R-2 local liquor licensee shall include, without limitation, any portion of a public or private right-of-way for which the licensee has obtained a separate license from the City pursuant to

Section 150.408(B) of Chapter 150 of the City Code for the maintenance of a temporary outdoor dining area as an accessory use.

Sec. 119.510. - Sanitary Requirements.

All premises used for the retail sale or storage of alcoholic liquor shall be kept in a clean and sanitary condition, and shall be kept in full compliance with the provisions of the City Code regulating the condition of premises used for the storage and sale of food for human consumption.

Sec. 119.515. - Sales Within Restaurants and Banquet Venues.

- (A) *Size of Bar and Lounge Areas Limited.* No Class R-1 or Class R-2 local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (B) *Sales to Waiting Patrons.* Notwithstanding any provision of this Chapter to the contrary, a Class R-1 local liquor licensee may sell alcoholic liquor, and a Class R-2 local liquor licensee may sell beer and wine, to dining patrons waiting to be seated at tables for the service of food, at a bar or within a lounge located within the licensed premises.
- (C) *Delivery of Cocktails.* Class R-1, R-2, and RS-1 licensees may sell mixed drinks and single servings of wine for consumption off the premises and in strict compliance with the applicable provisions of the Illinois Liquor Control Act, including without limitation Section 6-28.8 thereof (235 ILCS 5/6-28.8), as may be amended.

(Ord. O85-2019, § 4, 12/9/19; Ord. O33-2024, § 6, passed 4/10/24)

Sec. 119.516. - Sales Within Theaters.

No alcoholic liquor shall be sold or offered for sale by a Class T local liquor licensee within a theater except in accordance with the following:

- A. Alcoholic liquor may only be sold or offered for sale within the lobby area of the theater. No alcoholic liquor may be sold or offered for sale within any seating area of the theater.
- B. Not more than one beverage of alcoholic liquor may be sold to one person at one time.

(Ord. 20-13, J. 39, p. 32-33, passed 02/11/2013; Ord. 75-13, J. 39, p. 230-231, passed 07/22/13)

Sec. 119.517. - Sales as an Accessory Use.

No alcoholic liquor may be sold or offered for sale by a Class U local liquor licensee except in accordance with the following:

- (A)

The sale of alcoholic liquor at the licensed premises must be an accessory use as generally defined in this Chapter, and as specifically defined and delineated in the specific Class U license issued to an applicant.

- (B) No Class U local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (C) Class U local liquor licensees must offer for sale, for consumption on the premises where sold, a menu of food items that are commonly consumed, individually or together, as part of what could reasonably be considered a light meal, and not merely as a snack.
- (D) Alcoholic liquor may be sold at the licensed premises only during the normal business hours of the principal use of the licensed premises and only during the conduct of the business of the principal use of the licensed premises.
- (E) Such other conditions that the Local Liquor Control Commissioner may, in its discretion, include in the specific Class U license issued to an applicant.

(Ord. O20-2024, § 4, passed 2/12/24)

Sec. 119.518. - Sales By Caterers.

No alcoholic liquor may be sold or offered for sale by a Class V local liquor licensee except in accordance with the following:

- (A) Class V local liquor licensees must register their business annually with the office of the City Manager in accordance with Chapter 106 of this Code,
- (B) Class V local liquor licensees must maintain a food preparation kitchen within the City,
- (C) Alcoholic liquor may be sold only at a private event not open to the public and only in connection with the provision of catering services.

(Ord. O19-2024, § 4, passed 2/12/24)

Sec. 119.519. - Sales Within Active Sports Facilities.

No alcoholic liquor may be sold or offered for sale by a Class G local liquor licensee within an active sports facility except in accordance with the following:

- (A) Each Class G local liquor licensee must offer for sale, for consumption on the premises, a menu of food items that are commonly consumed, individually or together, as part of what could reasonably be considered a light lunch or dinner, and not merely as a snack. The licensee may also, but is not required to, offer a larger menu of food items or have a full-service kitchen.
- (B)

No Class G local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.

(Ord. O33-2024, § 8, passed 4/10/24)

Editor's note— Ord. O33-2024, § 8, adopted April 10, 2024, set out provisions intended for use as 119.517. For purposes of clarity, and at the editor's discretion, these provisions have been included as 119.519.

Sec. 119.519.1. - Sales within Self-Service Establishments.

No alcoholic liquor may be sold or offered for sale by a Class Y local liquor licensee except in accordance with the following:

- (A) No customer may serve themselves alcoholic liquor prior to verification of their identification by an employee of the licensee, using state-of-the-art technology.
- (B) Once a customer's identification is verified, the licensee must issue each customer a secure card or wristband encoded with their verification details for access to the alcoholic liquor self-service system.
- (C) Employees of the licensee must regularly monitor the use of all alcoholic liquor self-service systems.
- (D) Employees of the licensee responsible for verification of customer identification, and monitoring of alcoholic liquor self-service systems, must be BASSET-trained in accordance with Section 119.410(C)(1) of this Code.

(Ord. O69-2024, § 3, passed 9/23/24)

Editor's note— Ord. O69-2024, § 3, adopted Sept. 23, 2024, set out provisions intended for use as 119.519. For purposes of clarity, and at the editor's discretion, these provisions have been included as 119.519.1.

Sec. 119.520. - Hours of Business.

- (A) It is unlawful to sell, or offer for sale, at retail any alcoholic liquor, for consumption on the premises, in the City between the hours of 1:00 a.m. and 6:00 a.m. on Monday through Friday, and between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday, except as follows:
 - (1) Between 1:00 a.m. and 2:00 a.m. on Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and Christmas Day; and
 - (2) Between 1:00 a.m. and 3:00 a.m. on New Year's Day.
- (B) It is unlawful to sell or offer for sale at retail any alcoholic liquor, in its original package for consumption off the premises, between the hours of midnight and 6:00 a.m. on any day.
- (C)

Licensed premises may remain open for the sale of food or other products during the hours within which the sale of alcoholic liquor is prohibited pursuant to this Section 119.520; except that no alcoholic liquor may be sold to, or consumed by, the public during such hours.

- (D) Notwithstanding any provision of this Chapter to the contrary, alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to Section 119.520(A) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

(Ord. O85-2019, § 5, 12/9/19; Ord. O36-2017, § 4, passed 3/13/2017; Ord. O33-2024, § 7, passed 4/10/24)

Sec. 119.525. - Sales to Minors.

- (A) Except as may be permitted pursuant to Chapter 135 of this Code, no person shall sell, give or deliver any alcoholic liquor to any person under the age of 21 years or to any intoxicated person; except that it shall not be a violation of this Section 119.525(A) if the person who sells, gives, or delivers alcoholic liquor to a person under the age of 21 years: (1) is shown, and relies upon, adequate written evidence of the age and identity of the person to whom the alcoholic liquor is sold, given, or delivered; and (2) does not know the written evidence to be false or fraudulent.
- (B) In the event that a local liquor licensee, or agent or employee thereof, believes or has reason to believe that a sale or delivery of alcoholic liquor is prohibited because the prospective recipient is younger than 21 years of age, he or she shall, before making such sale or delivery, demand presentation of a valid, written, positive, government-issued identification containing proof of age.
- (C) It is unlawful for any person to misrepresent his or her age for the purpose of purchasing or obtaining alcoholic liquor in any place in the City at which alcoholic liquor is sold.
- (D) No person under the age of 21 years shall possess, present, or offer false or fraudulent evidence of age or identity for the purpose of purchasing or obtaining any alcoholic beverage.
- (E) No person shall transfer, alter, or deface an identification card, use the identification card of another, carry or use a false or forged identification card, or obtain an identification card by means of false information, for the purpose of purchasing or procuring alcoholic liquor.
- (F) In any place in the City at which alcoholic liquor is sold, there must be displayed at all times, in a prominent place, a printed card, supplied by the City Clerk, that shall read substantially as follows:

WARNING TO PERSONS UNDER TWENTY-ONE

YOU ARE SUBJECT TO A FINE UNDER THE ORDINANCES OF THE CITY OF HIGHLAND PARK IF YOU PURCHASE ALCOHOLIC LIQUOR, OR MISREPRESENT YOUR AGE FOR THE PURPOSE OF PURCHASING OR OBTAINING ALCOHOLIC LIQUOR.

- (G) It is unlawful for any parent or legal guardian who has legal custody and control over a person who is under 18 years of age to permit such person to violate any provision of this Section 119.525.

Sec. 119.530. - Sales by Persons Under Age.

It is unlawful for any local liquor licensee, or manager, agent, employee, or representative thereof, to permit any person less than 21 years of age to sell, serve, prepare, mix, or deliver any alcoholic liquor in any licensed premises; except that employees of on-premises local liquor licensees that are at least 18 years of age may sell, serve, and deliver alcoholic liquor that has been prepared or mixed by a manager or employee of the local liquor licensee that is 21 years of age or older.

Sec. 119.535. - Consumption or Possession of Alcoholic Beverages by Minors.

The consumption, purchase, or possession of alcoholic beverages by any person under 21 years of age is prohibited, except in accordance with and pursuant to (a) Section 119.530 of this Chapter, or (b) Chapter 135 of this Code.

Sec. 119.540. - Sales on Credit.

Except for Class C-1, C-2, and H local liquor licensees with respect to members and registered guests, no local liquor licensee shall sell or furnish alcoholic liquor at retail to any person on credit or on a pass book, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; except that this Section 119.540 shall not be deemed or construed to prohibit payment by credit card.

Sec. 119.545. - Access to Unlicensed Premises.

Except in the case of hotels and clubs, no alcoholic liquor shall be sold at retail upon any premises from which there is direct access to any other portion of the same building or structure that is (a) used for dwelling or lodging purposes, and (b) permitted to be used, or kept accessible, for public use. This Section 119.545 shall not be deemed or interpreted to prohibit any connection between licensed premises and another portion of the building or structure used only by the licensee, his or her family, and personal guests.

Sec. 119.550. - Special Events.

- (A) *General Requirements.* No person, firm, or corporation shall sell, offer for sale, or dispense any alcoholic liquor at a special event located in the City except in compliance with the following:
- (1) The seller shall obtain all liquor licenses required pursuant to this Chapter and the Liquor Control Act;

- (2) No individual shall be permitted to purchase more than two alcoholic beverages at any one time;
 - (3) The quantity of alcoholic liquor within each beverage sold shall not exceed 12 ounces of beer, six ounces of wine, or one and one-half ounces of distilled spirits; and
 - (4) The seller shall comply with all applicable provisions of Chapter 118 of this Code.
- (B) *Licenses*. Notwithstanding any provision of this Chapter to the contrary, no Class C-1, C-2, F, G, R-1, or R-2 local liquor licensee shall be required to obtain an additional local liquor license for the sale of alcoholic liquor at a special event.

(Ord. 75-13, J. 39, p. 230-231, passed 07/22/13)

Sec. 119.555. - Sales Promotions.

- (A) All local liquor licensees shall maintain a schedule of prices for all drinks of alcoholic liquor to be served and consumed on the licensed premises.
- (B) It is unlawful for any local liquor licensee, or any employee or agent thereof, to:
 - (1) Serve two or more drinks of alcoholic liquor at one time to one person for consumption by that one person, except when selling or delivering wine by the bottle or carafe;
 - (2) Sell, offer to sell, or serve to any person an unlimited number of drinks of alcoholic liquor during any set period of time for a fixed price, except at private functions not open to the general public;
 - (3) Sell, offer to sell, or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged to other purchasers of drinks on that day as a promotion to encourage consumption of alcoholic liquor, except as authorized pursuant to Section 119.555(C)(7) of this Chapter;
 - (4) Increase the volume of alcoholic liquor contained in a drink, or the size of a drink of alcoholic liquor, without increasing proportionately the price regularly charged for the drink on that day;
 - (5) Encourage or permit, on the licensed premises, any game or contest which involves drinking alcoholic liquor or the awarding of drinks of alcoholic liquor as prizes for the game or contest on the licensed premises; or
 - (6) Advertise or promote in any way, whether on or off the licensed premises, any of the practices prohibited pursuant to this Section 119.555(B).
- (C) Notwithstanding Section 119.555(B) of this Chapter, a local liquor licensee may:
 - (1) Offer free food or entertainment at any time;
 - (2) Include drinks of alcoholic liquor as part of a meal package;
 - (3) Include drinks of alcoholic liquor as part of a hotel package;

- (4) Negotiate drinks of alcoholic liquor as part of a contract between a hotel or multi-use establishment and another group for the holding of any function, meeting, convention, or trade show;
 - (5) Provide room service to persons renting rooms at a hotel;
 - (6) Sell pitchers (or the equivalent, including, without limitation, buckets), carafes, or bottles of beer or wine which are customarily sold in such quantities and delivered to two or more persons at one time; or
 - (7) Increase the prices of drinks of alcoholic liquor in lieu of, in whole or in part, a cover charge to offset the cost of special entertainment not regularly scheduled at the licensed premises.
- (D) Notwithstanding any provision of this Chapter to the contrary, it is unlawful to sell or serve a bottle of any type of alcoholic liquor, other than beer or wine, to two or more persons at one time for consumption on the premises where sold, except at private functions not open to the public at which ten or more persons are present.

Sec. 119.560. - Giveaways and Tastings.

It is unlawful for any local liquor licensee to give away or otherwise dispense free of charge, by the drink or in any other manner, within the City, an alcoholic beverage with the intent of promoting the sale of an alcoholic beverage; except that an Alcoholic Liquor Tasting licensee may, without charge, give away or otherwise dispense free of charge alcoholic liquor in small and limited amounts for tasting purposes only, immediately prior and incident to the sale of alcoholic liquor in the original package for consumption off the premises pursuant to the terms of the Class S-1, S-2, or Class S-3 local liquor license, and in accordance with the following conditions and limitations:

- (A) The tasting shall be attended and supervised at all times by a full-time or part-time manager or employee of the local liquor licensee;
- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;
- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and
- (D) The sample shall be served in a container which shall be disposed of following the sampling.

(Ord. O24-2022, § 4, passed 2/28/22)

Sec. 119.561. - Sales by Class W Establishments.

Class W licensees may provide no more than two servings of alcoholic liquor per patron per visit. Neither this Section 119.561 nor the issuance of a Class W liquor license is to be deemed or interpreted to permit Class W licensees to serve alcoholic liquor in violation of Section 119.560 of this Code.

(Ord. O33-2024, § 9, passed 4/10/24)

Sec. 119.565. - Sales by Gasoline Fuel Stations.

No person, firm, or corporation licensed pursuant to this Chapter shall engage in the business of a gasoline fuel station on any portion of any licensed premises.

Sec. 119.570. - Transportation Signage.

Each local liquor licensee, other than Class D, Class F, Class S-1, and Class S-2 licensees, shall post, at a conspicuous place within the licensed premises, a sign displaying the name and telephone number of at least one taxicab or other transportation company that provides transportation services within the City and the surrounding area at all times during which alcoholic liquor may be sold pursuant to Section 119.520 of this Chapter.

Sec. 119.575. - Identification Books.

All local liquor licensees must maintain, at all times on the licensed premises, a federal or state government-issued book or booklet containing a description and depiction of valid identification cards.

Sec. 119.580. - Beer Kegs.

No Beer Keg may be sold in the City except in accordance with this Section 119.580.

(A) *Permit Tags Required.*

- (1) A Permit Tag shall be provided by the Licensee and shall be affixed to each Beer Keg purchased in the City.
- (2) It is unlawful to remove, alter or destroy a Permit Tag.

(B) *Security Deposit.*

- (1) The purchaser of a Beer Keg must pay to the local liquor licensee a security deposit, in the amount set forth in the Annual Fee Resolution.
- (2) The local liquor licensee must retain all security deposits collected in connection with the sale of Beer Kegs in a separate account, and may not commingle the security deposits with any other funds or monies.
- (3) Upon return of the Beer Keg, the local liquor licensee must refund the full amount of the security deposit to the purchaser of the Beer Keg.
- (4) The security deposit for all Beer Kegs that are not returned within 60 days after the date of sale will be forfeited to the local liquor licensee.

(C) *Requirements at Sale.*

- (1) Upon the sale of a Beer Keg, the local liquor licensee must give the purchaser of the Beer Keg an informational pamphlet, to be provided by the Local Liquor Control Commission, regarding the responsible consumption of alcoholic beverages.
 - (2) At the time of sale of a Beer Keg, the local liquor licensee must require the purchaser to sign an acknowledgement, on a form provided by the Local Liquor Control Commission, setting forth the provisions of this Section 119.580. The local liquor licensee must retain the acknowledgement for a period of 90 days after the date of sale.
- (D) *Return of Beer Kegs*. All Beer Kegs must be returned to the local liquor licensee that sold the Beer Keg within 60 days after the date of sale. The local liquor licensee must notify the City Police Department of all Beer Kegs that are not returned within 60 days after the date of sale.
- (E) *Logbook*.
- (1) All local liquor licensees must keep and maintain a logbook of all Beer Kegs sold, which must be available for inspection by the City during normal business hours and which must include, at a minimum, the following information:
 - (a) The date and time of purchase of each Beer Keg; and
 - (b) The address, telephone number, driver's license/state identification number, date of birth, and signature of the party purchasing each Beer Keg.
 - (2) It is unlawful to knowingly make a false statement or a misstatement in the logbook with respect to any of the information required pursuant to Section 119.580 of this Chapter.
- (F) *Beer Kegs Purchased Outside the City*. The purchaser of a Beer Keg that is purchased outside the City but brought into the City must retain proof of purchase of the Beer Keg, which proof of purchase must include, without limitation, the name and address of the seller.
- (G) *Purchaser Liability*. In the event that a Beer Keg is related to, or involved in any way in, the violation of this Chapter by any person, the violation will also be deemed and held to be the act of the purchaser of the Beer Keg, which purchaser is punishable in the same manner as if the violation had been committed by the purchaser itself.

(Ord. O33-2024, § 9, passed 4/10/24)

ARTICLE VI. - ENFORCEMENT

Sec. 119.601. - Violations and Penalties.

(A) *Fines*.

(1)

Any person who violates any provision of this Chapter, who makes a false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted pursuant to this Chapter, shall be fined not less than \$150.00 no more than \$1,000.00, plus costs, for the first offense of this Chapter within a 12-month period, not less than \$250.00 nor more than \$1,500.00, plus costs, for the second offense within a 12-month period, and not less than \$500 nor more than \$2,500.00, plus costs, for the third and each subsequent offense within a 12-month period.

- (2) Any violation of this Chapter by any officer, director, manager, or employee of a local liquor licensee shall also be deemed and held to be the act of the licensee, which local liquor licensee shall be punishable in the same manner as if the violation had been committed by the licensee itself.
 - (3) Each day on or during which any person violates any of the provisions of this Chapter shall constitute a separate and distinct offense.
 - (4) All fines and other monetary penalties imposed by the Local Liquor Control Commission shall be remitted to the City and deposited in either the Alcohol Education Fund or the general corporate fund of the City, at the direction of the Local Liquor Control Commission.
- (B) *Suspension and Revocation of Local Liquor License.* The Local Liquor Control Commission may, at its discretion and in accordance with the procedures set forth in Section 119.610 of this Chapter, fine a local liquor licensee, or revoke or suspend any local liquor license issued pursuant to this Chapter, upon the occurrence of any of the following:
- (1) Violation of any provision of this Chapter by a local liquor licensee, or any officer, director, manager, representative, agent or other employee thereof, while (a) engaged in activities in furtherance of the business of the local liquor licensee, or (b) on the licensed premises;
 - (2) Violation of any federal, state, county, or City statute, ordinance, law, rule or regulation pertaining to the sale of alcoholic liquor;
 - (3) Failure to pay any license fee or any tax imposed by any unit of government on alcoholic liquor or the sale thereof;
 - (4) Receipt by the Local Liquor Control Commission of a complaint of the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the local liquor license has committed a violation of a tax statute administered by such Department;
 - (5) Issuance of a false statement in connection with obtaining a local liquor license pursuant to this Chapter;
 - (6) Violation of a condition of a local liquor license granted pursuant to this Chapter;
 - (7) Conviction of the applicant, or any officer, director, manager, or shareholder thereof, of a felony pursuant to any federal or state law; or
 - (8)

Any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter.

(C) *Additional Penalties.* In addition to, or in lieu of, the penalties available pursuant to Sections 119.601(A) and 119.601(B) of this Chapter, the Local Liquor Control Commission shall have the right, but not the obligation, to:

- (1) Require the local liquor licensee to reimburse the City for its third-party costs, including attorneys' fees, incurred in connection with the enforcement action before the Local Liquor Control Commission;
- (2) Impose a penalty of community service and/or a penalty of probation; and/or
- (3) Require the local liquor licensee to reimburse the City for the cost of publication, in a newspaper of general circulation in the City, of a public safety announcement that advocates for the safe and responsible service, possession, and consumption of alcoholic liquor.

Sec. 119.605. - Enforcement Procedure.

- (A) *Enforcement Against Violator.* All alleged violations of this Chapter shall be adjudicated by either the Administrative Hearing Officer, in accordance with Chapter 38 of this Code, or by a court of competent jurisdiction. The City shall determine, in its sole discretion, whether to adjudicate each alleged violation of this Chapter through the Administrative Hearing Office or through a court of competent jurisdiction.
- (B) *Enforcement Against Local Liquor Licensee.* The Local Liquor Control Commission may conduct a hearing in accordance with Section 119.610 of this Chapter regarding any action to be taken or penalty to be imposed against a local liquor licensee for a violation of this Chapter that occurs at the licensed premises under the control of the local liquor licensee.

Sec. 119.610. - Local Liquor Control Commission Hearings.

- (A) Except as provided in Section 119.620 of this Chapter, no local liquor license shall be revoked or suspended, and no fines shall be assessed against a local liquor licensee pursuant to Section 119.605(B) of this Chapter, except after a public hearing held by the Local Liquor Control Commission in accordance with the following provisions:
- (1) Written notice of the date, time, and place of, and the general reasons for, the hearing shall be transmitted to the local liquor licensee at the licensed premises by personal service, if possible, and/or by certified United States mail, affording the local liquor licensee an opportunity to appear and defend.
 - (2)

No public hearing authorized by this Section 119.610 may be conducted less than three days prior to receipt by the local liquor licensee of the notice required pursuant to Section 119.610(A)(1) of this Chapter.

- (3) The Local Liquor Control Commission shall hold the hearing at the date, time and place set forth in the notice, and shall give the licensee an opportunity to be heard.
- (B) The Local Liquor Control Commissioner may, upon a reasonable belief that any continued operation of a particular licensed premises will immediately threaten the welfare of the community, order a licensed premises closed for not more than seven days, pending a hearing on the suspension or revocation of the local liquor license: (1) upon the issuance of a written order stating the reason for such conclusion; and (2) without notice or hearing, but with the consent of the members of the Local Liquor Control Commission. Any order issued pursuant to this Section 119.610(B) shall include the notice of public hearing required pursuant to Section 119.610(A)(1) of this Chapter. If the local liquor licensee is also engaged in the conduct of another business on the licensed premises, the order issued pursuant to this Section 119.610(B) shall not be applicable to the other business.
- (C) Within 14 days of the public hearing, the Local Liquor Control Commission shall issue a written order setting forth any penalties to be assessed against or imposed upon the local liquor licensee, and the reasons therefor. A copy of the written order shall be served upon the local liquor licensee by personal service or by certified United States mail.

Sec. 119.615. - Appeals.

- (A) Pursuant to Section 7-9 of the Liquor Control Act, all appeals of orders or actions of the Local Liquor Control Commission shall be made to the Illinois Liquor Control Commission.
- (B) Appeals to the Illinois Liquor Control Commission from an order or action of the Local Liquor Control Commissioner shall be limited to a review of the official record of the proceedings before the Local Liquor Control Commission, in accordance with City Resolution No. R14-95. In the event of such an appeal, the Local Liquor Control Commissioner shall file, or cause to be filed, with the Illinois Liquor Control Commission a certified official record, taken and prepared by a certified court reporter or certified shorthand reporter, of the hearing before the Local Liquor Control Commission, within five days after receipt of notice of such appeal and upon payment by the appellant of the cost of the certified official record.

Sec. 119.620. - Automatic Revocation.

Notwithstanding any provision of this Chapter to the contrary, a local liquor license shall be terminated, automatically and without a public hearing, upon the conviction of the local liquor licensee, or any officer, director, manager, partner, or shareholder thereof, by any court of law or by the City Administrative Hearing Office of a willful violation of any of the provisions of the Liquor Control Act.

Sec. 119.625. - Forfeiture of Fees.

Upon revocation of a local liquor license by the Local Liquor Control Commission pursuant to this Article VI, all fees paid by the local liquor licensee pursuant to this Chapter shall be forfeited.

APPLICATION FOR LICENSE FOR RETAIL SALE OF LIQUOR UNDER HIGHLAND PARK LIQUOR ORDINANCE

[Please see City Code Section 119.305 for more information.](#)

Non Refundable Renewal Application Fee \$100 _____ Late Fee \$350 _____

Brand New Business Non-Refundable Application Fee \$250 _____

Please check the class for which application is made.

<u>CLASS</u>	<u>AMOUNT</u>	
___ A	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR BY ART STUDIOS, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY. THE SALE OF ALCOHOLIC LIQUOR PURSUANT TO A CLASS A LICENSE IS PERMITTED ONLY TO PARTICIPANTS IN ARTS PROGRAMS OR CLASSES OPERATED BY THE STUDIO, AND ONLY IN CONNECTION WITH THE SERVICE OF FOOD.
___ B	\$3,820	RETAIL SALE OF ALCOHOLIC LIQUOR, IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES WHERE SOLD AND FOR ON-PREMISES CONSUMPTION, IN NANO-BREWERIES, NANO-DISTILLERIES, NANO-MEADERIES, AND NANO-WINERIES.
___ C-1	\$1,500	NOT-FOR-PROFIT CLUBS ON LAND AT LEAST TEN ACRES, WITH AN ANNUAL MEMBER DUES OF MORE THAN \$100, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY AND FOR CONSUMPTION OFF THE PREMISES WHERE SOLD ONLY IN THE ORIGINAL PACKAGE AND NOT FOR CONSUMPTION ON THE PREMISE, OR ONLY CORPORATE ENTITIES ORGANIZED UNDER THE LAWS OF THE STATE OF ILLINOIS SOLELY FOR THE PROMOTION OF MUSICAL PERFORMANCE MAINTAINED BY MEMBERS THROUGH THE PAYMENT OF ANNUAL DUES WHERE ALCOHOL SALES ARE INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD.
___ C-2	\$250	NOT-FOR-PROFIT CLUBS ORGANIZED PRIMARILY FOR CHARITABLE, SERVICE OR FRATERNAL PURPOSES, FOR CONSUMPTION ON PREMISES ONLY.
___ D	\$35	NON-PROFIT EDUCATIONAL, POLITICAL, CIVIC, FRATERNAL, RELIGIOUS OR OTHER ORGANIZATIONS AT A SPECIAL EVENT, NOT VALID FOR A PERIOD EXCEEDING 48 CONSECUTIVE HOURS, FOR CONSUMPTION WITHIN THE AREA SPECIFICALLY DESIGNATED IN LICENSE ONLY.
___ F	\$1,750	CONCESSIONAIRES SANCTIONED BY A CLASS RF LICENSEE, FOR CONSUMPTION ON THE PREMISES ONLY.
___ G	\$1,750	RETAIL SALE OF ALCOHOLIC LIQUOR AT, AND BY THE PROPRIETOR OF, ACTIVE SPORTS FACILITIES, WHERE THE SALE OF ALCOHOLIC LIQUOR IS INCIDENTAL AND COMPLEMENTARY TO THE ACTIVE SPORTS FACILITIES AND SERVICES.
___ H	\$4,000	HOTEL, WHETHER FOR CONSUMPTION OR IN ORIGINAL PACKAGE, TO GUESTS OF THE HOTEL OR WITHIN COMMON AREAS, MARKET PLACES, RESTAURANTS, BARS, AND LOUNGES OF THE HOTEL DESIGNATED FOR CONSUMPTION OF FOOD/BEVERAGES.
___ PD	\$350	PROPERTIES OWNED OR CONTROLLED AND OPERATED BY PARK DISTRICTS, FOR CONSUMPTION ON THE PREMISES ONLY.
___ Q	\$1,550	ALCOHOL SALES IN CONNECTION WITH PRIVATE FUNCTION NOT OPEN TO GENERAL PUBLIC, INCIDENTAL AND COMPLEMENTARY TO THE SALE OF FOOD, ON PREMISES OWNED AND OPERATED IN COMMON WITH A RESTAURANT WITHIN 500 FEET OR IN THE SAME BUILDING, FOR CONSUMPTION ON PREMISES ONLY.
___ R-1	\$2,580	RESTAURANTS AND BANQUET VENUES, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___ R-2	\$1,550	RESTAURANTS AND BANQUET VENUES, BEER AND WINE ONLY, INCIDENTAL AND COMPLEMENTARY TO SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___ RS-1	\$3,820	RESTAURANTS, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY AND SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES.

___ RF	\$1,500	NOT-FOR-PROFIT ENTITIES ORGANIZED FOR THE PUBLIC PRESENTATION OF MUSICAL ART, TO PERMIT SALE OF ALCOHOLIC LIQUOR BY CONCESSIONAIRES WITH CLASS F LICENSES FOR CONSUMPTION ON THE PREMISES, AND TO PERMIT BUSINESS INVITEES TO CARRY PREVIOUSLY PURCHASED ALCOHOLIC BEVERAGES ONTO THE LICENSED PREMISES.
___ S-1	\$2,580	PACKAGE STORES - SALE OF ALL ALCOHOLIC LIQUOR IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES ONLY. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ S-2	\$1,550	PACKAGE STORES - SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES ONLY. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ S-3	\$3,820	PACKAGE STORES – SALE OF ALCOHOLIC LIQUOR BY TASTING SHOPS; MUST BE IN EITHER THE ORIGINAL PACKAGE FOR CONSUMPTION OFF THE PREMISES WHERE SOLD; OR RETAIL SALE OF ALCOHOLIC LIQUOR FOR ON-PREMISES CONSUMPTION IN AN ACCESSORY TASTING ROOM THAT IS INCIDENTAL TO THE PURCHASE OF ALCOHOLIC LIQUOR FOR OFF-PREMISES CONSUMPTION. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ SP	\$500	RETAIL SALE OF ALCOHOLIC LIQUOR IN CONNECTION WITH SPORTING EVENTS FOR WHICH THE PUBLIC IS ABLE TO PURCHASE TICKETS TO ATTEND, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY AND BY A CONCESSIONAIRE, WHERE THE CONCESSION IS AFFORDED OR SANCTIONED BY EITHER THE CITY OR FOR WHICH A CLASS C-1 LICENSE HAS BEEN ISSUED, A CLASS PD LICENSE HAS BEEN ISSUED OR A CLASS RF LICENSE HAS BEEN ISSUED. LICENSE VALID ONLY FOR SPECIFIC DATES OF THE SPORTING EVENT.
___ T	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR WITHIN THE PREMISES FOR WHICH THE PRINCIPAL USE IS EITHER INDOOR MOTION PICTURE THEATER OR LIVE STAGE PERF. THEATER FOR CONSUMPTION ONLY ON THE PREMISES WHERE SOLD.
___ U	\$2,580	ACCESSORY USE OF A LICENSED PREMISES, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD AS A LIGHT MEAL, NOT MERELY AS A SNACK
___ V	\$2,580	RETAIL SALE OF ALCOHOLIC LIQUOR ONLY AT A PRIVATE EVENT NOT OPEN TO THE PUBLIC BY CATERERS THAT MAINTAIN A FOOD PREPARATION KITCHEN WITHIN THE CITY OF HIGHLAND PARK
___ W*	\$500	AUTHORIZES A BUSINESS TO GIVE AWAY ALCOHOL LIQUOR TO ITS PATRONS FOR ON-SITE CONSUMPTION. THE PROVISION OF ALCOHOLIC LIQUORS MUST BE INCIDENTAL AND COMPLEMENTARY TO THE PRIMARY BUSINESS OPERATIONS (SALONS, JEWELRY STORE). LIMITED TO TWO SERVINGS PER PERSON.
___ X-1*	\$500	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR FOR CONSUMPTION ON PREMISE, BY AN EXISTING BUSINESS ESTABLISHMENT, FOR A PERIOD OF NO MORE THAN 20 DAYS PER CALENDAR YEAR. THIS WOULD ALLOW A BUSINESS TO HAVE POP-UP EVENTS ON PREMISE AT AN EXISTING BUSINESS; NO MORE THAN 20 DAYS PER CALENDAR YEAR.
___ X-2*	\$1,500	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR FOR CONSUMPTION ONLY ON PREMISE, BY AN EXISTING BUSINESS ESTABLISHMENT, FOR A PERIOD OF NO MORE THAN CONSECUTIVE 90 DAYS PER CALENDAR YEAR. THIS WOULD ALLOW AN ESTABLISHED BUSINESS TO HOLD A POP-UP EVENT FOR 90 DAYS, CONSECUTIVELY, WITHIN A CALENDAR YEAR.
___ BYOB*	\$500	AUTHORIZES ON-SITE CONSUMPTION WITHIN A BUSINESS ESTABLISHMENT OF ALCOHOLIC LIQUOR WHICH HAS BEEN BROUGHT TO THE ESTABLISHMENT PREMISES BY A PATRON.
___ Y	\$2,580	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR AT SELF-SERVICE ESTABLISHMENTS AT WHICH CUSTOMERS MAY SERVE THEMSELVES ALCOHOLIC LIQUOR FROM SELF-SERVICE DISPENSING MACHINES. MUST BE INCIDENTAL AND COMPLEMENTARY TO THE SALE & SERVICE OF FOOD, AND CONSUMED ONLY ON THE PREMISES WHERE SOLD.

*REQUIREMENTS FOR BACKGROUND AND FINGERPRINTING ARE WAIVED, BUT LICENSEES ARE REQUIRED TO SUBMIT LIQUOR LIABILITY INSURANCE AND LIST OF BASSET TRAINED EMPLOYEES.

Current License Classifications	No. Of Licenses Issued	Current License Fees	Projected Revenues 2026
Class A	0	\$ 2,500.00	\$ -
Class B	0	\$ 3,820.00	\$ -
Class C-1	4	\$ 1,500.00	\$ 6,000.00
Class C-2	1	\$ 250.00	\$ 250.00
Class D	Multiple (Non-Profit Event License)	\$ 35.00	N/A
Class F	1	\$ 1,750.00	\$ 1,750.00
Class G	1	\$ 1,750.00	\$ 1,750.00
Class H	1	\$ 4,000.00	\$ 4,000.00
Class PD	0	\$ 350.00	\$ -
Class Q	0	\$ 1,550.00	\$ -
Class R-1	24	\$ 2,580.00	\$ 61,920.00
Class R-2	2	\$ 1,550.00	\$ 3,100.00
Class RS-1	5	\$ 3,820.00	\$ 19,100.00
Class RF	1	\$ 1,500.00	\$ 1,500.00
Class S-1	10	\$ 2,580.00	\$ 25,800.00
Class S-2	3	\$ 1,550.00	\$ 4,650.00
Class S-3	1	\$ 3,820.00	\$ 3,820.00
Class SP	0	\$ 500.00	\$ -
Class T	0	\$ 2,500.00	\$ -
Class U	0	\$ 2,580.00	\$ -
Class V	0	\$ 2,580.00	\$ -
Class W	1 (Pending)	\$ 500.00	\$ 500.00
Class X-1	0	\$ 500.00	\$ -
Class X-2	0	\$ 1,500.00	\$ -
Class BYOB	0	\$ 500.00	\$ -
Class Y	1	\$ 2,580.00	\$ 2,580.00

FY2026 Actuals \$ 15,168
 FY2025 Actuals \$ 149,943
 FY2024 Actuals \$ 137,053

26 Different Classifications

\$ 136,720.00

(doesn't include Class D licenses or renewal/application fees)

Proposed License Classifications	No. of Licenses Issued (2026)	Proposed License Fees (2027)	Total Projected Revenue (2027)	CPI Increase for 2028 ~(2%)	2028 Projected Revenue	CPI Increase for 2029 ~(2%)	2029 Projected Revenue	CPI Increase for 2030 ~(2%)	2030 Projected Revenue	CPI Increase for 2031 ~(2%)	2031 Projected Revenue	CPI Increase for 2032 ~(2%)	2032 Projected Revenue	
Class B	0	\$ 3,500	\$ -	\$ 3,570	\$ -	\$ 3,641	\$ -	\$ 3,714	\$ -	\$ 3,789	\$ -	\$ 3,864	\$ -	Would hit current license fee in 2032
Class C	5	\$ 1,500	\$ 7,500	\$ 1,530	\$ 7,650	\$ 1,561	\$ 7,803	\$ 1,592	\$ 7,959	\$ 1,624	\$ 8,118	\$ 1,656	\$ 8,281	
Class D	Multiple	\$ 35	Varies	\$ 36		\$ 36		\$ 37		\$ 38		\$ 39		
Class F	1	\$ 1,650	\$ 1,650	\$ 1,683	\$ 1,683	\$ 1,717	\$ 1,717	\$ 1,751	\$ 1,751	\$ 1,786	\$ 1,786	\$ 1,822	\$ 1,822	Would hit current license fee in 2030
Class G	1	\$ 1,650	\$ 1,650	\$ 1,683	\$ 1,683	\$ 1,717	\$ 1,717	\$ 1,751	\$ 1,751	\$ 1,786	\$ 1,786	\$ 1,822	\$ 1,822	Would hit current license fee in 2030
Class H	1	\$ 4,000	\$ 4,000	\$ 4,080	\$ 4,080	\$ 4,162	\$ 4,162	\$ 4,245	\$ 4,245	\$ 4,330	\$ 4,330	\$ 4,416	\$ 4,416	
Class PD	0	\$ 350	\$ -	\$ 357	\$ -	\$ 364	\$ -	\$ 371	\$ -	\$ 379	\$ -	\$ 386	\$ -	
Class R	26	\$ 2,000	\$ 52,000	\$ 2,040	\$ 53,040	\$ 2,081	\$ 54,101	\$ 2,122	\$ 55,183	\$ 2,165	\$ 56,286	\$ 2,208	\$ 57,412	Would hit current license fee in 2040 (for R-1 license holders)
Class RS-1	5	\$ 3,500	\$ 17,500	\$ 3,570	\$ 17,850	\$ 3,641	\$ 18,207	\$ 3,714	\$ 18,571	\$ 3,789	\$ 18,943	\$ 3,864	\$ 19,321	Would hit current license fee in 2032
Class RF	1	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,530	\$ 1,561	\$ 1,561	\$ 1,592	\$ 1,592	\$ 1,624	\$ 1,624	\$ 1,656	\$ 1,656	
Class S	13	\$ 2,000	\$ 26,000	\$ 2,040	\$ 26,520	\$ 2,081	\$ 27,050	\$ 2,122	\$ 27,591	\$ 2,165	\$ 28,143	\$ 2,208	\$ 28,706	Would hit current license fee in 2040 (for S-1 license holders)
Class TS	1	\$ 3,500	\$ 3,500	\$ 3,570	\$ 3,570	\$ 3,641	\$ 3,641	\$ 3,714	\$ 3,714	\$ 3,789	\$ 3,789	\$ 3,864	\$ 3,864	Would hit current license fee in 2032
Class LP	0	\$ 2,100	\$ -	\$ 2,142	\$ -	\$ 2,185	\$ -	\$ 2,229	\$ -	\$ 2,273	\$ -	\$ 2,319	\$ -	Would hit current license fee for Class T in 2036
Class U	0	\$ 2,500	\$ -	\$ 2,550	\$ -	\$ 2,601	\$ -	\$ 2,653	\$ -	\$ 2,706	\$ -	\$ 2,760	\$ -	Would hit current license fee in 2029
Class V	0	\$ 2,500	\$ -	\$ 2,550	\$ -	\$ 2,601	\$ -	\$ 2,653	\$ -	\$ 2,706	\$ -	\$ 2,760	\$ -	Would hit current license fee in 2029
Class W	1 (Pending)	\$ 500	\$ 500	\$ 510	\$ 510	\$ 520	\$ 520	\$ 531	\$ 531	\$ 541	\$ 541	\$ 552	\$ 552	
Class X-1	0	\$ 500	\$ -	\$ 510	\$ -	\$ 520	\$ -	\$ 531	\$ -	\$ 541	\$ -	\$ 552	\$ -	
Class X-2	0	\$ 1,500	\$ -	\$ 1,530	\$ -	\$ 1,561	\$ -	\$ 1,592	\$ -	\$ 1,624	\$ -	\$ 1,656	\$ -	
BYOB	0	\$ 500	\$ -	\$ 510	\$ -	\$ 520	\$ -	\$ 531	\$ -	\$ 541	\$ -	\$ 552	\$ -	
Class Y	1	\$ 2,500	\$ 2,500	\$ 2,550	\$ 2,550	\$ 2,601	\$ 2,601	\$ 2,653	\$ 2,653	\$ 2,706	\$ 2,706	\$ 2,760	\$ 2,760	Would hit current license fee in 2029
TOTAL			\$ 118,300		\$ 120,666		\$ 123,079		\$ 125,541		\$ 128,052		\$ 130,613	

Date: September 3, 2026
To: Mayor Rotering & Members of the City Council
From: Christopher Falcon, Business & Economic Development AG Chair
Erin K. Jason, Assistant City Manager
Subject: Recommended Updates to Chapter 119 (Liquor) as Presented 8/25/2026

At the regular meeting of the Business & Economic Development Advisory Group on August 25, 2026, Advisors reviewed the recommended updates to Chapter 119 (Liquor).

Advisors Present: Christopher Falcon (Chair), Stephanie B. Kerch (Vice-Chair), Adam Porte, Wendy Gimbel, Olivia Garber

Feedback was requested on the following items:

1. **Classifications**
 - a. Elimination
 - b. Combination
 - c. Updates
2. **Review of Fee Structure**
 - a. Adjust current rates
 - b. Support annual CPI increase beginning in 2028
3. **Hours of Business**
4. **"Happy Hour" Update**

Advisors reviewed items individually expressing support of each of the recommended amendments. General consensus of the group was that overall these are business positive changes that support both existing and future liquor license holders. Discussion points of note are included below:

Classifications: No significant discussion beyond support of proposed amendments.

Review of Fee Structure: BEDAG Advisors discussed the proposed fees in relation to those of regional communities and expressed consensus that fees were in line with pricing structures in the North Shore and were a positive for the business community. Advisors sought additional information on number of licensees whose fee would increase, asked how new fees would be presented to those affected, and how the City would respond to concerns of license holders with increased fees who may not be prepared financially to absorb the new license rate.

Staff discussed that a low number of current license holders were affected, ACM Jason estimated 6 or fewer. *Actual number affected is 4. Additionally some holders affected in the Class C group are currently purchasing multiple liquor licenses. The new single classification allows one user a total savings of approximately \$1,550. Staff is reviewing the use needs for a different user of the C-2 license who currently purchases multiple licenses to ensure that they are obtaining the best combination of licenses to meet their particular operational needs at the lowest fee.* Staff also noted that while they will be alerting all license holders of any amendments that are approved as part of the annual renewal process, those with increased fees will be individually called to discuss one on one; and will include opportunities for payment plans for additional fees for the FY2027 license renewal.





Advisors also discussed the recommendation to increase licenses by the Consumer Price Index, or a maximum of 2% year over year beginning with the FY2028 renewals in late 2027. Advisors offered support of this amendment for small incremental increases over larger lump sum increases every 5-7 years.

Feedback for this item was in support of the proposed amendments.

Hours of Business: No significant discussion beyond support of proposed amendments.

Happy Hour: BEDAG Advisors also opined on the Happy Hour regulations better positioning Highland Park businesses within the region to offer promotions that encourage those who live and work in the community to stay local while also attracting patrons from outside of Highland Park. Discussion included question as to regulations/requirements for food service or snacks to be provided during these promotions. *Staff investigated further and clarified that State law does not require food service during Happy Hour. However, as State law requires Happy Hour promotions to cease by 10:00pm and recommended amendments to the City Code will require food service until 9:00pm food service will be required for all but one hour of any Happy Hour promotions in Highland Park.*

Feedback for this item was in support of the proposed amendments.

Submitted to the City Council for their consideration of the proposed amendments to Chapter 119 by Chair Christopher Falcon on behalf of the Business & Economic Development Advisory Group.

Signed:

A handwritten signature in black ink, appearing to read 'Chris Falcon', written over a horizontal line.

Chris Falcon, Chair



	Highland Park				Deerfield		Evanston			Wilmette		Lake Forest		Winnetka		Waukegan		Lake Bluff		Northbrook			Libertyville		Vernon Hills			Glencoe		
	Class	Fee	Class*	Proposed Fees**	Class	Fee	Class	Initial Fee	Renewal Fee	Class	Fee	Class	Fee	Class	Fee	Class	Fee	Class	Fee	Class	Initial Fee	Renewal Fee	Class	Fee	Class	Fee	Class	Fee		
Brewery/Nano Brewery	B	\$ 3,820.00	B	\$ 3,500.00			I	\$ 3,000.00	\$ 3,000.00	Brew Pub License	\$ 300.00					A-2 (craft brewery)/A-3 (distillery)	\$2,674.54/\$ 2,674.54	Y	\$ 1,000.00	P-2	\$ 2,200.00	\$ 2,000.00					H	\$ 4,000.00		
Club - Non-Profit	C-1/C-2	\$1,500/\$250	C	\$ 1,500.00	Class D/Class D-1	\$1,500/\$500				D/D-1/Y	\$1,500/\$2,500	F-1	No Fee Listed			B	\$ 2,080.20			C	\$ 1,325.00	\$ 1,400.00	E	\$ 1,600.00	C	\$ 500.00	B-1 (Beer & Wine Only)/B-2 (All Alcoholic Liquor)	\$500 if less than 15% of gross sales attributed to alcohol; \$1,000 if 15% or more of gross sales attributed to alcohol		
Special Event (Non-Profit Only/Per Event)	D	\$ 35.00	D	\$ 35.00	Class Y	\$25/Day of Event				E	\$25 first event/\$10 each additional event	F-2/F-6	\$50/\$600			T	\$50/day of event; max 3 events per year	L	\$30/event	N (Tasting Event by non-profit)/Q-1 (special event by non-profit)	\$50 per single event/No Fee	\$400 for single application covering up to 10 events/No Fee	H	\$ 50.00	G/G-1 (non-profit)/G-2 (governmental orgs)/G-3 (for profit)	\$100/\$100/\$100	E-1/E-2	\$50/day		
Concessionaire Sports Facility	F	\$ 1,750.00	F	\$ 1,650.00																			A-1	\$ 2,500.00						
Hotel	H	\$ 4,000.00	H	\$ 4,000.00	Class F	\$ 3,000.00	D (Small)/D-2 (Large)	\$3,000/\$8,000	\$3,000/\$8,000	P	\$ 500.00	E-1	\$ 3,000.00			J	\$ 2,674.54	C	\$ 2,500.00	J	\$ 2,200.00	\$ 3,000.00	F-2	\$ 2,100.00	I (complimentary hotel service only)	\$ 1,000.00				
Hotel - Convenience Store	N/A	N/A			Class F-1	No Fee Listed																								
Park District	PD	\$ 350.00	PD	\$ 350.00						F/F-1	\$3,000/\$500			P	\$ 500.00															
Restaurant - Beer/Wine Only	R-2	\$ 1,550.00			Class C	\$ 1,000.00				B/N/O	\$1,000/\$500/\$1,500	C-4/C-3	No Fee Listed			A-2/A-3 (limited bar)/A-4 (Specialty rest. Wine)/A-5 (specialty rest. Wine)	\$500/\$750/\$500/\$500		S	\$ 1,250.00	E	\$ 1,100.00	\$ 1,000.00	D	\$ 1,150.00	E	\$ 1,000.00	B-1	\$500 if less than 15% of gross sales attributed to alcohol; \$1,000 if 15% or more of gross sales attributed to alcohol	
			R	\$ 2,000.00			Class C	\$ 2,500.00	\$ 2,500.00																					
Restaurant - All alcoholic Liquor	R-1	\$ 2,580.00			Class E	\$ 2,500.00				A	\$1,000/\$2,000	C-1/C-3/E-1	\$2,600/\$3,000			A (full service)/A-1 (limited bar/full service)	\$750/\$1000	E/E-1 (rest w/outside service)	\$2,674.54/\$ 3,189.16	D (private club restaurants)/ R /U (with or without purchase of food) /V (in dining area; in bar area; outside service)	\$2,500/\$1,250/\$2,750/\$2,750	A	\$ 2,200.00	\$ 2,000.00	B/C	\$ 2,050.00	A	\$ 2,000.00	B-2	\$1,000 if less than 15% of gross sales attributed to alcohol; \$2,000 if 15% or more of gross sales attributed to alcohol
Restaurant - All alcoholic Liquor (consumption on premise; sold in original package for off premise consumption)	RS-1	\$ 3,850.00	RS-1	\$3,500						A-1/B-1	\$1,100/\$2,100/\$1,100	C-2/C-3	\$ 3,000.00					X - can be obtained by R, S, U V license holders in order to sell in original package - beer & wine only// AC									G-1(beer & wine)/G-2 (all alcoholic liquor)	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500 if 15% or more of gross sales attributed to alcohol; \$2,000 if less than 15% of gross sales attributed to alcohol; \$3,000 if 15% or more of gross sales attributed to alcohol		
Festival Venue/Entertainment Venue	RF	\$ 1,500.00	RF	\$1,500			E (small)/E-2 (Medium)/E-3 (Large)	\$500/\$2,000/\$6,000	\$500/\$2,000/\$6,000					Y	\$ 1,000.00															
Packaged Liquor - All alcoholic liquor	S-1	\$ 2,580.00			Class A	\$ 2,500.00						A-1/J (additional license needed for grocery store)	\$2,700/\$500	B	\$ 750.00	C (package)/C-1 (package & gasoline sales)	\$2,674.54/\$ 3,566.06	A/Z (additional license that could be obtained to allow for consumption on premise)	\$2,500/\$275	B/H (additional for on premise consumption of wine by the glass)	\$2,200 + \$100	\$2,000 + \$275	F (Grocery Store)/F-1 (Grocery Store w/on premise consumption)	\$2,100/\$2,100	B/J (grocery store package & beer/wine on premise consumption)/N (convenience store, limited sales)/P (supplemental to class B; strict parameters)	\$2,000+\$500/\$2,000/\$2,000	D-2	\$2,000 if less than 15% of gross sales attributed to alcohol; \$3,000 if 15% or more of gross sales attributed to alcohol		
			S	\$ 2,000.00	Class A/Class A-2/Class A-3	\$3,000/\$2,500/\$15,000	\$3,000/\$2,500/\$15,000			G	\$ 3,000.00																			
Packaged Liquor - Beer/Wine Only	S-2	\$ 1,550.00			Class B	\$ 1,000.00						A-2/A-4/J (additional license needed for grocery store)	\$1,500/\$500			E (limited - wine)/E-1 (limited - beer & wine)/E-2 (specialty beverage store full service)	\$500/\$500/\$500	F (package)/F-1 (package & gasoline sales)	\$2,080.20/\$ 2,674.54	B/Z (additional license that could be obtained to allow for consumption on premise)	\$940/\$275	B-1/H (additional for on premise consumption of wine by the glass)	\$2,200 + \$100	\$2,000 + \$275	G/M (sold at gasoline stations)	\$850/\$2,100	D	No Fee Listed	D-1	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500 if 15% or more of gross sales attributed to alcohol
Packaged Liquor - All alcoholic liquor w/Tasting Room	S-3	\$ 3,820.00	TS	\$ 3,500.00																						Q (tasting room only; could be added to supplement class B or D)	\$2,000(tasting room only)/\$500 (supplemental license)			
Sporting Event	SP	\$ 500.00	COMBINE W/G	N/A								F-4	\$500/vendor for the duration of the event																	
Theatre (live or movie)	T	\$ 2,500.00	TS	\$ 2,500.00						T	\$ 1,000.00										L	\$ 2,200.00	\$ 2,000.00			M	\$ 2,000.00	F (live stage performances)	\$ 200.00	
Secondary Use (not primary use for business)	U	\$ 2,580.00	U	\$ 2,500.00																					K (day spa)/O (barbershop, beer only)	\$1,000/\$1,000	C-1 (Beer & Wine Only)/C-2 (All Alcoholic Liquor)	\$250/\$500		
Catering	V	\$ 2,580.00	V	\$ 2,500.00	Class G	\$ 2,500.00	U	\$ 1,500.00	\$ 1,500.00			H/H-1 (Beer & Wine)/H-2 (all alcoholic liquor)	No Fee Listed			K/K-1(banquet)	\$891.52/\$2,377.37	W (annual)/ W (one day)	\$500/\$50 per event	G (annual)/G-1 (one day)	\$1,000/NA	\$1,000/\$250	J	\$ 500.00	F (catering)/ H (banquet halls)	\$750/\$750				
Complimentary	W	\$ 500.00	W	\$ 500.00																										
Pop-Up >20 Days	X-1	\$ 500.00	X-1	\$ 500.00																										
Pop-Up >90 Days	X-2	\$ 1,500.00	X-2	\$ 1,500.00																										
BYOB	BYOB	\$ 500.00	BYOB	\$ 500.00	Class I (Wine Only)	\$ 200.00						I-1 (\$10 corkage fee)/I-2 (\$10 corkage fee)/I-3	\$150/\$100/\$100			BYO	\$ 891.52	AD (beer & wine)	\$ 500.00	I	\$ 250.00	\$ 750.00			K BYO-1 (Restaurant, no liquor license)/K BYO-2 (Theater or entertainment venue)	\$500/\$200				
Pour-Wall Function	Y	\$ 2,580.00	Y	\$ 2,500.00																										
Alcoholic Tasting	Alcoholic Tasting	\$ -	Alcoholic Tasting	\$ -	Class L	\$ 750.00								A-3	\$ 275.00			AB	\$ 250.00	F	\$ 100.00	\$ 1,000.00	G-1	\$ 1,000.00						

*Classifications in RED are proposed new classifications
 **Classifications in BLUE are proposed new fees

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Megan Cherry, Management Analyst
Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk
Erin Jason, Assistant City Manager

Department: Administration

Title: A Resolution Amending the Annual Fee Resolution Regarding Liquor Licenses

Recommendation:

City staff recommends amending the Annual Fee Resolution for liquor license fees

Policy Consideration:

Staff presented information at the August 17, 2026, Committee of the Whole meeting on various recommended updates to Chapter 119 of the City Code, which governs alcoholic beverages, of which the City Council was supportive (Attachment A). While the recommendations are primarily administrative in nature, staff made several recommendations pertaining to liquor license classifications and their respective fees.

The attached resolution reflects the proposed fees. There is a reduction in some fees in advance of the 2027 renewal season. As requested by the City Council, staff compiled a comparison of the proposed fees to those of communities in the area (Attachment B). Although license classifications and fees are not directly comparable across municipalities, as what is allowed under each classification varies greatly, the proposed fees are overall in line with the classifications and their respective fees. Staff only included classifications from other municipalities that align with the City's classifications; others may offer additional license classifications that don't have a Highland Park equivalent, and vice versa.

After 2027, the fees for all liquor license classifications will increase by the Consumer Price Index (CPI) for Chicago-Naperville-Elgin annually. If the CPI increase is more than 2%, then the fee increase will be capped at 2%. Each year, liquor license fees will increase by the July CPI figure. By using the July CPI, staff will have ample time to communicate the fee increases to licensees in advance of licensing season. Additionally, this annual fee increase, capped at a maximum of 2%, will allow predictability that businesses can rely on when budgeting for the future. Staff will instruct Corporation Counsel to prepare a resolution amending the Annual Fee Resolution outlining the new fees on an annual basis moving forward.

Core Priorities:

Economic Development

The proposed updates and changes to Chapter 119 are designed to be business-friendly, while streamlining and clarifying the liquor license process for applicants, positioning Highland Park as a prime place to do business within the North Shore.

Attachments:

1. Resolution Amending the AFR (Liquor Licenses - Sept. '26)
2. Attachment A - 260817 COTW Staff Report
3. Attachment B - Liquor License Fee Review

CITY OF HIGHLAND PARK

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE ANNUAL FEE RESOLUTION REGARDING
LIQUOR LICENSES**

WHEREAS, on September 14, 2026, the City Council adopted Ordinance No. O__-2026, amending Chapter 119 of the “The Highland Park Code of 1968,” as amended (“**City Code**”), concerning the issuance of local liquor licenses and the sale at retail of alcoholic liquor in the City; and

WHEREAS, the City Council now desires to amend Exhibit A of Resolution No. R139-2025 (“**Annual Fee Resolution**”) to reflect the amendments to Chapter 119 of the City Code, and to update and clarify the various fees and fines applicable to the issuance of local liquor licenses and the sale at retail of alcoholic liquor in the City; and

WHEREAS, the City Council has determined that the adoption of this Resolution will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: AMENDMENT. Exhibit A of the Annual Fee Resolution is hereby amended further as follows:

Corresponding Section of "The Highland Park Code of 1968," as amended	<u>Fee Description</u>	<u>FY2025</u> <u>Fee</u>	<u>FY2026</u> <u>Fee</u>
119.310(A)(18) <u>119.310(A)(19)</u>	Administrative Fee <u>New</u> Application Fee	\$250.00	\$250.00
119.310(B)(3) <u>119.310(B)(4)</u>	Administrative <u>Administrative</u> Renewal Application Fee	\$100.00	\$100.00
119.310(B)(4) <u>119.310(B)(5)</u>	Late Renewal Application Fee - On or Before Dec. 15	\$350.00	\$350.00
119.310(B)(4) <u>119.310(B)(5)</u>	Late Renewal Application Fee - On or After Dec. 16	\$700.00	\$700.00
119.315(B)(2)	Fingerprinting Fee – Per Person	\$35.00	\$35.00
119.320(A)(4)	Class A License – Annual	\$2,500.00	\$2,500.00
119.320(A)(4)	Class B License - Annual	\$3,820.00	\$3,820.00 <u>\$3,500.00</u>

119.320(A)(4)	Class C-1 License—Annual	\$3,000.00	\$3,000.00
119.320(A)(4)	Class C-2 License—Annual	\$250.00	\$250.00
<u>119.320(A)(4)</u>	<u>Class C License – Annual</u>	<u>N/A</u>	<u>\$2,000.00</u>
119.320(A)(4)	Class D License - Per Event	\$35.00	\$35.00
119.320(A)(4)	Class F License - Annual	\$1,750.00	\$1,750.00 <u>\$1,650.00</u>
119.320(A)(4)	Class G License - Annual	\$1,500.00	\$1,500.00 <u>\$1,650.00</u>
119.320(A)(4)	Class H License - Annual	\$4,000.00	\$4,000.00
119.320(A)(4)	Class PD License - Annual	\$350.00	\$350.00
119.320(A)(4)	Class Q License—Annual	\$1,550.00	\$1,550.00
119.320(A)(4)	Class R-1 License—Annual	\$2,580.00	\$2,580.00
119.320(A)(4)	Class R-2 License—Annual	\$1,550.00	\$1,550.00
<u>119.320(A)(4)</u>	<u>Class R License – Annual</u>	<u>N/A</u>	<u>\$2,000.00</u>
119.320(A)(4)	Class RF License - Annual	\$1,500.00	\$1,500.00
119.320(A)(4)	Class RS-1 License - Annual	\$3,820.00	\$3,820.00 <u>\$3,500.00</u>
119.320(A)(4)	Class S-1 License—Annual	\$2,580.00	\$2,580.00
119.320(A)(4)	Class S-2 License—Annual	\$1,550.00	\$1,550.00
<u>119.320(A)(4)</u>	<u>Class S License – Annual</u>	<u>N/A</u>	<u>\$2,000.00</u>
119.320(A)(4)	Class T License - Annual	\$2,500.00	\$2,500.00
119.320(A)(4)	Class S-3 <u>TS</u> License - Annual	\$3,820.00	\$3,820.00 <u>\$3,500.00</u>
119.320(A)(4)	Class U License - Annual	\$2,580.00	\$2,580.00 <u>\$2,500.00</u>
119.320(A)(4)	Class V License - Annual	\$2,580.00	\$2,580.00 <u>\$2,500.00</u>
119.320(A)(4)	Class BYOB License - Annual	\$500.00	\$500.00
119.320(A)(4)	Class W License - Annual	\$500.00	\$500.00
119.320(A)(4)	Class X-1 License - Per Event	\$500.00	\$500.00
119.320(A)(4)	Class X-2 License - Per Event	\$1,500.00	\$1,500.00
119.320(A)(4)	Class SP License—Per Sporting Event	\$500.00	\$500.00
119.320(A)(4)	Class Y License - Annual	\$2,580.00	\$2,580.00 <u>\$2,500.00</u>
119.410	Responsible Alcohol Servers Education Training Fee—5 to 9 students	\$35 per student	\$35 per student

<u>119.501(A)(2)(a)</u>	<u>Request for Off-Premises Sales – Late Submittal Fee</u>	<u>N/A</u>	<u>\$40.00</u>
119.580(B)(1)	Beer Keg Security Deposit	\$100.00	\$100.00
119.601	Sale of Alcohol to a Minor	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00
119.601	Use of False/Altered ID (1st Offense)	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00
119.601	Use of False/Altered ID (2nd Offense)	\$350.00 - \$1,500.00	\$350.00 - \$1,500.00
119.601	Use of False/Altered ID (3rd Offense)	\$600.00 - \$2,500.00	\$600.00 - \$2,500.00
119.601	Consumption or Possession of Alcoholic Beverages by Minors (1st Offense)	\$250.00 - \$1,000.00	\$250.00 - \$1,000.00
119.601	Consumption or Possession of Alcoholic Beverages by Minors (2nd Offense)	\$350.00 - \$1,500.00	\$350.00 - \$1,500.00
119.601	Consumption or Possession of Alcoholic Beverages by Minors (3rd & Subsequent Offense(s))	\$600.00 - \$2,500.00	\$600.00 - \$2,500.00
<u>119.601</u>	<u>All Other Violations of Chapter 119 (1st Offense)</u>	<u>N/A</u>	<u>\$150.00 - \$1,000.00</u>
<u>119.601</u>	<u>All Other Violations of Chapter 119 (2nd Offense)</u>	<u>N/A</u>	<u>\$250.00 - \$1,500.00</u>
<u>119.601</u>	<u>All Other Violations of Chapter 119 (3rd & Subsequent Offense(s))</u>	<u>N/A</u>	<u>\$500.00 - \$2,500.00</u>

SECTION THREE: EFFECTIVE DATE. This Resolution will be in full force and effect 10 days after its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

Nancy R. Roterling, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Staff Report



Meeting Date: August 17, 2026

Staff Contact: Megan Cherry, Management Analyst
Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk
Erin Jason, Assistant City Manager

Department: City Manager's Office

Title: Comprehensive Review of Chapter 119 (Alcoholic Beverages)

Recommendation:

As part of the City-wide comprehensive Municipal Code Review, staff has reviewed Chapter 119, the City's Alcoholic Beverages regulations, as it pertains to liquor licensing. Staff recommends eliminating certain license classifications, consolidating several classifications, updating fees, clarifying language throughout the Chapter, and updating operational items. As part of this review, staff conferred with Corporation Counsel regarding the proposed updates. The entirety of Chapter 119 is available for reference as **Attachment A**.

While a significant number of amendments are related to general code updates, there are several notable recommendations by staff in consideration of making the liquor code more user friendly to better serve the business community, including:

- Consolidating and eliminating several license classifications as well as adding clarifying language to others aims to reduce confusion for applicants as well as allow for more modern application of liquor licensing in line with trends in the market place and feedback received from existing local businesses at BEDAG forums and in regular communications with license holders.
- Adjustment of license fees based on a comprehensive review of current license fees and fees across the North Shore. The fee adjustment recommendations reduce fees for the majority of license holders beginning in the upcoming renewal cycle. Further recommendation is to implement an annual increase based on the Consumer Price Index up to a maximum of 2%. At a 2% increase, it will take an estimated 5-years for license holders to realize the same fees that were paid for FY2025. This is an equitable approach that acknowledges changes in how consumers interact with alcohol generationally and allows for re-evaluation of fees in the future.
- Reduction of time food service must parallel alcohol service in restaurants; allowing

liquor license holders to stop food service at 9:00PM but remain open for alcohol sales decreases their payroll while increasing opportunity to grow nightlife responsibly.

- Adoption of State of Illinois liquor laws regarding Happy Hours at liquor license establishments: allowing for local establishments to offer discounted rates in line with State law, provides for new opportunities to solicit business during traditionally lower volume sales timeframes, keeping people in Highland Park as well as attracting new customers to Highland Park leading into dinner.

Policy Consideration:

Clarification, Elimination, Consolidation, Update of License Classifications (Section 119.305)

Clarification: City staff recommends adding language to this section that states all license classifications require that the business entity be registered pursuant to Chapter 106 of the Code, with the exception of the Class D license.

Elimination: City staff propose that the following liquor license classifications be eliminated:

- Class A
 - Class A licenses permit the retail sale of liquor by art studios for consumption on the premises. This license was last issued to My Only Hangup LLC, a paint and sip studio, in 2015.
 - *Reason for elimination:* After consulting with the Business Development Division the City Clerk's Division recommends eliminating this license. There are other license classifications offered by the City that would be more cost-effective and beneficial, should a business of this nature establish itself in Highland Park in the future. It further eliminates a niche classification that does not follow business trends.
- Class Q
 - The Class Q license allows alcohol sales in connection with a private function not open to the general public, on premises owned and operated in common with a restaurant within 500 feet or in the same building for consumption on premises only.
 - *Reason for elimination:* In reviewing classifications, staff discovered that this was the City's original "caterer's license," which was previously issued to Michael's Grill & Salad Bar. This license type has not been issued in at least 12 years, as Michael's now receives an R-1 liquor license. Since the license has not been issued in over a decade, and a license classification has been created specific to caterers, staff recommends eliminating this classification.

Consolidation: Consolidation of existing license classifications eliminates confusion, removes duplicitous language, streamlines processes, and allows for more flexibility by applicants and existing liquor license holders. City staff propose the following new classifications which represent the consolidation of two or more existing licenses.

- New: Class C License
 - The Class C license would combine the C-1 and C-2 license classifications into one license. The C-1 license allows clubs to sell alcoholic liquor for on premise consumption and off premise consumption where sold only in the original package. The club must meet the following criteria:
 - Be not-for-profit
 - Exist on ten or more acres of land
 - Must charge members annual dues more than \$100

The C-1 license also allows corporate entities organized only for the promotion of musical performance maintained by members through the payment of annual dues to sell alcoholic liquor where the sale is incidental and complementary to the sale and service of food.

The C-2 license allows not-for-profit clubs that are organized primarily for charitable, service or fraternal purposes to sell alcoholic liquor for on premise consumption only.

Staff believe that the definitions of these classifications can be reworked into one classification that can cover both circumstances.

- New Class G License
 - The Class G license allows the retail sale of liquor at active sports facilities, whereas the Class SP license permits the retail sale of liquor in connection with a sporting event. As most, if not all, sporting events are held at a sports facility, staff recommends that these two license types be consolidated to eliminate confusion and streamline processes.
- New Class R License
 - The City has two license classifications geared towards restaurants: the R-1 and R-2 licenses. The R-1 license permits restaurants to sell all alcoholic liquor for on premise consumption only. The R-2 license allows restaurants to sell beer and wine only for on premise consumption. Staff believe having one Class R license that allows for the sale of all alcoholic liquor will benefit restaurant owners. Currently, there are two businesses that obtain a Class R-2 license (\$1,550), and 26 that receive an R-1 license (\$2,580). By implementing one Class R license, with a proposed fee of \$2,000 (a full review of fees is part of this staff report), businesses that already receive a Class R-1 license will benefit from the reduced license fee, while the two Class R-2 businesses will benefit from being able to sell spirits in addition to beer and wine if they so choose to do in the future without having to obtain a different license classification. Also, having one Class R license would alleviate any confusion for businesses that may not be sure which

type of license they should obtain.

- Class S License
 - The City currently has an S-1 license, which allows the retail sale of alcoholic liquor in the original package for off premise consumption, and an S-2 license, which allows the retail sale of beer and wine in the original package for off premise consumption. Staff recommends consolidating these two licenses into once Class S license, similar to the recommendation to consolidate the Class R license, in order to authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold. Again, this will allow a business to choose the type of packaged alcohol they wish to sell without having to obtain different licenses based on products.

Update: City staff recommend updating the following classifications:

- Class RS-1 License
 - Currently, the RS-1 license allows a restaurant to sell beer and wine in the original package for off premise consumption. Staff recommends updating the definition of the Class RS-1 license to allow the retail sale of all alcoholic liquor in the original package for consumption off the premises where sold only. If the City consolidates the S-1 and S-2 classifications into one Class S license, then the definition of the RS-1 license would need to be updated so that this classification is “subject to all restrictions and conditions applicable to Class S license.”
- Class S-3 License
 - The S-3 license allows for the sale of alcoholic liquor by tasting shops, for consumption off premises in the original package or consumption on premises in an accessory tasting room that is incidental to the purchase of alcoholic liquor for off premise consumption. If the City consolidates the Class S-1 and S-2 licenses, staff recommend updating the Class S-3 license name to Class TS, for tasting shop, in order to differentiate it from and to avoid confusion with the Class S license.
- Alcoholic Liquor Tasting Licenses
 - The definition for Alcoholic Liquor Tasting license will need to reflect the new Class S and Class TS license names (originally Class S-1/S-2 and Class S-3, respectively).
- Class V
 - The original intent of this license, as discussed at the meeting of the Committee of the Whole on January 29, 2024, was to allow caterers the ability to provide off-site service while also allowing them the option to host private events on-site at their prep kitchen, where alcoholic liquor is consumed on premise only. The ordinance (O19-2024) creating this classification was approved by the City

Council on February 12, 2024. As it currently reads, the Class V license allows catering companies the ability to provide food and alcoholic liquor off-site, but not on-site at their prep kitchen. In the past, a business voiced wanting the ability to have a pop-up restaurant at their location, secondary to the primary operation of their business; this update would allow these types of events to take place at their location. Staff recommend amending the definition to align with the original intent of the classification.

- Class W
 - The Class W classification allows a licensee to give away alcoholic liquor to its patrons for on-site consumption, where the provision of alcoholic liquor is incidental and complementary to the primary business operations of the licensee. When a business inquires about this license, staff communicate that the business should limit the patron to two servings of alcoholic liquor. While this regulation is listed later in the Code, it is recommended to update the definition of Class W accordingly to reflect the limit of two servings that staff communicate to licensees as this would be the first part of the Chapter where businesses will review the information.
- Class BYOB
 - The Class BYOB license was also discussed at the January 29, 2024 meeting of the Committee of the Whole. Ordinance O33-2024 for the BYOB license classification was approved on April 10, 2024. As the definition is currently written, the license allows for on-site consumption within a business establishment where liquor has been brought to the establishment premises by a patron. Staff recommend strengthening this language to indicate that any alcoholic liquor that has been brought to the establishment by a patron must be consumed only on the licensed premises and be brought in its original package.

Review of License Fees

As part of the comprehensive review of Chapter 119, staff reviewed liquor license fees across the North Shore and compared them to the City's current license fees. Based on this review, staff propose a reduction in some fees in advance of the 2027 renewal season.

After 2027, the fees for all liquor license classifications will increase by the Consumer Price Index (CPI) for Chicago-Naperville-Elgin annually. If the CPI increase is more than 2%, then the fee increase will be capped 2%. Each year, liquor license fees will increase by the July CPI figure. By using the July CPI, staff will have ample time to communicate the fee increases to licensees in advance on licensing season, which begins annually on October 1. **Attachment B** outlines the City's current license classifications and fees, while **Attachment C** outlines the proposed license fees, as well as an estimate of fees and revenues projections for the next five years.

Implementing these changes to the City's liquor license fees will result in an initial decrease in total liquor licensing revenue. However, staff believe that adjusting these fees is a business-

friendly move that will retain existing businesses and attract new businesses to Highland Park, further positioning the community as a prime place within the North Shore to conduct business.

General Language

Staff recommend that any instance of “he/his” or “she/her” in the Chapter, be replaced with the gender neutral “they/their” in order to be more inclusive.

Section 119.001 - Definitions.

Accessory Use

Accessory use is defined under Section 119.001, but Chapter 119 often references accessory use as defined in Section 150.202.

Accessory use as defined in Section 119.001:

Accessory use means a use that is ancillary or incidental to the principal use of the licensed premises.

Accessory use as defined in Section 150.202:

Accessory Use: A use, which is ancillary or incidental to the principal use of the premises.

The definitions under both sections are very similar. Staff recommend referencing the definition of accessory use as outlined in Section 150.202 of the Code to be consistent with other definitions that reference Chapter 150.

Arts Studio

Staff recommend removing the definition for “arts studio” based on the recommendation to eliminate the Class A license.

Arts Studio as defined in Section 119.001:

Arts Studio. A building used primarily for the business of selling works of visual art and art supplies, and for the provision of instruction in painting, sculpture, and similar visual arts, for which not less than 75 percent of the revenue is derived from sources other than the sale of alcoholic liquor.

Permit Tag

In 2024, the City Council approved Ordinance O33-2024, which amended Section 119.580(A)(1) that states that the licensee must provide the permit tag for any beer keg that the licensee sells. Due to this amendment, the definition of permit tag must be updated to indicate that the permit tag is not supplied by the Local Liquor Control Commission, and is instead provided by the licensee that manages the rental of the beer kegs.

Permit tag as defined by Section 119.001:

Permit Tag. A tag or label containing a unique identification number furnished by the Local Liquor Control Commission that enables the identification of the seller and the purchaser of a Beer Keg.

Section 119.310 - Application for License.

119.310(A)

Staff recommend updating the language to “an applicant for a new local liquor license shall file an application therefor with the City Clerk or their designee...”

Sec. 119.310. - Application for License.



(A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:

Additionally, staff recommend updating Section 119.310(A) to require applicants to submit

Beverage Alcohol Server & Sellers Training (BASSET) certificates for any employee serving or selling liquor as part of their application. Additionally, Section 119.310(B) should be amended to include this requirement for renewal applications as well.

119.310(A)(1) & (2)

Section 119.310(A)(1) and (2) are as follows:

(A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:

- (1) The name, address, date of birth, place of birth, driver's license number, telephone number, and country of citizenship of all officers, directors, partners, managers, and shareholders of the applicant business;
- (2) For all officers, directors, partners, managers, and shareholders of the applicant business who are naturalized citizens of the United States, the date and place of naturalization;

On January 12, 2026, the City Council approved ordinance O02-2026, which removed the mandatory denial requirement if a liquor license applicant is not a citizen of the United States.

Due to this change, staff recommend amending Sections 119.310(A)(1) and (2) to remove the requirement that applicants must list on the license application the country of citizenship and date of naturalization for all officers, directors, partners, managers, and shareholders of the business.

Additionally, staff recommend updating the language in Section 119.310(A)(1) to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(4)

Section 119.310(A)(4) is as follows:

- (4) The character of business of the applicant, and the length of time that the applicant has been in business of that character;

This section requires applicants to describe their business and its primary function. Over the years, staff have noticed that applicants are often confused as to the meaning of “character of business.” In order to clarify what is required of applicants, staff recommend updating this language to “description of business of the applicant” in order to alleviate any confusion.

119.310(A)(7)

Section 119.310(A)(7) is as follows:

- (7) A statement of whether the proposed location is owned or leased by the applicant, and, if the applicant does not own the proposed location, a copy of the lease;

Staff recommend updating this section to reflect that a copy of the executed lease is needed as part of the application.

119.310(A)(17)(a)

Section 119.310(A)(17)(a) is as follows:

- (17) A notarized affidavit, signed by an authorized representative of the applicant and in a form acceptable to the Corporation Counsel, stating that:

- (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(17)(e)

Section 119.310(A)(17)(e) is as follows:

(e) The applicant has paid all taxes due and owing to the City as of the date of the application;

Staff recommend updating this language to state “any outstanding balance owed to the City” in order to provide clarity to the applicant. “Outstanding balance” would apply to any and all taxes, permit fees, license fees, etc. Due to the fact that this Section refers to new applicants, most new applicants do not owe taxes at the time of the application but they may have outstanding balances as part of their permitting process.

119.310(A)(17)(f)

Section 119.310(A)(17)(f) is as follows:

(f) The applicant may be held liable for any violation of this Chapter by an officer, director, manager, or employee of the applicant, as set forth in [Section 119.601\(A\)\(2\)](#) of this Chapter;

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.310(A)(18)

Section 119.310(A)(18) is as follows:

(18) For all new applications, a non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution.

New applicants are required to pay a non-refundable new application fee in addition to the license fee. When renewing a license, applicants must pay a non-refundable administrative renewal fee in addition to the license fee. In order to avoid confusion, staff recommend updating the language in this section to state “non-refundable new application fee.”

Additions to 119.310(A) & (B)

The City currently asks all owners and general managers to complete an authorization to release information form, which must be notarized, so that the Police Department may conduct a background check. This authorization form is not explicitly referenced in the Chapter, and could potentially cause confusion for new applicants. Staff recommend adding language to Section 119.310(A) that states that an authorization to release information form, supplied by the City, is required as part of the application for a new license, as well as updating Section 119.310(B) for a renewal of a license, except that the form will not be required for renewals entering a license year ending in a zero (0) or five (5).

119.310(B)

Section 119.310(B) is as follows:

(B) *Renewal Applications.* A local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk, which application shall include, without limitation, the following:

Staff recommend updating the language to “a local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk or their designee...”

119.310(B)(3)

Section 119.310(B)(3) is as follows:

(3) A non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution; and

Staff recommend updating this language to state “non-refundable administrative renewal fee and license fee.” The way it is written currently, it is unclear if the license fee is included as part of the requirement to renew the liquor license.

119.310(C)(1)

Section 119.310(C)(1) is as follows:

(C) *Special Event Licenses.* Notwithstanding any provision of this [Section 119.310](#) to the contrary, the following provisions shall apply to all applications filed for a Class D local liquor license:

(1) The application must be filed no later than the date that is 14 days before the beginning of the special event for which the Class D license is sought;

Staff recommend updating Sec. 119.310(C)(1) to state that Class D Special Event Liquor License applications must be filed with the City at least 60 days prior to the event. This allows ample processing time, as applicant background checks can take anywhere from two to eight weeks. Additionally, this is in line with what staff communicates to applicants, and aligns with the timeframe(s) for other City licenses and permits, such as the Special Event Permit and Raffle License.

Section 119.315 - Investigation of Applicant.

119.315(A)

Section 119.315(A) is as follows:

(A) *Investigation.* Prior to issuance of a local liquor license, the Chief of Police, or their designee, will investigate the business responsibility of the applicant and all partners, officers, managers, directors, shareholders, and agents thereof, as deemed necessary for the protection of the public health, safety, and order.

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.315(B)(1) & (2)

Section 119.315(B)(1) and (2) are as follows:

(B) *Fingerprinting.*

(1) As deemed necessary for the protection of the public health, safety, and order, the City Chief of Police, or his or her designee, will, within ten days after receipt of a complete application filed pursuant to this Chapter, take and record the fingerprints of (a) all partners, officers, managers, directors, shareholders, and agents of a new applicant for a local liquor license, and (b) all new partners, officers, managers, directors, shareholders, and agents of existing or renewal local liquor license applicants.

(2) The applicant must pay to the Chief of Police, or his or her designee, a fingerprinting fee for each set of fingerprints taken, covering the administrative costs of all fingerprinting required pursuant to this [Section 119.315\(B\)](#), in the amount set forth in the Annual Fee Resolution.

Staff recommend updating the language in Section 119.315(B)(1) to state “Chief of Police or their designee...”

When applying for a license or renewing a license in which the license year ends with a zero (0) or five (5), applicants must provide a fingerprinting receipt to the City so that the Police Department may run a background check on each individual listed on the application. Since the

Police Department does not offer in-house fingerprinting, the applicant is required to use a third-party vendor of their choice to record the fingerprints.

Since the language in this section specifically references the Police Department taking and recording the applicant's fingerprints, staff recommend updating this section to reflect that applicants must provide a fingerprinting receipt from a third-party vendor to the City.

Consequently, staff recommend updating the Annual Fee Resolution to remove fees related to fingerprinting.

119.315(C)

Section 119.315(C) is as follows:

(C) *Report.* Within 30 days after receipt of a complete application filed pursuant to this Chapter, the Chief of Police will certify to the Local Liquor Control Commission his or her recommendations as to whether or not a local liquor license should be issued to the applicant, together with a statement of the reasons therefor. The failure of the Chief of Police to provide such recommendations and statement within 30 days after the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, may not be deemed as either a recommendation for or against the issuance of the requested local liquor license.

Staff recommend updating the language to state "Chief of Police or their designee..."

Additionally, this section states that the City will provide a statement and recommendation regarding the applicant within 30 days of receiving the completed application. Since background checks can take anywhere from two to eight weeks, that is the timeline that staff communicates to applicants. Staff recommend eliminating the language in this section so that the Police Department is not bound to a specific timeframe when providing a recommendation. Staff will continue to communicate the two-to-eight-week timeline to applicants, and will let them know that it will likely take less time than that.

Section 119.320 - Approval or Denial of Application.

119.320(A)(2)

Section 119.320(A)(2) is as follows:

(A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:

- (1) Receipt of a complete application for a new or renewal local liquor license, in accordance with [Section 119.310](#) of this Chapter;
- (2) Receipt of the recommendations and statement of the Chief of Police pursuant to [Section 119.315](#) of this Chapter;

Staff recommend updating this language to state "Chief of Police or their designee..."

119.320(A)(4)

Section 119.320(A)(4) is as follows:

(4) Payment of the local liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license

Staff recommend updating this section to include all outstanding balances owed to the City, in addition to the necessary license and administrative fees.

119.320(B)(2)(c)

Section 119.320(B)(2)(c) is as follows:

(c) The applicant does not own the premises for which a local liquor license is sought, and does not have a lease for such premises for the full period for which the license is to be issued;

Staff recommend updating the language to state “and does not have an executed lease...”

119.320(B)(2)(n)

Section 119.320(B)(2)(n) is as follows:

(n) The City has not taken and recorded all fingerprints of the applicant, or the applicant has not paid all required fingerprinting fees, as required pursuant to [Section 119.315\(B\)](#) of this Chapter.

Since the City has not performed in-house fingerprinting for several years, staff recommend updating this section to state “The City has not received all fingerprinting receipts of the applicant...” instead of “The City has not taken and recorded all fingerprints of the applicant...” Additionally, the reference to fingerprinting fees should be removed from the Annual Fee Resolution, as noted previously.

Section 119.335 - Records and Reports.

119.335(A) & (B)

Section 119.335(A) and (B) are as follows:

(A) The City Clerk shall keep, or cause to be kept, a complete record of all local liquor licenses issued pursuant to this Chapter, and shall furnish the Director of Finance and Chief of Police each with a copy thereof.

(B) The City Clerk shall give written notice of the issuance or revocation of a local liquor license to the Director of Finance and City Chief of Police within two business days thereof.

Staff recommend updating Section 119.335(A) & (B) to state that the “The City Clerk or their designee shall keep...” as well as “Director of Finance or their designee” and “Chief of Police or their designee”.

Section 119.350 - License Fees.

119.350(B)

Section 119.350(B) is as follows:

(B) *Refunds of Application Fees.* Except as provided in [Section 119.340\(B\)](#) of this Chapter, the City shall have no obligation to refund any application fee paid pursuant to this Chapter to an applicant or local liquor licensee for any reason.

Staff recommend updating the language in this section to “Refunds of Application and License Fees,” and “the City shall have no obligation to refund any application or license fee paid...”

Section 119.410 - Responsible Alcohol Service Training.

119.410(D)

Section 119.410(D) is as follows:

(D) Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this [Section 119.410](#) shall pay a program fee in the amount set forth in the Annual Fee Resolution.

Staff recommend eliminating the following language from Section 119.410(D): Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

The Police Department has not held responsible alcohol service training in years, and the City directs liquor license applicants to utilize the Beverage Alcohol Server & Sellers Training (BASSET) resources on the Illinois Liquor Control Commission’s website. Therefore, staff

recommend removing this provision from the Code. Consequently, staff recommend eliminating the associated fee from the Annual Fee Resolution.

Section 119.501 - Sales Restricted to Authorized Premises.

119.501(A)(2)(a)

Section 119.501(A)(2)(a) is as follows:

(A) *Determination of Premises.*

- (1) Except as provided in [Section 119.501\(A\)\(2\)](#) of this Chapter, a local liquor license shall permit the sale of alcoholic liquor only in or from the premises described in the local liquor license, and only in the manner therein authorized and in compliance with the terms thereof.
- (2) Notwithstanding [Section 119.501\(A\)\(1\)](#) of this Chapter to the contrary, a local liquor licensee may sell alcoholic liquor at a location other than the premises described in the local liquor license, in accordance with the following:
 - (a) The licensee shall submit a request for off-premises sales to the City not later than the date that is seven days prior to the event at which the licensee proposes to conduct off-premises sales, which request shall include, without limitation: (i) the dates and times of the proposed off-premises sales, and (ii) a statement of authorization by the owner or operator of the event at which the licensee proposes to conduct off-premises sales.

This section of the Code requires that licensees submit their request for off-premise sales to the City no later than 7 days prior to the event at which the licensee proposes to conduct off-premises sales. In order to allow for processing, staff recommend increasing this requirement to 10 business days. If a licensee submits their request between nine (9) and five (5) business days prior to the event date, they will be charged a fee as outlined in the Annual Fee Resolution (recommended fee of \$25). If they submit their request less than five (5) business days prior to the event date, they will be charged a fee as outlined in the Annual Fee Resolution (recommended fee of \$50). If these fees are approved, the Annual Fee Resolution should be updated to reflect these fees.

119.501(A)(2)(b) & (c)

Sections 119.501(A)(2)(b) and (c) are as follows:

- (b) The City Clerk shall forward the request for off-premises sales to the Local Liquor Control Commissioner, who may approve or deny the request in his or her sole discretion.
- (c) The City Clerk shall notify the Chief of Police of all requests for off-premises sales that are approved pursuant to this [Section 119.501\(A\)\(2\)](#).

Staff recommend updating Sections 119.501(A)(2)(b) & (c) to state “The City Clerk or their designee...”

119.501(B)

Section 119.501(B) is as follows:

- (B) *Outdoor Dining Areas.* For purposes of this Chapter, the “licensed premises” of a Class R-1 or Class R-2 local liquor licensee shall include, without limitation, any portion of a public or private right-of-way for which the licensee has obtained a separate license from the City pursuant to [Section 150.408\(B\)](#) of [Chapter 150](#) of the City Code for the maintenance of a temporary outdoor dining area as an accessory use.

Staff recommend including the RS-1 license in this provision of the Code, as this is what is currently practiced. Additionally, this section will need to be updated to Class R to reflect the consolidation of the R-1 and R-2 license classifications, if approved.

Section 119.515 - Sales Within Restaurants and Banquet Venues.

119.515(A) & (B)

Sections 119.515(A) and (B) are as follows:

- (A) *Size of Bar and Lounge Areas Limited.* No Class R-1 or Class R-2 local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (B) *Sales to Waiting Patrons.* Notwithstanding any provision of this Chapter to the contrary, a Class R-1 local liquor licensee may sell alcoholic liquor, and a Class R-2 local liquor licensee may sell beer and wine, to dining patrons waiting to be seated at tables for the service of food, at a bar or within a lounge located within the licensed premises.

Staff recommend including the RS-1 license in this provision of the Code. Additionally, this section will need to be updated to Class R to reflect the consolidation of the R-1 and R-2 license classifications, if approved.

Section 119.518 - Sales By Caterers.

This section should be updated to reflect the updated Class V definition, as stated previously in this report.

Section 119.520 - Hours of Business.

119.520(D)

This section of Chapter 119 outlines hours of business for liquor license holders. Section 119.520(D) states that alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to Section 119.520(A) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

(D) Notwithstanding any provision of this Chapter to the contrary, alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to [Section 119.520\(A\)](#) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

For reference, the current hours of business as it pertains to liquor are as follows:

- (A) It is unlawful to sell, or offer for sale, at retail any alcoholic liquor, for consumption on the premises, in the City between the hours of 1:00 a.m. and 6:00 a.m. on Monday through Friday, and between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday, except as follows:
- (1) Between 1:00 a.m. and 2:00 a.m. on Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and Christmas Day; and
 - (2) Between 1:00 a.m. and 3:00 a.m. on New Year's Day.

In conferring with Corporation Counsel, Section 119.520(D) allows restaurants to stop selling food at any given time, while still allowing the sale of alcoholic liquor for on premise consumption within the hours outlined in Section 119.520(A), effectively allowing a restaurant to become a “bar.”

Staff recommend updating this section to allow restaurants to cease kitchen operations no earlier than 9 PM and allow the sale of alcoholic liquor thereafter for on premise consumption, if they wish to do so. Licensees have communicated to Business Development staff that closing their kitchen and sending their kitchen staff home two to three hours before close would help the profitability of their business.

Additionally, this change would also positively impact nightlife throughout Highland Park. There is the potential for restaurants to stay open later, especially if they can reduce labor costs by sending home kitchen staff, to take advantage of customers who choose to patronize businesses later into the evening.

Section 119.525 - Sales to Minors.

119.525(F)

Section 119.525(F) is as follows:

(F) In any place in the City at which alcoholic liquor is sold, there must be displayed at all times, in a prominent place, a printed card, supplied by the City Clerk, that shall read substantially as follows:

WARNING TO PERSONS UNDER TWENTY-ONE

YOU ARE SUBJECT TO A FINE UNDER THE ORDINANCES OF THE CITY OF HIGHLAND PARK IF YOU PURCHASE ALCOHOLIC LIQUOR, OR MISREPRESENT YOUR AGE FOR THE PURPOSE OF PURCHASING OR OBTAINING ALCOHOLIC LIQUOR.

This section requires that a business display a printed card supplied by the City Clerk in their place of business to serve as a warning to individuals under the age of 21 that they are subject to the ordinances of the City as it pertains to alcoholic liquor. Since the City does not provide such signage, staff recommend eliminating “supplied by the City Clerk” from this section of the Chapter.

Section 119.540 - Sales on Credit.

Section 119.540 is as follows:

Except for Class C-1, C-2, and H local liquor licensees with respect to members and registered guests, no local liquor licensee shall sell or furnish alcoholic liquor at retail to any person on credit or on a pass book, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; except that this [Section 119.540](#) shall not be deemed or construed to prohibit payment by credit card.

This section will need to be updated to reflect the consolidation of the C-1 and C-2 license classifications into one Class C license.

Section 119.550 - Special Events.

Staff recommend adding language to this section stating that the City will only provide a letter of good standing to a Highland Park business in order to obtain a special event liquor license from the State. The City will not provide a license or letter of good standing to a non-Highland Park business. This will apply to all licenses classifications, with the exception of the Class D license.

Section 119.555 - Sales Promotions.

119.555(B)(3)

Section 119.555(B)(3) is as follows:

(3) Sell, offer to sell, or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged to other purchasers of drinks on that day as a promotion to encourage consumption of alcoholic liquor, except as authorized pursuant to [Section 119.555\(C\)\(7\)](#) of this Chapter;

This section of Chapter 119 effectively prohibits businesses from offering “happy hour” promotions. In order to be business-friendly, staff recommend updating this section of Chapter 119 to align with the State’s regulations on “happy hour” promotions, similar to how the City Council codified the State’s regulations on cocktails to-go in 2024 (O33-2024).

Corporation Counsel advised that the City’s regulations on “happy hour” promotions were quite similar to the State’s regulations prior to 2015. However, the State law was updated in 2015, and the State now permits “happy hour” promotions for up to four hours a day and a cumulative 15 hours per week. Discounted drinks are not permitted after 10 PM.

Staff recommend amending this section of Chapter 119 to follow the State laws on “happy hour” promotions. This is a business-friendly policy, and staff anticipate that several businesses may be interested in offering this kind of promotion.

Section 119.560 - Giveaways and Tastings.

119.560

Section 119.560 is as follows:

It is unlawful for any local liquor licensee to give away or otherwise dispense free of charge, by the drink or in any other manner, within the City, an alcoholic beverage with the intent of promoting the sale of an alcoholic beverage; except that an Alcoholic Liquor Tasting licensee may, without charge, give away or otherwise dispense free of charge alcoholic liquor in small and limited amounts for tasting purposes only, immediately prior and incident to the sale of alcoholic liquor in the original package for consumption off the premises pursuant to the terms of the Class S-1, S-2, or Class S-3 local liquor license, and in accordance with the following conditions and limitations:

- (A) The tasting shall be attended and supervised at all times by a full-time or part-time manager or employee of the local liquor licensee;
- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;
- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and
- (D) The sample shall be served in a container which shall be disposed of following the sampling.

This section will need to be updated to Class S in order to reflect the consolidation of the S-1 and S-2 license into the Class S license and the renamed Class S-3 into the Class TS.

119.560(B)

Section 119.560(B) is as follows:

- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;

Staff recommend updating this section to indicate that one ounce applies to all liquor types (distilled spirits, wine and beer).

119.560(C)

Section 119.560(C) is as follows:

- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and

This section should be eliminated due to the consolidation of the Class S-1 and S-2 licenses.

Section 119.580 - Beer Kegs.

119.580(C)(1) & (2)

Section 119.580(C)(1) & (2) is as follows:

(C) *Requirements at Sale.*

- (1) Upon the sale of a Beer Keg, the local liquor licensee must give the purchaser of the Beer Keg an informational pamphlet, to be provided by the Local Liquor Control Commission, regarding the responsible consumption of alcoholic beverages.
- (2) At the time of sale of a Beer Keg, the local liquor licensee must require the purchaser to sign an acknowledgement, on a form provided by the Local Liquor Control Commission, setting forth the provisions of this [Section 119.580](#). The local liquor licensee must retain the acknowledgement for a period of 90 days after the date of sale.

Currently, the Liquor Control Commission does not provide a pamphlet or acknowledgment form at the time of sale of a beer keg. Given that this provision is antiquated and not currently practiced, staff recommend eliminating this section from the Chapter.

Section 119.601 - Violations and Penalties.

119.601(A)(1)

Section 119.601(A)(1) is as follows:

(A) *Fines.*

- (1) Any person who violates any provision of this Chapter, who makes a false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted pursuant to this Chapter, shall be fined not less than \$150.00 no more than \$1,000.00, plus costs, for the first offense of this Chapter within a 12-month period, not less than \$250.00 nor more than \$1,500.00, plus costs, for the second offense within a 12-month period, and not less than \$500 nor more than \$2,500.00, plus costs, for the third and each subsequent offense within a 12-month period.

Staff recommend updating this section to state, “Any person who violates any provision of this Chapter, who makes false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted to this Chapter, shall be fined as outlined in the Annual Fee Resolution.”

119.601(A)(2)

Section 119.601(A)(2) is as follows:

- (2) Any violation of this Chapter by any officer, director, manager, or employee of a local liquor licensee shall also be deemed and held to be the act of the licensee, which local liquor licensee shall be punishable in the same manner as if the violation had been committed by the licensee itself.

Staff recommend updating this language to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.601(B)(1), (7) & (8)

Section 119.601(B)(1) is as follows:

- (1) Violation of any provision of this Chapter by a local liquor licensee, or any officer, director, manager, representative, agent or other employee thereof, while (a) engaged in activities in furtherance of the business of the local liquor licensee, or (b) on the licensed premises;

Section 119.601(B)(7) is as follows:

- (7) Conviction of the applicant, or any officer, director, manager, or shareholder thereof, of a felony pursuant to any federal or state law; or

Section 119.601(B)(8) is as follows:

- (8) Any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter.

Staff recommend updating the language in these sections to include the addition of “owner.” Although owner is implied through the current language, staff believe it would be beneficial and clearer to applicants if “owner” were stated explicitly in this section.

119.601(C)(3)

Section 119.601(C)(3) is as follows:

(C) *Additional Penalties.* In addition to, or in lieu of, the penalties available pursuant to [Sections 119.601\(A\)](#) and [119.601\(B\)](#) of this Chapter, the Local Liquor Control Commission shall have the right, but not the obligation, to:

- (1) Require the local liquor licensee to reimburse the City for its third-party costs, including attorneys' fees, incurred in connection with the enforcement action before the Local Liquor Control Commission;
- (2) Impose a penalty of community service and/or a penalty of probation; and/or
- (3) Require the local liquor licensee to reimburse the City for the cost of publication, in a newspaper of general circulation in the City, of a public safety announcement that advocates for the safe and responsible service, possession, and consumption of alcoholic liquor.

Staff recommend amending this section to require that the local liquor licensee reimburse the City for the cost of electronic publishing of a public safety announcement instead of via a newspaper.

Section 119.605 - Enforcement Procedure.

119.605(A)

(A) *Enforcement Against Violator.* All alleged violations of this Chapter shall be adjudicated by either the Administrative Hearing Officer, in accordance with [Chapter 38](#) of this Code, or by a court of competent jurisdiction. The City shall determine, in its sole discretion, whether to adjudicate each alleged violation of this Chapter through the Administrative Hearing Office or through a court of competent jurisdiction.

Staff recommend updating “Administrative Hearing Office” to “Administrative Hearing System,” which aligns with language found in Chapter 38 of the City Code.

Section 119.610 - Local Liquor Control Commission Hearings.

119.610(C)

Section 119.610(C) is as follows:

(C) Within 14 days of the public hearing, the Local Liquor Control Commission shall issue a written order setting forth any penalties to be assessed against or imposed upon the local liquor licensee, and the reasons therefor. A copy of the written order shall be served upon the local liquor licensee by personal service or by certified United States mail.

Staff recommend updating this section to allow for the electronic delivery of the Liquor Control Commission’s order. This change would be similar to the amendment (O03-2026) made to Chapter 38, which governs the City’s Administrative Hearing System, and allows for electronic communication and delivery of hearing notices and orders. This change will allow greater efficiency and convenience for both City staff and licensees, as a majority of communication related to liquor licensing is already delivered through electronic means. Staff would like to note that along with electronic communication, a hard copy will be mailed as well, as is customary with today’s practice.

Section 119.620 - Automatic Revocation.

Notwithstanding any provision of this Chapter to the contrary, a local liquor license shall be terminated, automatically and without a public hearing, upon the conviction of the local liquor licensee, or any officer, director, manager, partner, or shareholder thereof, by any court of law or by the City Administrative Hearing Office of a willful violation of any of the provisions of the Liquor Control Act.

Staff recommend updating “Administrative Hearing Office” to “Administrative Hearing System,” which aligns with language found in Chapter 38 of the City Code.

Core Priorities:

Economic Development

The proposed updates and changes to Chapter 119 are designed to be business-friendly, while streamlining and clarifying the liquor licensing process for applicants, positioning Highland Park as a prime place to do business within the North Shore.

Vibrancy

Several recommended updates, such as the updates to Section 119.520 (Hours of Business) and Section 119.555 (Sales Promotions) will encourage businesses to stay open later into the evening and/or offer a variety of promotions, if they so choose, that will attract customers to Highland Park. These updates will position Highland Park as the premier destination to shop and dine on the North Shore.

Attachments:

1. Attachment A - Chapter 119 - City Code
2. Attachment B - Liquor License Application Classification - Updated 7.1.26
3. Attachment C - Chapter 119 Fee Projections

Chapter 119 - ALCOHOLIC BEVERAGES

Footnotes:

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Editor's note— Note: Chapter 119 revised in toto by Ord. 56-72, J. 9, p. 630, passed 9/26/72; Chapter 119 revised in toto by Ord. 29-88, J. 17, p. 658-681, passed 6/6/88; Chapter 119 revised in toto by Ord. 46-08, J. 34, p. 164-196, passed 10/13/08 - effective January 1, 2009.

ARTICLE I. - GENERAL

Sec. 119.001. - Definitions.

Wherever the following words or phrases are used, for purposes of this Chapter, have the meanings ascribed to them in this Section 119.001, except when the context otherwise indicates. All words or phrases not defined in this Chapter have the meanings ascribed to them in the Liquor Control Act.

Accessory use means a use that is ancillary or incidental to the principal use of the licensed premises.

Alcohol. The product of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, including, without limitation, synthetic ethyl alcohol, but not including denatured alcohol or wood alcohol.

Alcoholic liquor. Any alcohol, spirits, wine, and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage of a human being. The provisions of this Chapter shall not apply to alcohol used in the manufacture of denatured alcohol produced in accordance with Acts of Congress and regulations promulgated thereunder, or to any liquid or solid containing not more than one-half of one percent of alcohol by volume.

Arts Studio. A building used primarily for the business of selling works of visual art and art supplies, and for the provision of instruction in painting, sculpture, and similar visual arts, for which not less than 75 percent of the revenue is derived from sources other than the sale of alcoholic liquor.

Banquet Venue means any place kept, used, maintained, advertised or held out as a place at which: (i) a prearranged private party, function, or event for a specific social or business occasion may be held, either by invitation or reservation but not open to the general public; (ii) the guests in attendance are served in a room designated and used exclusively for a private party, function or event; and (iii) prepared meals and alcoholic liquors are sold as agreed pursuant to a contract.

BASSET Program. A Beverage Alcohol Sellers and Servers Education and Training program licensed by the State of Illinois Liquor Control Commission pursuant to Sections 3-12(a)(11.1) and 6-27 of the Liquor Control Act and 77 Ill. Admin. Code 3500.101 *et seq.*, as may be amended.

Beer. A beverage obtained by the alcoholic fermentation of an infusion or concoction of barley, or other grain, malt, and hops in water, including, without limitation, beer, ale, stout, lager beer, and porter.

Beer Keg. A brewery-sealed, single container containing two or more gallons of beer and requiring a tap or other mechanical device for the removal of the beer.

Club. A corporation organized under the laws of the State of Illinois, not for pecuniary profit, solely for the promotion of some common object other than the sale or consumption of alcoholic liquors, kept, used and maintained by its members, through the payment of annual dues, and owning, hiring or leasing a building or space in a building, of such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodations of its members and their guests, and provided with suitable and adequate kitchen and dining room space and equipment and maintaining a sufficient number of employees for cooking, preparing and serving food and meals for its members and their guests.

Distributor. Any person, other than a manufacturer or non-resident dealer of alcoholic liquors licensed pursuant to the Liquor Control Act, who is engaged in the State of Illinois in purchasing, storing, possessing or warehousing of alcoholic liquors for resale or reselling at wholesale, whether within or without the State.

Gasoline Fuel Station. "Gasoline Fuel Station" shall have the meaning set forth in Section 150.202 of Chapter 150 of the City Code.

Hotel. "Hotel" shall have the meaning set forth in Section 150.202 of Chapter 150 of the City Code.

Liquor Control Act. The Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq.*, as may be amended.

Nano-brewery. "Nano-brewery" has the meaning set forth in Section 150.202 of this Code.

Nano-distillery. "Nano-distillery" has the meaning set forth in Section 150.202 of this Code.

Nano-meadery. "Nano-meadery" has the meaning set forth in Section 150.202 of this Code.

Nano-winery. "Nano-winery" has the meaning set forth in Section 150.202 of this Code.

Original package. Any bottle, flask, jug, can, cask, barrel, keg, hogshead or other receptacle or container whatsoever, used, corked or capped, sealed and labeled by the manufacturer of alcoholic liquor, to contain and to convey any alcoholic liquor.

Permit Tag. A tag or label containing a unique identification number furnished by the Local Liquor Control Commission that enables the identification of the seller and the purchaser of a Beer Keg.

Principal use means the main or primary use of the licensed premises, as distinguished from an accessory use.

Restaurant. Any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, and where meals are actually and regularly served, at tables, without sleeping accommodations, such space being provided with adequate and sanitary kitchen and dining room

equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve to its customers or guests, complete meals, including dinner or luncheon menus, at which the service of alcoholic beverages is incidental and complementary to the service of meals.

Sale. Any transfer, exchange or barter in any manner, or by any means whatsoever, including the transfer of alcoholic liquors by and through the transfer or negotiation of warehouse receipts or certificates, and includes and means all sales made by any person, whether principal, proprietor, agent, servant or employee.

Sale at retail, sell at retail. Sales for use or consumption and not for resale in any form.

Shareholder. Any person, firm or corporation that owns or controls five percent or more of a corporation, partnership, or other business entity.

Special Event. "Special Event" shall have the meaning set forth in Section 118.665 of Chapter 118 of this Code.

Spirits. Any beverage which contains alcohol obtained by distillation, mixed with water or other substances in solution, including, without limitation, brandy, rum, whiskey, gin, or other spirituous liquors, and such liquors when rectified, blended or otherwise mixed with alcohol or other substances.

Tasting Shop: A facility that primarily sells alcoholic liquor at retail for off-site consumption, with incidental sales for on-site consumption in an accessory tasting room.

TIPS Program. A Training for Intervention Procedures training program for the responsible service, sale, and consumption of alcohol.

Wine. Any alcoholic beverage obtained by the fermentation of the natural contents of fruits, or vegetables, containing sugar, including, without limitation, such beverages when fortified by the addition of alcohol or spirits.

(Ord. 76-14, J. 40, p. 220-221, passed 08/11/14; Ord. O85-2019, § 2, 12/9/19; Ord. O24-2022, § 2, passed 2/28/22; Ord. O20-2024, § 2, passed 2/12/24; Ord. O33-2024, § 2, passed 4/10/24)

Sec. 119.005. - Severability.

If any provision of this Chapter is held invalid by a court of competent jurisdiction, the remaining provisions of this Chapter shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and context of this Chapter to the greatest extent permitted by applicable law.

ARTICLE II. - LOCAL LIQUOR CONTROL COMMISSION

Sec. 119.201. - Mayor Designated Local Liquor Control Commissioner.

The City Mayor is hereby designated as the Local Liquor Control Commissioner in and for the City of Highland Park.

Sec. 119.205. - Powers and Duties.

- (A) The Local Liquor Control Commissioner is charged with the administration within the City of: (1) the appropriate provisions of this Chapter; and (2) all ordinances, resolutions, statutes, laws, rules, and regulations relating to alcoholic liquor and applicable within the City.
- (B) The Local Liquor Control Commissioner shall have the following powers and duties:
 - (1) To enter, or to authorize any law enforcement officer or peace officer to enter, at any time upon any premises licensed pursuant to this Chapter to determine whether any of the provisions of this Chapter or any other applicable statutes, ordinances, laws, rules or regulations have been or are being violated, and at the time of such entry to examine such premises in connection therewith;
 - (2) To receive complaints from any citizen of the City that any of the provisions of this Chapter or of the Liquor Control Act, or any rules or regulations adopted pursuant thereto, or any other applicable rules or regulations, have been or are being violated, and to act upon such complaints in the manner set forth in this Chapter;
 - (3) To grant or deny any application for the issuance or renewal of a local liquor license, in accordance with the provisions set forth in this Chapter; and
 - (4) To perform all other duties required pursuant to the Liquor Control Act.

Sec. 119.210. - Local Liquor Control Commission.

- (A) Establishment of Commission. There is hereby established a Local Liquor Control Commission of the City of Highland Park, consisting of: (1) the Local Liquor Control Commissioner; and (2) two members of the City Council, to be appointed by the Local Liquor Control Commissioner.
- (B) Authority and Jurisdiction. The Local Liquor Control Commission is hereby authorized, empowered, and directed to:
 - (1) Promulgate rules and regulations reasonably required to enforce the provisions of this Chapter;
 - (2) Adopt, distribute, and process all notices as may be required pursuant to this Chapter, or as may reasonably be required to carry out the purposes of this Chapter;
 - (3) Hear testimony and accept evidence that is relevant to the allegation of a violation of this Chapter;
 - (4)

Issue subpoenas directing witnesses to appear and give relevant testimony at a public hearing of the Local Liquor Control Commission, upon the request of the parties or their representatives;

- (5) Preserve and authenticate the record of the hearing, including all exhibits and evidence introduced at the hearing;
 - (6) Issue a determination, based on the evidence presented at the hearing, on whether a violation of this Chapter occurred or exists; and impose penalties consistent with the applicable provisions of this Chapter and/or require the local liquor licensee to take corrective measures to cure the violation, upon finding a local liquor licensee liable for the charged violation; and
 - (7) Postpone or continue a defendant's hearing to a later date.
- (C) The Local Liquor Control Commission may appoint one or more persons to assist in the exercise of all of the powers and the performance of the duties of the Local Liquor Control Commission.

ARTICLE III. - LICENSES

Sec. 119.300. - Local Liquor License Required.

- (A) No person, firm, or corporation may sell at retail, offer for sale at retail, give away as part of the conduct of business operations, or allow the consumption in a business establishment of, any alcoholic liquor in the City except in the manner authorized by, and in compliance with, the terms, conditions, and restrictions of this Chapter and of a valid local liquor license issued pursuant to this Chapter.
- (B) No person, firm or corporation may sell or offer for sale at retail any alcoholic liquor at any location within the City without first having obtained a valid local liquor license issued by the City pursuant to this Chapter for each such location.
- (C) Where two or more locations, places, or premises are under the same roof but separated by any area not under the local liquor licensee's control and open to the general public, or at the same street address but separated by any area not under the local liquor licensee's control and open to the general public, a separate local liquor license must be obtained for each such location, place, or premises; except that this Section 119.300(C) is not to be deemed or interpreted as prohibiting a Class H local liquor licensee from serving alcoholic liquor to its registered guests in any room or part of its hotel, if such alcoholic liquor is kept in and served from a licensed location, place, or premises within the hotel.
- (D) Nothing in this Chapter may be deemed or interpreted as prohibiting, and no local liquor license is required for, the following:
 - (1)

The possession and transportation of alcoholic liquor by the possessor for the personal use of the possessor, his or her family, or guests at least 21 years of age;

- (2) The making of wine, cider, or other alcoholic liquor by a person from fruits, vegetables, or grains, or the products thereof, by simple fermentation and without distillation, if it is made solely for the use of the maker, his or her family, and guests at least 21 years of age;
- (3) The possession or use of alcoholic liquor (a) by a duly licensed practicing physician or dentist in the strict practice of his or her profession, or (b) by any hospital or other institution caring for sick or diseased persons for the treatment of bona fide patients of that hospital or institution;
- (4) The possession or use of alcoholic liquor by a drugstore employing a licensed pharmacist, in the concoction of prescriptions of duly licensed physicians; and
- (5) The possession or dispensation of wine by an authorized representative of any religious institution for the purpose of conducting any bona fide rite or religious ceremony.

(Ord. O33-2024, § 3, passed 4/10/24)

Sec. 119.305. - Classification of Local Liquor Licenses.

The following classes of local liquor licenses are available pursuant to the procedures and standards set forth in this Chapter:

- (A) Class A licenses, which authorize the retail sale of alcoholic liquor by arts studios, for consumption on the premises where sold only. The sale of alcoholic liquor pursuant to a Class A license is permitted only to participants in arts programs or classes operated by the studio, and only in connection with the service of food.
- (B) Class B licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold and for on-premises consumption, in nano-breweries, nano-distilleries, nano-meaderies, and nano-wineries.
- (C) Class C-1 licenses, which authorize the retail sale of alcoholic liquor to members of clubs or similar organizations, or their guests, both: (1) for consumption on the premises where sold only; and (2) for consumption off the premises where sold only, in the original package, and not for consumption on the premise, by either:
 - (1) Clubs that (a): are organized under the laws of this state not for pecuniary profit; (b) own, or occupy under a lease having a definite term of more than one year, a parcel of real property not less than ten acres; and (c) require the payment of annual dues from each of its members of more than \$100.00; or
 - (2)

Corporate entities that: (a) are organized under the laws of the State of Illinois solely for the promotion of musical performance; (b) are kept, used, and maintained by its members, through the payment of annual dues; and (c) own, hire, or lease a building or space in a building located within the I Light Industry Zoning District of the City. The sale of alcoholic liquor by such a corporate entity pursuant to a Class C-1 license must be incidental and complementary to the sale and service of food.

- (D) Class C-2 licenses, which authorize the retail sale of alcoholic liquor to members of clubs or their guests, for consumption on the premises where sold only, by clubs that are organized: (1) under the laws of this state not for pecuniary profit; and (2) primarily for charitable, service or fraternal purposes.
- (E) Class D special event licenses, which authorize the retail sale of alcoholic liquor by an educational, political, civic, fraternal, religious, or other non-profit organization, at a special event, for consumption within the area specifically designated in such license only, which Class D license will not be valid for a period exceeding 48 consecutive hours.
- (F) Class F licenses, which authorize the retail sale of alcoholic beverages by a concessionaire whose concession, and the space to operate the concession, is sanctioned and afforded by a Class RF licensee, only within a premises for which a Class RF license has been issued pursuant to this Chapter.
- (G) Class G licenses, which authorize the retail sale of alcoholic liquor at, and by the proprietor of, active sports facilities. The sale of alcoholic liquor pursuant to a Class G license must be incidental and complementary to the active sports facilities and services
- (H) Class H licenses, which authorize the sale of alcoholic liquor by hotels, whether for consumption or in its original package, to guests of the hotel, in the rooms occupied by such guests on such premises, or within common areas, market places, restaurants, bars, and lounges of the hotel specifically designated for the consumption of food and beverages that are under the exclusive control and supervision of the Class H licensee. Additional liquor licenses are required for each common area, lounge, market place, bar, or restaurant located on the hotel premises that are not under the exclusive control and supervision of the Class H licensee.
- (I) Class PD licenses, which authorize the retail sale of alcoholic beverages on the premises of property owned (or controlled) and operated by a park district having a population of less than 500,000 inhabitants and organized under the provisions of the Illinois Park District Code, 70 ILCS 1205/1-1 et seq., as amended, for consumption on the premises where sold only.
- (J) Class Q licenses, which authorize the retail sale of alcoholic liquor, for consumption on the premises where sold only, in connection with a private function that is not open to the general public. The sale of alcoholic liquor pursuant to a Class Q license must be incidental and complementary to the sale and service of food, and the ownership and operation of the licensed premises must be in common with a restaurant that is located in the same building as, or not

more than 500 feet from, the licensed premises. Class R-1 and Class R-2 local liquor licensees are not required to obtain a separate Class Q license for sales of alcoholic liquor in connection with a private function that is not open to the general public and located on a premises for which a Class R-1 or Class R-1 license has been granted.

- (K) Class R-1 licenses, which authorize the retail sale of alcoholic liquor by restaurants and banquet venues. The sale of alcoholic liquor pursuant to a Class R-1 license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.
- (L) Class R-2 licenses, which authorize the retail sale of beer and wine only, incidental and complementary to the sale and service of food, for consumption on the premises where sold only, by either:
 - (1) Restaurants or banquet venues; or
 - (2) Establishments engaged primarily in the sale of coffee or tea, at which sandwiches, salads, and other food items that are commonly consumed as part of a complete meal, and not merely as a snack, are: (a) actually served to patrons by employees of such establishments; and (b) served for immediate consumption on the premises. No alcoholic liquor may be sold by any such establishment through a drive-through facility.
- (M) Class RF licenses, which authorize a corporation that is organized bona fide under the laws of this state not for pecuniary profit and primarily for the public presentation of musical art to permit concessionaires who hold a Class F local liquor license to sell and offer for sale at retail alcoholic beverages upon, and to permit business invitees to carry previously purchased alcoholic beverages onto, the licensed premises.
- (N) Class RS-1 licenses, which authorize both: (1) the retail sale of alcoholic liquor by restaurants, for consumption on the premises where sold only, and subject to all restrictions and conditions applicable to Class R-1 licenses; and (2) the retail sale of beer and wine, in the original package, for consumption off the premises where sold only, and subject to all restrictions and conditions applicable to Class S-2 licenses.
- (O) Class S-1 licenses, which authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.
- (P) Class S-2 licenses, which authorize the retail sale of beer and wine, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold.
- (Q) Class S-3 licenses, which authorize the retail sale of alcoholic liquor by tasting shops. The sale of alcoholic liquor pursuant to a Class S-3 license must be either in the original package, for consumption off the premises where sold; or retail sale of alcoholic liquor for on-premises

consumption in an accessory tasting room that is incidental to the purchase of alcoholic liquor for off-premises consumption.

- (R) Class SP licenses, which authorize the retail sale of alcoholic liquor in connection with sporting events for which the public is able to purchase tickets to attend, for consumption on the premises where sold only, but only by a concessionaire whose concession, and the space to operate the concession is afforded and sanctioned by either: (1) the City, (2) a Class C-1 licensee, within a premises for which a Class C-1 license has been issued pursuant to this Chapter, (3) a Class PD licensee, within a premises for which a Class PD license has been issued pursuant to this Chapter, or (4) a Class RF licensee, within a premises for which a Class RF license has been issued pursuant to this Chapter. SP licenses are valid only for the specific dates for the sporting event, as specified in the application submitted to the City for the license.
- (S) Alcoholic Liquor Tasting Licenses, which authorize a Class S-1, Class S-2, or Class S-3 local liquor licensee to give away alcoholic liquor for tasting purposes only on the licensed premises, subject to the terms and conditions set forth in Section 119.560 of this Chapter.
- (T) Class T licenses, which authorize the retail sale of alcoholic liquor within premise for which the principal use is either an indoor motion picture theater or live stage performance theater, for consumption only on the premises where sold.
- (U) Class U licenses, which authorize the accessory use of a licensed premises for the retail sale of alcoholic liquor, for consumption on the premises where sold.
- (V) Class V licenses, which authorize the retail sale of alcoholic liquor by caterers. Class R-1 and Class R-2 local liquor licensees are not required to obtain a separate Class V license for sales of alcoholic liquor in connection with the business of catering.
- (W) Class W licenses, which authorize a business establishment registered pursuant to Chapter 106 of this Code to give away alcoholic liquor to its patrons for on-site consumption. The provision of alcoholic liquors must be incidental and complementary to the primary business operations of the Class W licensee.
- (X) Class X-1 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than 20 days per calendar year.
- (Y) Class X-2 licenses, which authorize the retail sale of alcoholic liquor for consumption only on the premises, by an existing business establishment registered pursuant to Chapter 106 of this Code, for a period of no more than consecutive 90 days per calendar year.
- (Z) Class BYOB licenses, which authorize on-site consumption within a business establishment of alcoholic liquor which has been brought to the establishment premises by a patron.
- (AA)

Class Y licenses, which authorize the retail sale of alcoholic liquor at self-service establishments, at which customers may serve themselves alcoholic liquor from self-service dispensing machines. The sale of alcoholic liquor pursuant to a Class Y license must be incidental and complementary to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold.

(Ord. 20-13, J. 39, p. 32-33, passed 02/11/2013; (Ord. 77-13, J. 39, p. 238-239, passed 07/22/13; Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. 74-14, J. 40, p. 220-221, passed 08/11/14; Ord. 68-15, passed 8/24/15; Ord. 72-15, passed 10/12/15; Ord. O36-2017, § 2, passed 3/13/2017; Ord. O85-2019, § 3, 12/9/19; Ord. O24-2022, § 3, passed 2/28/22; Ord. O19-2024, § 3, passed 2/12/24; Ord. O20-2024, § 3, passed 2/12/2024; Ord. O33-2024, § 4, passed 4/10/24; Ord. O69-2024, § 2, passed 9/23/24)

Sec. 119.310. - Application for License.

- (A) *New Applicants.* An applicant for a new local liquor license shall file an application therefor with the City Clerk, on a form provided by the City, which application shall include, without limitation, the following information:
- (1) The name, address, date of birth, place of birth, driver's license number, telephone number, and country of citizenship of all officers, directors, partners, managers, and shareholders of the applicant business;
 - (2) For all officers, directors, partners, managers, and shareholders of the applicant business who are naturalized citizens of the United States, the date and place of naturalization;
 - (3) A photocopy of the driver's license or other state-issued identification for all officers, directors, partners, managers, and shareholders of the applicant business;
 - (4) The character of business of the applicant, and the length of time that the applicant has been in business of that character;
 - (5) The amount of goods, wares, and merchandise on hand at the time of application;
 - (6) The location and description of the premises or place of business at which the applicant proposes to sell alcoholic liquor;
 - (7) A statement of whether the proposed location is owned or leased by the applicant, and, if the applicant does not own the proposed location, a copy of the lease;
 - (8) A statement of whether the applicant, or any other person involved directly or indirectly in the applicant's business, is an elected public official or law enforcement officer;
 - (9) Reserved.
 - (10) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, has ever been convicted of: (a) a felony under the laws of the State of Illinois or the United States; or (b) a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;

- (11) A statement of whether the applicant, or any director, officer, partner, manager, or shareholder thereof, possesses a current Federal Wagering or Gambling Device Stamp, or a current State or City bingo or charitable games license; and, if so, the reasons therefor;
- (12) A statement of whether the applicant has filed an application for a liquor license on premises other than those described in the application, and the disposition of that application;
- (13) A statement of whether a liquor license issued by any state or subdivision thereof, or by the Federal government, has been previously revoked, and, if so, the reasons therefor;
- (14) A certificate of insurance, demonstrating proof of dram shop insurance coverage covering the period for which the requested local liquor license will be effective, as required pursuant to Section 119.401 of this Chapter;
- (15) For corporate applicants, a copy of the State of Illinois certificate of incorporation, and, if incorporated in a state other than Illinois, the date that the applicant became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 *et seq.*, to do business in Illinois;
- (16) For applicants for a Class F local liquor license, a copy of the applicant's concession agreement;
- (17) A notarized affidavit, signed by an authorized representative of the applicant and in a form acceptable to the Corporation Counsel, stating that:
 - (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
 - (b) The applicant has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor or importing distributor;
 - (c) The applicant, and all directors, officers, partners, managers, and shareholders thereof, are not disqualified to receive a local liquor license by reason of any provision of this Chapter, the laws of this State, or the ordinances of the City;
 - (d) The applicant will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of the City in the conduct of the applicant's place of business, including, without limitation, the responsible alcohol service training requirements set forth in Section 119.410 of this Chapter;
 - (e) The applicant has paid all taxes due and owing to the City as of the date of the application;
 - (f)

The applicant may be held liable for any violation of this Chapter by an officer, director, manager, or employee of the applicant, as set forth in Section 119.601(A)(2) of this Chapter;

- (g) The issuance of a new or renewal local liquor license pursuant to this Chapter will not be deemed as vesting any right to the applicant, or to any partner, officer, director, manager, shareholder, agent, or employee thereof, of an additional local liquor license or to future local liquor licenses; and
 - (h) If the applicant is a club, no member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club; and
- (18) For all new applications, a non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution.
- (B) *Renewal Applications.* A local liquor licensee may request the renewal of a local liquor license by filing an application therefor with the City Clerk, which application shall include, without limitation, the following:
- (1) Any change in the information required pursuant to Section 119.310(A) of this Chapter that has occurred since the date of the local liquor license application filed by the applicant for the previous calendar year;
 - (2) The affidavit required pursuant to Section 119.310(A)(17) of this Chapter;
 - (3) A non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution; and
 - (4) For all applications for a renewal local liquor license that are filed after December 1 of the last calendar year for which the applicant held a local liquor license, a late renewal application fee, in the amount set forth in the Annual Fee Resolution.
- (C) *Special Event Licenses.* Notwithstanding any provision of this Section 119.310 to the contrary, the following provisions shall apply to all applications filed for a Class D local liquor license:
- (1) The application must be filed no later than the date that is 14 days before the beginning of the special event for which the Class D license is sought;
 - (2) The application must include all information required pursuant to Section 119.310(A) or Section 119.310(B) of this Chapter, as the case may be, except that the applicant shall not be required to disclose any information or make any statement regarding its directors, except to the extent that a director is also an officer, partner, manager, or shareholder;
 - (3)

The applicant shall identify the name, location, dates and times of the special event for which the Class D license is sought; and

(4) The applicant shall submit proof of its status as a not-for-profit organization.

(D) **Sporting Event Licenses.** In addition to the requirements set forth in Sections 119.310(A) and 119.310(B) of this Code, applications for Class SP local liquor licenses must include the name, location, dates and times of the sporting event for which the Class SP license is sought.

(Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. O90-2018, § 3, 11/26/18; Ord. O20-2024, § 3, passed 2/12/24)

Sec. 119.315. - Investigation of Applicant.

(A) *Investigation.* Prior to issuance of a local liquor license, the Chief of Police, or their designee, will investigate the business responsibility of the applicant and all partners, officers, managers, directors, shareholders, and agents thereof, as deemed necessary for the protection of the public health, safety, and order.

(B) *Fingerprinting.*

(1) As deemed necessary for the protection of the public health, safety, and order, the City Chief of Police, or his or her designee, will, within ten days after receipt of a complete application filed pursuant to this Chapter, take and record the fingerprints of (a) all partners, officers, managers, directors, shareholders, and agents of a new applicant for a local liquor license, and (b) all new partners, officers, managers, directors, shareholders, and agents of existing or renewal local liquor license applicants.

(2) The applicant must pay to the Chief of Police, or his or her designee, a fingerprinting fee for each set of fingerprints taken, covering the administrative costs of all fingerprinting required pursuant to this Section 119.315(B), in the amount set forth in the Annual Fee Resolution.

(C) *Report.* Within 30 days after receipt of a complete application filed pursuant to this Chapter, the Chief of Police will certify to the Local Liquor Control Commission his or her recommendations as to whether or not a local liquor license should be issued to the applicant, together with a statement of the reasons therefor. The failure of the Chief of Police to provide such recommendations and statement within 30 days after the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, may not be deemed as either a recommendation for or against the issuance of the requested local liquor license.

(D) Class W, X-1, X-2, and BYOB licensees are not subject to the requirements of this Section 119.315.

(Ord. O34-2023, § 9, passed 6/26/23; Ord. O33-2024, § 5, passed 4/10/24)

Sec. 119.320. - Approval or Denial of Application.

- (A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:
- (1) Receipt of a complete application for a new or renewal local liquor license, in accordance with Section 119.310 of this Chapter;
 - (2) Receipt of the recommendations and statement of the Chief of Police pursuant to Section 119.315 of this Chapter;
 - (3) The determination by the Local Liquor Control Commissioner that the application satisfies the standards and conditions set forth in this Article III; and
 - (4) Payment of the local liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license
- (B) *Denial.*
- (1) *Definition.* For purposes of this Section 119.320(B) only, except as expressly provided otherwise, the term "applicant" shall include the entity or individual named on the application for a local liquor license, as well as all partners, officers, managers, directors, shareholders, and agents of the entity or individual that has applied for a local liquor license pursuant to this Chapter; except that the term "applicant" shall not include the directors of a not-for-profit organization that has applied for a Class D local liquor license pursuant to this Chapter.
 - (2) *Mandatory Denial.* The Local Liquor Control Commissioner shall deny any application for a new or renewal local liquor license that satisfies any of the following conditions:
 - (a) The applicant is a sole proprietorship of which the sole proprietor is not a resident of the City; except that this Section 119.320(B)(2)(a) shall not apply to a sole proprietorship that applies for a Class R-1 or a Class R-2 local liquor license for which the proprietor is actively engaged in the day-to-day conduct of the business;
 - (b) The applicant, if a sole proprietorship, or the day-to-day manager of the applicant, if a firm, partnership, corporation, or other business entity, is not a citizen of the United States;
 - (c) The applicant does not own the premises for which a local liquor license is sought, and does not have a lease for such premises for the full period for which the license is to be issued;
 - (d) Reserved.
 - (e) The applicant has been convicted of a gambling or related offense, in violation of Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28-1 *et seq.*, as amended;
 - (f)

A federal wagering stamp has been issued by the federal government to the applicant or for the premises for which a local liquor license is sought, unless the applicant is eligible for a local liquor license pursuant to the Illinois Raffles Act, 230 ILCS 15/0.01 *et seq.*, or the Illinois Pull Tabs and Jar Games Act, 230 ILCS 20/1 *et seq.*;

- (g) The applicant does not possess a valid policy for dram shop insurance covering the period for which a local liquor license is sought, as required pursuant to Section 119.401 of this Chapter;
- (h) The application is for any premises used in whole or in part as a gasoline fuel station;
- (i) The applicant is a club that has been in operation in the City for less than one year, as of the date of application;
- (j) The applicant is the subject of a complaint received by the Local Liquor Control Commission from the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the applicant has committed a violation of any tax statute administered by such Department;
- (k) The applicant is a club of which any member, officer, agent, or employee is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club;
- (l) The application is for a Class D local liquor license, and the applicant has previously received Class D local liquor licenses authorizing the sale of alcoholic liquor for more than 15 days in the 12-month period preceding the date of application;
- (m) The application is for any premises located within 100 feet of any religious institution, school, hospital, home for aged or indigent persons or veterans, their spouses or children, or any military or naval station; except that this Section 119.320(B)(2)(m) shall not apply to the following:
 - (i) Premises for which the principal use or business: (1) was established on or before, and has been continuous since, June 6, 1988; and (2) is not the sale at retail of alcoholic liquor;
 - (ii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any religious institution occupied after the date of issuance of the original local liquor license, measured to the nearest part of any building used by the religious institution for worship services or educational programs;
 - (iii)

The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any school occupied after the issuance of the original local liquor license;

- (iv) Religious institutions or private schools that sell alcoholic liquor at retail for limited periods during which groups are assembled on the premises solely for the promotion of some common object other than the sale or consumption of alcoholic liquors; or
 - (v) Institutions of higher learning; or
 - (n) The City has not taken and recorded all fingerprints of the applicant, or the applicant has not paid all required fingerprinting fees, as required pursuant to Section 119.315(B) of this Chapter.
- (3) *Permissive Denial.* The Local Liquor Commissioner shall have the right, but not the obligation, to deny any application for a local liquor license that satisfies any of the following conditions:
- (a) The application is for any premises, or is filed by any applicant, for which a license issued pursuant to this Chapter has been revoked;
 - (b) The applicant has been convicted of a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;
 - (c) The applicant has been convicted of a felony under the laws of the State of Illinois or the United States;
 - (d) The application is for any premises for which there exists a violation of Chapter 150 of this Code; or
 - (e) The applicant is delinquent in the payment to the City of any tax or payment required pursuant to this Code.
 - (f) Reserved.

(C) *Confirmation of State Code Compliance for Certain Licensees.*

Any law enforcing public official, or any member of the City Council, with a direct or indirect interest in the manufacture, sale, or distribution of alcoholic liquor to whom a local liquor license is issued must strictly comply with the provisions of Section 6-2(14) of the Illinois Liquor Control Act governing recusal from voting and from participating in meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor. Further, in any instance in which recusal is required pursuant to Section 6-2(14) of the Illinois Liquor Control Act, the recused party must strictly comply with all rules governing recusal set forth in Section 6.D of the City of Highland Park Ethics Guidelines, adopted pursuant to Section 37.005 of the Highland Park Code.

(Ord. 97-13, J. 39, p. 335-337, passed 09/23/13; Ord. O34-2023, § 10, passed 6/26/23; Ord. No. O16-2025, § 2, passed 2/10/25)

Sec. 119.325. - Expiration of License.

Every local liquor license issued pursuant to this Chapter, other than a Class D local liquor license, shall terminate on the 31st day of December following its issuance.

Sec. 119.330. - Number of Licenses.

There shall be no limit to the number of local liquor licenses that may be issued by the Local Liquor Control Commissioner for each license class.

Sec. 119.335. - Records and Reports.

- (A) The City Clerk shall keep, or cause to be kept, a complete record of all local liquor licenses issued pursuant to this Chapter, and shall furnish the Director of Finance and Chief of Police each with a copy thereof.
- (B) The City Clerk shall give written notice of the issuance or revocation of a local liquor license to the Director of Finance and City Chief of Police within two business days thereof.
- (C) The Local Liquor Control Commissioner, at the request of the City Council, shall report to the City Council (1) all of his or her acts and doings in the enforcement of this Chapter, and (2) the date of collection and amount of all local liquor license fees paid pursuant to this Chapter.
- (D) All local liquor licensees shall make their books and records available, upon reasonable notice, for investigation and control by any designee of either the Local Liquor Control Commission or the Illinois Liquor Control Commission.

Sec. 119.340. - License is Personal Privilege.

- (A) A local liquor license issued pursuant to this Chapter shall be purely a personal privilege, and shall not: (1) constitute property; (2) be subject to attachment, garnishment, or execution; (3) be alienable or transferable, voluntarily or involuntarily; or (4) be subject to being encumbered or hypothecated.
- (B) A local liquor license issued pursuant to this Chapter shall not descend by the laws of testate or intestate devolution, but, except as provided in Section 119.345(A) of this Chapter, shall cease upon the death, insolvency, or bankruptcy of the licensee; provided that executors or administrators of the estate of any deceased licensee, and the trustee of any insolvent or bankrupt licensee, when such estate consists in part of alcoholic liquor, may continue the business of the sale of alcoholic liquor under order of the appropriate court, and may exercise the privileges of the deceased, insolvent, or bankrupt licensee after the death of the decedent, or after the insolvency or bankruptcy, until the expiration of the local liquor license, but in no event longer than six months after the death, bankruptcy, or insolvency of the local liquor licensee. The

City Clerk shall refund that portion of the local liquor license fee paid pursuant to Section 119.320(A)(4) of this Chapter for any period in which the local liquor licensee is prevented from operating pursuant to this Section 119.340(B).

Sec. 119.345. - License Amendments.

(A) *Changes in Personnel.*

- (1) Any change in the information required pursuant to Section 119.310(A)(1) of this Chapter regarding the partners, officers, directors, managers, or shareholders of a local liquor licensee shall be reported in writing to the Local Liquor Control Commissioner within 10 days after the change. All new partners, officers, directors, managers and shareholders shall meet all of the standards of this Chapter and must otherwise qualify to hold a local liquor license. All changes in personnel shall be subject to review by the Local Liquor Control Commissioner.
- (2) Upon any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter, the Local Liquor Control Commission shall hold a public hearing to consider revocation of the liquor license, in accordance with Article VI of this Chapter.

- (B) *Change in Location.* The premises at which the sale at retail of alcoholic liquor is licensed pursuant to this Chapter may be changed only upon the prior written approval of the Local Liquor Control Commissioner, which approval shall not be granted unless the proposed new location is suitable for the retail sale of alcoholic liquor pursuant to this Chapter and all other applicable statutes, ordinances, laws, rules, and regulations.

Sec. 119.350. - License Fees.

- (A) *Fees for Replacement License.* Any local liquor licensee that, during the term of its current license, applies for a new local liquor license that is intended to replace the current license, and not to supplement it, shall be required to pay only the prorated difference between the replacement local liquor license fee and the value of the current local liquor license fee. The City shall have no obligation to reimburse the licensee if the replacement local liquor license fee is less expensive than the current local liquor license fee.
- (B) *Refunds of Application Fees.* Except as provided in Section 119.340(B) of this Chapter, the City shall have no obligation to refund any application fee paid pursuant to this Chapter to an applicant or local liquor licensee for any reason.

ARTICLE IV. - INSURANCE AND TRAINING

Sec. 119.401. - Dram Shop Insurance.

All local liquor licensees shall carry dram shop insurance for the premises within which alcoholic liquor is sold, in a minimum amount of \$1,000,000.00 per occurrence. The dram shop insurance coverage shall name the City and its elected and appointed officers, agents, employees, and officials as additional insured parties.

Sec. 119.410. - Responsible Alcohol Service Training.

(A) *Responsible Alcohol Service Training Required.*

- (1) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving or delivering alcoholic liquor to customers, guests or patrons for consumption on the licensed premises, shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete either a BASSET program or an on-premises TIPS program.
- (2) Each manager of a local liquor licensee, and each employee of a local liquor licensee who will be engaged in selling, mixing, preparing, serving, or delivering alcoholic liquor to customers, guests, or patrons for consumption off the premises shall, within ten days after the manager or employee begins employment with the local liquor licensee, successfully complete an off-premises TIPS program.

(B) *Proof of Training.* Each local liquor licensee shall maintain on the licensed premises proof of completion by each manager and employee of the local liquor licensee of the training required pursuant to this Section 119.410, in a manner that will allow inspection, upon demand, by any full-time, part-time, or auxiliary City police officer or by any designee of either the State of Illinois Liquor Control Commission or the Local Liquor Control Commission.

(C) *Restrictions on Sales by Untrained Personnel.*

- (1) No person shall sell, mix, prepare, serve, or deliver alcoholic liquor in the City, for consumption on the licensed premises, unless that person has successfully completed a BASSET or TIPS program, as required pursuant to Section 119.410(A) of this Chapter; except that a person may sell, mix, prepare, serve, or deliver alcoholic beverages: (a) within ten days after that person begins employment with the licensee; and (b) under the direct supervision of a manager or employee of the local liquor licensee that has successfully completed a BASSET or TIPS program.
 - (2) No local liquor licensee shall sell, serve, or deliver any alcoholic liquor at any time at which there is not physically present on the licensed premises a manager or employee of the local liquor licensee who has successfully completed a BASSET or TIPS program as required pursuant to Section 119.410(A) of this Chapter.
- (D) Any person who attends a program

provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

(3) This Section 119.410(C) does not apply to customers of licensed Class Y establishments who obtain alcoholic liquor in compliance with Section 119.519 of this Code.

(D) Any person who attends a program provided by the City Department of Police for the responsible alcohol service training required pursuant to this Section 119.410 shall pay a program fee in the amount set forth in the Annual Fee Resolution.

(Ord. 77-09, J. 35, p. 304-308, passed 12/14/09; Ord. O69-2024, § 4, passed 9/23/24)

ARTICLE V. - SALES

Sec. 119.501. - Sales Restricted to Authorized Premises.

(A) *Determination of Premises.*

(1) Except as provided in Section 119.501(A)(2) of this Chapter, a local liquor license shall permit the sale of alcoholic liquor only in or from the premises described in the local liquor license, and only in the manner therein authorized and in compliance with the terms thereof.

(2) Notwithstanding Section 119.501(A)(1) of this Chapter to the contrary, a local liquor licensee may sell alcoholic liquor at a location other than the premises described in the local liquor license, in accordance with the following:

- (a) The licensee shall submit a request for off-premises sales to the City not later than the date that is seven days prior to the event at which the licensee proposes to conduct off-premises sales, which request shall include, without limitation: (i) the dates and times of the proposed off-premises sales, and (ii) a statement of authorization by the owner or operator of the event at which the licensee proposes to conduct off-premises sales.
- (b) The City Clerk shall forward the request for off-premises sales to the Local Liquor Control Commissioner, who may approve or deny the request in his or her sole discretion.
- (c) The City Clerk shall notify the Chief of Police of all requests for off-premises sales that are approved pursuant to this Section 119.501(A)(2).
- (d) All off-premises sales approved pursuant to this Section 119.501(A)(2) may be conducted only upon receipt of, and in strict compliance with, a special use permit license issued by the State pursuant to the Liquor Control Act.

(B) *Outdoor Dining Areas.* For purposes of this Chapter, the "licensed premises" of a Class R-1 or Class R-2 local liquor licensee shall include, without limitation, any portion of a public or private right-of-way for which the licensee has obtained a separate license from the City pursuant to

Section 150.408(B) of Chapter 150 of the City Code for the maintenance of a temporary outdoor dining area as an accessory use.

Sec. 119.510. - Sanitary Requirements.

All premises used for the retail sale or storage of alcoholic liquor shall be kept in a clean and sanitary condition, and shall be kept in full compliance with the provisions of the City Code regulating the condition of premises used for the storage and sale of food for human consumption.

Sec. 119.515. - Sales Within Restaurants and Banquet Venues.

- (A) *Size of Bar and Lounge Areas Limited.* No Class R-1 or Class R-2 local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (B) *Sales to Waiting Patrons.* Notwithstanding any provision of this Chapter to the contrary, a Class R-1 local liquor licensee may sell alcoholic liquor, and a Class R-2 local liquor licensee may sell beer and wine, to dining patrons waiting to be seated at tables for the service of food, at a bar or within a lounge located within the licensed premises.
- (C) *Delivery of Cocktails.* Class R-1, R-2, and RS-1 licensees may sell mixed drinks and single servings of wine for consumption off the premises and in strict compliance with the applicable provisions of the Illinois Liquor Control Act, including without limitation Section 6-28.8 thereof (235 ILCS 5/6-28.8), as may be amended.

(Ord. O85-2019, § 4, 12/9/19; Ord. O33-2024, § 6, passed 4/10/24)

Sec. 119.516. - Sales Within Theaters.

No alcoholic liquor shall be sold or offered for sale by a Class T local liquor licensee within a theater except in accordance with the following:

- A. Alcoholic liquor may only be sold or offered for sale within the lobby area of the theater. No alcoholic liquor may be sold or offered for sale within any seating area of the theater.
- B. Not more than one beverage of alcoholic liquor may be sold to one person at one time.

(Ord. 20-13, J. 39, p. 32-33, passed 02/11/2013; Ord. 75-13, J. 39, p. 230-231, passed 07/22/13)

Sec. 119.517. - Sales as an Accessory Use.

No alcoholic liquor may be sold or offered for sale by a Class U local liquor licensee except in accordance with the following:

- (A)

The sale of alcoholic liquor at the licensed premises must be an accessory use as generally defined in this Chapter, and as specifically defined and delineated in the specific Class U license issued to an applicant.

- (B) No Class U local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.
- (C) Class U local liquor licensees must offer for sale, for consumption on the premises where sold, a menu of food items that are commonly consumed, individually or together, as part of what could reasonably be considered a light meal, and not merely as a snack.
- (D) Alcoholic liquor may be sold at the licensed premises only during the normal business hours of the principal use of the licensed premises and only during the conduct of the business of the principal use of the licensed premises.
- (E) Such other conditions that the Local Liquor Control Commissioner may, in its discretion, include in the specific Class U license issued to an applicant.

(Ord. O20-2024, § 4, passed 2/12/24)

Sec. 119.518. - Sales By Caterers.

No alcoholic liquor may be sold or offered for sale by a Class V local liquor licensee except in accordance with the following:

- (A) Class V local liquor licensees must register their business annually with the office of the City Manager in accordance with Chapter 106 of this Code,
- (B) Class V local liquor licensees must maintain a food preparation kitchen within the City,
- (C) Alcoholic liquor may be sold only at a private event not open to the public and only in connection with the provision of catering services.

(Ord. O19-2024, § 4, passed 2/12/24)

Sec. 119.519. - Sales Within Active Sports Facilities.

No alcoholic liquor may be sold or offered for sale by a Class G local liquor licensee within an active sports facility except in accordance with the following:

- (A) Each Class G local liquor licensee must offer for sale, for consumption on the premises, a menu of food items that are commonly consumed, individually or together, as part of what could reasonably be considered a light lunch or dinner, and not merely as a snack. The licensee may also, but is not required to, offer a larger menu of food items or have a full-service kitchen.
- (B)

No Class G local liquor licensee may maintain within the licensed premises a bar or lounge area containing more than 25 percent of the total number of seats located within the entire licensed premises.

(Ord. O33-2024, § 8, passed 4/10/24)

Editor's note— Ord. O33-2024, § 8, adopted April 10, 2024, set out provisions intended for use as 119.517. For purposes of clarity, and at the editor's discretion, these provisions have been included as 119.519.

Sec. 119.519.1. - Sales within Self-Service Establishments.

No alcoholic liquor may be sold or offered for sale by a Class Y local liquor licensee except in accordance with the following:

- (A) No customer may serve themselves alcoholic liquor prior to verification of their identification by an employee of the licensee, using state-of-the-art technology.
- (B) Once a customer's identification is verified, the licensee must issue each customer a secure card or wristband encoded with their verification details for access to the alcoholic liquor self-service system.
- (C) Employees of the licensee must regularly monitor the use of all alcoholic liquor self-service systems.
- (D) Employees of the licensee responsible for verification of customer identification, and monitoring of alcoholic liquor self-service systems, must be BASSET-trained in accordance with Section 119.410(C)(1) of this Code.

(Ord. O69-2024, § 3, passed 9/23/24)

Editor's note— Ord. O69-2024, § 3, adopted Sept. 23, 2024, set out provisions intended for use as 119.519. For purposes of clarity, and at the editor's discretion, these provisions have been included as 119.519.1.

Sec. 119.520. - Hours of Business.

- (A) It is unlawful to sell, or offer for sale, at retail any alcoholic liquor, for consumption on the premises, in the City between the hours of 1:00 a.m. and 6:00 a.m. on Monday through Friday, and between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday, except as follows:
 - (1) Between 1:00 a.m. and 2:00 a.m. on Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, and Christmas Day; and
 - (2) Between 1:00 a.m. and 3:00 a.m. on New Year's Day.
- (B) It is unlawful to sell or offer for sale at retail any alcoholic liquor, in its original package for consumption off the premises, between the hours of midnight and 6:00 a.m. on any day.
- (C)

Licensed premises may remain open for the sale of food or other products during the hours within which the sale of alcoholic liquor is prohibited pursuant to this Section 119.520; except that no alcoholic liquor may be sold to, or consumed by, the public during such hours.

- (D) Notwithstanding any provision of this Chapter to the contrary, alcoholic liquor may be sold at retail in a restaurant or banquet venue at all times authorized pursuant to Section 119.520(A) of this Chapter, including, without limitation, after the time at which the local liquor licensee ceases for that night the sale or service of meals on the premises.

(Ord. O85-2019, § 5, 12/9/19; Ord. O36-2017, § 4, passed 3/13/2017; Ord. O33-2024, § 7, passed 4/10/24)

Sec. 119.525. - Sales to Minors.

- (A) Except as may be permitted pursuant to Chapter 135 of this Code, no person shall sell, give or deliver any alcoholic liquor to any person under the age of 21 years or to any intoxicated person; except that it shall not be a violation of this Section 119.525(A) if the person who sells, gives, or delivers alcoholic liquor to a person under the age of 21 years: (1) is shown, and relies upon, adequate written evidence of the age and identity of the person to whom the alcoholic liquor is sold, given, or delivered; and (2) does not know the written evidence to be false or fraudulent.
- (B) In the event that a local liquor licensee, or agent or employee thereof, believes or has reason to believe that a sale or delivery of alcoholic liquor is prohibited because the prospective recipient is younger than 21 years of age, he or she shall, before making such sale or delivery, demand presentation of a valid, written, positive, government-issued identification containing proof of age.
- (C) It is unlawful for any person to misrepresent his or her age for the purpose of purchasing or obtaining alcoholic liquor in any place in the City at which alcoholic liquor is sold.
- (D) No person under the age of 21 years shall possess, present, or offer false or fraudulent evidence of age or identity for the purpose of purchasing or obtaining any alcoholic beverage.
- (E) No person shall transfer, alter, or deface an identification card, use the identification card of another, carry or use a false or forged identification card, or obtain an identification card by means of false information, for the purpose of purchasing or procuring alcoholic liquor.
- (F) In any place in the City at which alcoholic liquor is sold, there must be displayed at all times, in a prominent place, a printed card, supplied by the City Clerk, that shall read substantially as follows:

WARNING TO PERSONS UNDER TWENTY-ONE

YOU ARE SUBJECT TO A FINE UNDER THE ORDINANCES OF THE CITY OF HIGHLAND PARK IF YOU PURCHASE ALCOHOLIC LIQUOR, OR MISREPRESENT YOUR AGE FOR THE PURPOSE OF PURCHASING OR OBTAINING ALCOHOLIC LIQUOR.

- (G) It is unlawful for any parent or legal guardian who has legal custody and control over a person who is under 18 years of age to permit such person to violate any provision of this Section 119.525.

Sec. 119.530. - Sales by Persons Under Age.

It is unlawful for any local liquor licensee, or manager, agent, employee, or representative thereof, to permit any person less than 21 years of age to sell, serve, prepare, mix, or deliver any alcoholic liquor in any licensed premises; except that employees of on-premises local liquor licensees that are at least 18 years of age may sell, serve, and deliver alcoholic liquor that has been prepared or mixed by a manager or employee of the local liquor licensee that is 21 years of age or older.

Sec. 119.535. - Consumption or Possession of Alcoholic Beverages by Minors.

The consumption, purchase, or possession of alcoholic beverages by any person under 21 years of age is prohibited, except in accordance with and pursuant to (a) Section 119.530 of this Chapter, or (b) Chapter 135 of this Code.

Sec. 119.540. - Sales on Credit.

Except for Class C-1, C-2, and H local liquor licensees with respect to members and registered guests, no local liquor licensee shall sell or furnish alcoholic liquor at retail to any person on credit or on a pass book, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; except that this Section 119.540 shall not be deemed or construed to prohibit payment by credit card.

Sec. 119.545. - Access to Unlicensed Premises.

Except in the case of hotels and clubs, no alcoholic liquor shall be sold at retail upon any premises from which there is direct access to any other portion of the same building or structure that is (a) used for dwelling or lodging purposes, and (b) permitted to be used, or kept accessible, for public use. This Section 119.545 shall not be deemed or interpreted to prohibit any connection between licensed premises and another portion of the building or structure used only by the licensee, his or her family, and personal guests.

Sec. 119.550. - Special Events.

- (A) *General Requirements.* No person, firm, or corporation shall sell, offer for sale, or dispense any alcoholic liquor at a special event located in the City except in compliance with the following:
- (1) The seller shall obtain all liquor licenses required pursuant to this Chapter and the Liquor Control Act;

- (2) No individual shall be permitted to purchase more than two alcoholic beverages at any one time;
 - (3) The quantity of alcoholic liquor within each beverage sold shall not exceed 12 ounces of beer, six ounces of wine, or one and one-half ounces of distilled spirits; and
 - (4) The seller shall comply with all applicable provisions of Chapter 118 of this Code.
- (B) *Licenses*. Notwithstanding any provision of this Chapter to the contrary, no Class C-1, C-2, F, G, R-1, or R-2 local liquor licensee shall be required to obtain an additional local liquor license for the sale of alcoholic liquor at a special event.

(Ord. 75-13, J. 39, p. 230-231, passed 07/22/13)

Sec. 119.555. - Sales Promotions.

- (A) All local liquor licensees shall maintain a schedule of prices for all drinks of alcoholic liquor to be served and consumed on the licensed premises.
- (B) It is unlawful for any local liquor licensee, or any employee or agent thereof, to:
 - (1) Serve two or more drinks of alcoholic liquor at one time to one person for consumption by that one person, except when selling or delivering wine by the bottle or carafe;
 - (2) Sell, offer to sell, or serve to any person an unlimited number of drinks of alcoholic liquor during any set period of time for a fixed price, except at private functions not open to the general public;
 - (3) Sell, offer to sell, or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged to other purchasers of drinks on that day as a promotion to encourage consumption of alcoholic liquor, except as authorized pursuant to Section 119.555(C)(7) of this Chapter;
 - (4) Increase the volume of alcoholic liquor contained in a drink, or the size of a drink of alcoholic liquor, without increasing proportionately the price regularly charged for the drink on that day;
 - (5) Encourage or permit, on the licensed premises, any game or contest which involves drinking alcoholic liquor or the awarding of drinks of alcoholic liquor as prizes for the game or contest on the licensed premises; or
 - (6) Advertise or promote in any way, whether on or off the licensed premises, any of the practices prohibited pursuant to this Section 119.555(B).
- (C) Notwithstanding Section 119.555(B) of this Chapter, a local liquor licensee may:
 - (1) Offer free food or entertainment at any time;
 - (2) Include drinks of alcoholic liquor as part of a meal package;
 - (3) Include drinks of alcoholic liquor as part of a hotel package;

- (4) Negotiate drinks of alcoholic liquor as part of a contract between a hotel or multi-use establishment and another group for the holding of any function, meeting, convention, or trade show;
 - (5) Provide room service to persons renting rooms at a hotel;
 - (6) Sell pitchers (or the equivalent, including, without limitation, buckets), carafes, or bottles of beer or wine which are customarily sold in such quantities and delivered to two or more persons at one time; or
 - (7) Increase the prices of drinks of alcoholic liquor in lieu of, in whole or in part, a cover charge to offset the cost of special entertainment not regularly scheduled at the licensed premises.
- (D) Notwithstanding any provision of this Chapter to the contrary, it is unlawful to sell or serve a bottle of any type of alcoholic liquor, other than beer or wine, to two or more persons at one time for consumption on the premises where sold, except at private functions not open to the public at which ten or more persons are present.

Sec. 119.560. - Giveaways and Tastings.

It is unlawful for any local liquor licensee to give away or otherwise dispense free of charge, by the drink or in any other manner, within the City, an alcoholic beverage with the intent of promoting the sale of an alcoholic beverage; except that an Alcoholic Liquor Tasting licensee may, without charge, give away or otherwise dispense free of charge alcoholic liquor in small and limited amounts for tasting purposes only, immediately prior and incident to the sale of alcoholic liquor in the original package for consumption off the premises pursuant to the terms of the Class S-1, S-2, or Class S-3 local liquor license, and in accordance with the following conditions and limitations:

- (A) The tasting shall be attended and supervised at all times by a full-time or part-time manager or employee of the local liquor licensee;
- (B) The total amount of alcoholic liquor tasted by any one individual may not exceed one ounce of distilled spirits, four ounces of wine, or 16 ounces of beer;
- (C) A Class S-2 local liquor licensee shall not dispense any alcoholic liquor other than beer and wine; and
- (D) The sample shall be served in a container which shall be disposed of following the sampling.

(Ord. O24-2022, § 4, passed 2/28/22)

Sec. 119.561. - Sales by Class W Establishments.

Class W licensees may provide no more than two servings of alcoholic liquor per patron per visit. Neither this Section 119.561 nor the issuance of a Class W liquor license is to be deemed or interpreted to permit Class W licensees to serve alcoholic liquor in violation of Section 119.560 of this Code.

(Ord. O33-2024, § 9, passed 4/10/24)

Sec. 119.565. - Sales by Gasoline Fuel Stations.

No person, firm, or corporation licensed pursuant to this Chapter shall engage in the business of a gasoline fuel station on any portion of any licensed premises.

Sec. 119.570. - Transportation Signage.

Each local liquor licensee, other than Class D, Class F, Class S-1, and Class S-2 licensees, shall post, at a conspicuous place within the licensed premises, a sign displaying the name and telephone number of at least one taxicab or other transportation company that provides transportation services within the City and the surrounding area at all times during which alcoholic liquor may be sold pursuant to Section 119.520 of this Chapter.

Sec. 119.575. - Identification Books.

All local liquor licensees must maintain, at all times on the licensed premises, a federal or state government-issued book or booklet containing a description and depiction of valid identification cards.

Sec. 119.580. - Beer Kegs.

No Beer Keg may be sold in the City except in accordance with this Section 119.580.

(A) *Permit Tags Required.*

- (1) A Permit Tag shall be provided by the Licensee and shall be affixed to each Beer Keg purchased in the City.
- (2) It is unlawful to remove, alter or destroy a Permit Tag.

(B) *Security Deposit.*

- (1) The purchaser of a Beer Keg must pay to the local liquor licensee a security deposit, in the amount set forth in the Annual Fee Resolution.
- (2) The local liquor licensee must retain all security deposits collected in connection with the sale of Beer Kegs in a separate account, and may not commingle the security deposits with any other funds or monies.
- (3) Upon return of the Beer Keg, the local liquor licensee must refund the full amount of the security deposit to the purchaser of the Beer Keg.
- (4) The security deposit for all Beer Kegs that are not returned within 60 days after the date of sale will be forfeited to the local liquor licensee.

(C) *Requirements at Sale.*

- (1) Upon the sale of a Beer Keg, the local liquor licensee must give the purchaser of the Beer Keg an informational pamphlet, to be provided by the Local Liquor Control Commission, regarding the responsible consumption of alcoholic beverages.
 - (2) At the time of sale of a Beer Keg, the local liquor licensee must require the purchaser to sign an acknowledgement, on a form provided by the Local Liquor Control Commission, setting forth the provisions of this Section 119.580. The local liquor licensee must retain the acknowledgement for a period of 90 days after the date of sale.
- (D) *Return of Beer Kegs.* All Beer Kegs must be returned to the local liquor licensee that sold the Beer Keg within 60 days after the date of sale. The local liquor licensee must notify the City Police Department of all Beer Kegs that are not returned within 60 days after the date of sale.
- (E) *Logbook.*
- (1) All local liquor licensees must keep and maintain a logbook of all Beer Kegs sold, which must be available for inspection by the City during normal business hours and which must include, at a minimum, the following information:
 - (a) The date and time of purchase of each Beer Keg; and
 - (b) The address, telephone number, driver's license/state identification number, date of birth, and signature of the party purchasing each Beer Keg.
 - (2) It is unlawful to knowingly make a false statement or a misstatement in the logbook with respect to any of the information required pursuant to Section 119.580 of this Chapter.
- (F) *Beer Kegs Purchased Outside the City.* The purchaser of a Beer Keg that is purchased outside the City but brought into the City must retain proof of purchase of the Beer Keg, which proof of purchase must include, without limitation, the name and address of the seller.
- (G) *Purchaser Liability.* In the event that a Beer Keg is related to, or involved in any way in, the violation of this Chapter by any person, the violation will also be deemed and held to be the act of the purchaser of the Beer Keg, which purchaser is punishable in the same manner as if the violation had been committed by the purchaser itself.

(Ord. O33-2024, § 9, passed 4/10/24)

ARTICLE VI. - ENFORCEMENT

Sec. 119.601. - Violations and Penalties.

(A) *Fines.*

(1)

Any person who violates any provision of this Chapter, who makes a false statement in obtaining a local liquor license pursuant to this Chapter, or who violates a condition of a local liquor license granted pursuant to this Chapter, shall be fined not less than \$150.00 no more than \$1,000.00, plus costs, for the first offense of this Chapter within a 12-month period, not less than \$250.00 nor more than \$1,500.00, plus costs, for the second offense within a 12-month period, and not less than \$500 nor more than \$2,500.00, plus costs, for the third and each subsequent offense within a 12-month period.

- (2) Any violation of this Chapter by any officer, director, manager, or employee of a local liquor licensee shall also be deemed and held to be the act of the licensee, which local liquor licensee shall be punishable in the same manner as if the violation had been committed by the licensee itself.
 - (3) Each day on or during which any person violates any of the provisions of this Chapter shall constitute a separate and distinct offense.
 - (4) All fines and other monetary penalties imposed by the Local Liquor Control Commission shall be remitted to the City and deposited in either the Alcohol Education Fund or the general corporate fund of the City, at the direction of the Local Liquor Control Commission.
- (B) *Suspension and Revocation of Local Liquor License.* The Local Liquor Control Commission may, at its discretion and in accordance with the procedures set forth in Section 119.610 of this Chapter, fine a local liquor licensee, or revoke or suspend any local liquor license issued pursuant to this Chapter, upon the occurrence of any of the following:
- (1) Violation of any provision of this Chapter by a local liquor licensee, or any officer, director, manager, representative, agent or other employee thereof, while (a) engaged in activities in furtherance of the business of the local liquor licensee, or (b) on the licensed premises;
 - (2) Violation of any federal, state, county, or City statute, ordinance, law, rule or regulation pertaining to the sale of alcoholic liquor;
 - (3) Failure to pay any license fee or any tax imposed by any unit of government on alcoholic liquor or the sale thereof;
 - (4) Receipt by the Local Liquor Control Commission of a complaint of the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the local liquor license has committed a violation of a tax statute administered by such Department;
 - (5) Issuance of a false statement in connection with obtaining a local liquor license pursuant to this Chapter;
 - (6) Violation of a condition of a local liquor license granted pursuant to this Chapter;
 - (7) Conviction of the applicant, or any officer, director, manager, or shareholder thereof, of a felony pursuant to any federal or state law; or
 - (8)

Any change regarding a local liquor licensee, or regarding any existing or new partner, officer, director, manager, or shareholder thereof, that causes the local liquor licensee to be ineligible for a local liquor license pursuant to this Chapter.

(C) *Additional Penalties.* In addition to, or in lieu of, the penalties available pursuant to Sections 119.601(A) and 119.601(B) of this Chapter, the Local Liquor Control Commission shall have the right, but not the obligation, to:

- (1) Require the local liquor licensee to reimburse the City for its third-party costs, including attorneys' fees, incurred in connection with the enforcement action before the Local Liquor Control Commission;
- (2) Impose a penalty of community service and/or a penalty of probation; and/or
- (3) Require the local liquor licensee to reimburse the City for the cost of publication, in a newspaper of general circulation in the City, of a public safety announcement that advocates for the safe and responsible service, possession, and consumption of alcoholic liquor.

Sec. 119.605. - Enforcement Procedure.

- (A) *Enforcement Against Violator.* All alleged violations of this Chapter shall be adjudicated by either the Administrative Hearing Officer, in accordance with Chapter 38 of this Code, or by a court of competent jurisdiction. The City shall determine, in its sole discretion, whether to adjudicate each alleged violation of this Chapter through the Administrative Hearing Office or through a court of competent jurisdiction.
- (B) *Enforcement Against Local Liquor Licensee.* The Local Liquor Control Commission may conduct a hearing in accordance with Section 119.610 of this Chapter regarding any action to be taken or penalty to be imposed against a local liquor licensee for a violation of this Chapter that occurs at the licensed premises under the control of the local liquor licensee.

Sec. 119.610. - Local Liquor Control Commission Hearings.

- (A) Except as provided in Section 119.620 of this Chapter, no local liquor license shall be revoked or suspended, and no fines shall be assessed against a local liquor licensee pursuant to Section 119.605(B) of this Chapter, except after a public hearing held by the Local Liquor Control Commission in accordance with the following provisions:
- (1) Written notice of the date, time, and place of, and the general reasons for, the hearing shall be transmitted to the local liquor licensee at the licensed premises by personal service, if possible, and/or by certified United States mail, affording the local liquor licensee an opportunity to appear and defend.
 - (2)

No public hearing authorized by this Section 119.610 may be conducted less than three days prior to receipt by the local liquor licensee of the notice required pursuant to Section 119.610(A)(1) of this Chapter.

- (3) The Local Liquor Control Commission shall hold the hearing at the date, time and place set forth in the notice, and shall give the licensee an opportunity to be heard.
- (B) The Local Liquor Control Commissioner may, upon a reasonable belief that any continued operation of a particular licensed premises will immediately threaten the welfare of the community, order a licensed premises closed for not more than seven days, pending a hearing on the suspension or revocation of the local liquor license: (1) upon the issuance of a written order stating the reason for such conclusion; and (2) without notice or hearing, but with the consent of the members of the Local Liquor Control Commission. Any order issued pursuant to this Section 119.610(B) shall include the notice of public hearing required pursuant to Section 119.610(A)(1) of this Chapter. If the local liquor licensee is also engaged in the conduct of another business on the licensed premises, the order issued pursuant to this Section 119.610(B) shall not be applicable to the other business.
- (C) Within 14 days of the public hearing, the Local Liquor Control Commission shall issue a written order setting forth any penalties to be assessed against or imposed upon the local liquor licensee, and the reasons therefor. A copy of the written order shall be served upon the local liquor licensee by personal service or by certified United States mail.

Sec. 119.615. - Appeals.

- (A) Pursuant to Section 7-9 of the Liquor Control Act, all appeals of orders or actions of the Local Liquor Control Commission shall be made to the Illinois Liquor Control Commission.
- (B) Appeals to the Illinois Liquor Control Commission from an order or action of the Local Liquor Control Commissioner shall be limited to a review of the official record of the proceedings before the Local Liquor Control Commission, in accordance with City Resolution No. R14-95. In the event of such an appeal, the Local Liquor Control Commissioner shall file, or cause to be filed, with the Illinois Liquor Control Commission a certified official record, taken and prepared by a certified court reporter or certified shorthand reporter, of the hearing before the Local Liquor Control Commission, within five days after receipt of notice of such appeal and upon payment by the appellant of the cost of the certified official record.

Sec. 119.620. - Automatic Revocation.

Notwithstanding any provision of this Chapter to the contrary, a local liquor license shall be terminated, automatically and without a public hearing, upon the conviction of the local liquor licensee, or any officer, director, manager, partner, or shareholder thereof, by any court of law or by the City Administrative Hearing Office of a willful violation of any of the provisions of the Liquor Control Act.

Sec. 119.625. - Forfeiture of Fees.

Upon revocation of a local liquor license by the Local Liquor Control Commission pursuant to this Article VI, all fees paid by the local liquor licensee pursuant to this Chapter shall be forfeited.

APPLICATION FOR LICENSE FOR RETAIL SALE OF LIQUOR UNDER HIGHLAND PARK LIQUOR ORDINANCE

[Please see City Code Section 119.305 for more information.](#)

Non Refundable Renewal Application Fee \$100 _____ Late Fee \$350 _____

Brand New Business Non-Refundable Application Fee \$250 _____

Please check the class for which application is made.

<u>CLASS</u>	<u>AMOUNT</u>	
___ A	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR BY ART STUDIOS, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY. THE SALE OF ALCOHOLIC LIQUOR PURSUANT TO A CLASS A LICENSE IS PERMITTED ONLY TO PARTICIPANTS IN ARTS PROGRAMS OR CLASSES OPERATED BY THE STUDIO, AND ONLY IN CONNECTION WITH THE SERVICE OF FOOD.
___ B	\$3,820	RETAIL SALE OF ALCOHOLIC LIQUOR, IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES WHERE SOLD AND FOR ON-PREMISES CONSUMPTION, IN NANO-BREWERIES, NANO-DISTILLERIES, NANO-MEADERIES, AND NANO-WINERIES.
___ C-1	\$1,500	NOT-FOR-PROFIT CLUBS ON LAND AT LEAST TEN ACRES, WITH AN ANNUAL MEMBER DUES OF MORE THAN \$100, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY AND FOR CONSUMPTION OFF THE PREMISES WHERE SOLD ONLY IN THE ORIGINAL PACKAGE AND NOT FOR CONSUMPTION ON THE PREMISE, OR ONLY CORPORATE ENTITIES ORGANIZED UNDER THE LAWS OF THE STATE OF ILLINOIS SOLELY FOR THE PROMOTION OF MUSICAL PERFORMANCE MAINTAINED BY MEMBERS THROUGH THE PAYMENT OF ANNUAL DUES WHERE ALCOHOL SALES ARE INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD.
___ C-2	\$250	NOT-FOR-PROFIT CLUBS ORGANIZED PRIMARILY FOR CHARITABLE, SERVICE OR FRATERNAL PURPOSES, FOR CONSUMPTION ON PREMISES ONLY.
___ D	\$35	NON-PROFIT EDUCATIONAL, POLITICAL, CIVIC, FRATERNAL, RELIGIOUS OR OTHER ORGANIZATIONS AT A SPECIAL EVENT, NOT VALID FOR A PERIOD EXCEEDING 48 CONSECUTIVE HOURS, FOR CONSUMPTION WITHIN THE AREA SPECIFICALLY DESIGNATED IN LICENSE ONLY.
___ F	\$1,750	CONCESSIONAIRES SANCTIONED BY A CLASS RF LICENSEE, FOR CONSUMPTION ON THE PREMISES ONLY.
___ G	\$1,750	RETAIL SALE OF ALCOHOLIC LIQUOR AT, AND BY THE PROPRIETOR OF, ACTIVE SPORTS FACILITIES, WHERE THE SALE OF ALCOHOLIC LIQUOR IS INCIDENTAL AND COMPLEMENTARY TO THE ACTIVE SPORTS FACILITIES AND SERVICES.
___ H	\$4,000	HOTEL, WHETHER FOR CONSUMPTION OR IN ORIGINAL PACKAGE, TO GUESTS OF THE HOTEL OR WITHIN COMMON AREAS, MARKET PLACES, RESTAURANTS, BARS, AND LOUNGES OF THE HOTEL DESIGNATED FOR CONSUMPTION OF FOOD/BEVERAGES.
___ PD	\$350	PROPERTIES OWNED OR CONTROLLED AND OPERATED BY PARK DISTRICTS, FOR CONSUMPTION ON THE PREMISES ONLY.
___ Q	\$1,550	ALCOHOL SALES IN CONNECTION WITH PRIVATE FUNCTION NOT OPEN TO GENERAL PUBLIC, INCIDENTAL AND COMPLEMENTARY TO THE SALE OF FOOD, ON PREMISES OWNED AND OPERATED IN COMMON WITH A RESTAURANT WITHIN 500 FEET OR IN THE SAME BUILDING, FOR CONSUMPTION ON PREMISES ONLY.
___ R-1	\$2,580	RESTAURANTS AND BANQUET VENUES, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___ R-2	\$1,550	RESTAURANTS AND BANQUET VENUES, BEER AND WINE ONLY, INCIDENTAL AND COMPLEMENTARY TO SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY.
___ RS-1	\$3,820	RESTAURANTS, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD, FOR CONSUMPTION ON THE PREMISES ONLY AND SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES.

___ RF	\$1,500	NOT-FOR-PROFIT ENTITIES ORGANIZED FOR THE PUBLIC PRESENTATION OF MUSICAL ART, TO PERMIT SALE OF ALCOHOLIC LIQUOR BY CONCESSIONAIRES WITH CLASS F LICENSES FOR CONSUMPTION ON THE PREMISES, AND TO PERMIT BUSINESS INVITEES TO CARRY PREVIOUSLY PURCHASED ALCOHOLIC BEVERAGES ONTO THE LICENSED PREMISES.
___ S-1	\$2,580	PACKAGE STORES - SALE OF ALL ALCOHOLIC LIQUOR IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES ONLY. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ S-2	\$1,550	PACKAGE STORES - SALE OF BEER AND WINE ONLY IN ORIGINAL PACKAGE, FOR CONSUMPTION OFF THE PREMISES ONLY. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ S-3	\$3,820	PACKAGE STORES – SALE OF ALCOHOLIC LIQUOR BY TASTING SHOPS; MUST BE IN EITHER THE ORIGINAL PACKAGE FOR CONSUMPTION OFF THE PREMISES WHERE SOLD; OR RETAIL SALE OF ALCOHOLIC LIQUOR FOR ON-PREMISES CONSUMPTION IN AN ACCESSORY TASTING ROOM THAT IS INCIDENTAL TO THE PURCHASE OF ALCOHOLIC LIQUOR FOR OFF-PREMISES CONSUMPTION. (THIS LICENSE ALLOWS FOR ALCOHOLIC LIQUOR TASTING)
___ SP	\$500	RETAIL SALE OF ALCOHOLIC LIQUOR IN CONNECTION WITH SPORTING EVENTS FOR WHICH THE PUBLIC IS ABLE TO PURCHASE TICKETS TO ATTEND, FOR CONSUMPTION ON THE PREMISES WHERE SOLD ONLY AND BY A CONCESSIONAIRE, WHERE THE CONCESSION IS AFFORDED OR SANCTIONED BY EITHER THE CITY OR FOR WHICH A CLASS C-1 LICENSE HAS BEEN ISSUED, A CLASS PD LICENSE HAS BEEN ISSUED OR A CLASS RF LICENSE HAS BEEN ISSUED. LICENSE VALID ONLY FOR SPECIFIC DATES OF THE SPORTING EVENT.
___ T	\$2,500	RETAIL SALE OF ALCOHOLIC LIQUOR WITHIN THE PREMISES FOR WHICH THE PRINCIPAL USE IS EITHER INDOOR MOTION PICTURE THEATER OR LIVE STAGE PERF. THEATER FOR CONSUMPTION ONLY ON THE PREMISES WHERE SOLD.
___ U	\$2,580	ACCESSORY USE OF A LICENSED PREMISES, FOR ALL ALCOHOLIC LIQUOR, INCIDENTAL AND COMPLEMENTARY TO THE SALE AND SERVICE OF FOOD AS A LIGHT MEAL, NOT MERELY AS A SNACK
___ V	\$2,580	RETAIL SALE OF ALCOHOLIC LIQUOR ONLY AT A PRIVATE EVENT NOT OPEN TO THE PUBLIC BY CATERERS THAT MAINTAIN A FOOD PREPARATION KITCHEN WITHIN THE CITY OF HIGHLAND PARK
___ W*	\$500	AUTHORIZES A BUSINESS TO GIVE AWAY ALCOHOL LIQUOR TO ITS PATRONS FOR ON-SITE CONSUMPTION. THE PROVISION OF ALCOHOLIC LIQUORS MUST BE INCIDENTAL AND COMPLEMENTARY TO THE PRIMARY BUSINESS OPERATIONS (SALONS, JEWELRY STORE). LIMITED TO TWO SERVINGS PER PERSON.
___ X-1*	\$500	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR FOR CONSUMPTION ON PREMISE, BY AN EXISTING BUSINESS ESTABLISHMENT, FOR A PERIOD OF NO MORE THAN 20 DAYS PER CALENDAR YEAR. THIS WOULD ALLOW A BUSINESS TO HAVE POP-UP EVENTS ON PREMISE AT AN EXISTING BUSINESS; NO MORE THAN 20 DAYS PER CALENDAR YEAR.
___ X-2*	\$1,500	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR FOR CONSUMPTION ONLY ON PREMISE, BY AN EXISTING BUSINESS ESTABLISHMENT, FOR A PERIOD OF NO MORE THAN CONSECUTIVE 90 DAYS PER CALENDAR YEAR. THIS WOULD ALLOW AN ESTABLISHED BUSINESS TO HOLD A POP-UP EVENT FOR 90 DAYS, CONSECUTIVELY, WITHIN A CALENDAR YEAR.
___ BYOB*	\$500	AUTHORIZES ON-SITE CONSUMPTION WITHIN A BUSINESS ESTABLISHMENT OF ALCOHOLIC LIQUOR WHICH HAS BEEN BROUGHT TO THE ESTABLISHMENT PREMISES BY A PATRON.
___ Y	\$2,580	AUTHORIZES THE RETAIL SALE OF ALCOHOLIC LIQUOR AT SELF-SERVICE ESTABLISHMENTS AT WHICH CUSTOMERS MAY SERVE THEMSELVES ALCOHOLIC LIQUOR FROM SELF-SERVICE DISPENSING MACHINES. MUST BE INCIDENTAL AND COMPLEMENTARY TO THE SALE & SERVICE OF FOOD, AND CONSUMED ONLY ON THE PREMISES WHERE SOLD.

*REQUIREMENTS FOR BACKGROUND AND FINGERPRINTING ARE WAIVED, BUT LICENSEES ARE REQUIRED TO SUBMIT LIQUOR LIABILITY INSURANCE AND LIST OF BASSET TRAINED EMPLOYEES.

Current License Classifications	No. Of Licenses Issued	Current License Fees	Projected Revenues 2026
Class A	0	\$ 2,500.00	\$ -
Class B	0	\$ 3,820.00	\$ -
Class C-1	4	\$ 1,500.00	\$ 6,000.00
Class C-2	1	\$ 250.00	\$ 250.00
Class D	Multiple (Non-Profit Event License)	\$ 35.00	N/A
Class F	1	\$ 1,750.00	\$ 1,750.00
Class G	1	\$ 1,750.00	\$ 1,750.00
Class H	1	\$ 4,000.00	\$ 4,000.00
Class PD	0	\$ 350.00	\$ -
Class Q	0	\$ 1,550.00	\$ -
Class R-1	24	\$ 2,580.00	\$ 61,920.00
Class R-2	2	\$ 1,550.00	\$ 3,100.00
Class RS-1	5	\$ 3,820.00	\$ 19,100.00
Class RF	1	\$ 1,500.00	\$ 1,500.00
Class S-1	10	\$ 2,580.00	\$ 25,800.00
Class S-2	3	\$ 1,550.00	\$ 4,650.00
Class S-3	1	\$ 3,820.00	\$ 3,820.00
Class SP	0	\$ 500.00	\$ -
Class T	0	\$ 2,500.00	\$ -
Class U	0	\$ 2,580.00	\$ -
Class V	0	\$ 2,580.00	\$ -
Class W	1 (Pending)	\$ 500.00	\$ 500.00
Class X-1	0	\$ 500.00	\$ -
Class X-2	0	\$ 1,500.00	\$ -
Class BYOB	0	\$ 500.00	\$ -
Class Y	1	\$ 2,580.00	\$ 2,580.00

FY2026 Actuals \$ 15,168
FY2025 Actuals \$ 149,943
FY2024 Actuals \$ 137,053

26 Different Classifications

\$ 136,720.00

(doesn't include Class D licenses or renewal/application fees)

Proposed License Classifications	No. of Licenses Issued (2026)	Proposed License Fees (2027)	Total Projected Revenue (2027)	CPI Increase for 2028 ~(2%)	2028 Projected Revenue	CPI Increase for 2029 ~(2%)	2029 Projected Revenue	CPI Increase for 2030 ~(2%)	2030 Projected Revenue	CPI Increase for 2031 ~(2%)	2031 Projected Revenue	CPI Increase for 2032 ~(2%)	2032 Projected Revenue	
Class B	0	\$ 3,500	\$ -	\$ 3,570	\$ -	\$ 3,641	\$ -	\$ 3,714	\$ -	\$ 3,789	\$ -	\$ 3,864	\$ -	Would hit current license fee in 2032
Class C	5	\$ 1,500	\$ 7,500	\$ 1,530	\$ 7,650	\$ 1,561	\$ 7,803	\$ 1,592	\$ 7,959	\$ 1,624	\$ 8,118	\$ 1,656	\$ 8,281	
Class D	Multiple	\$ 35	Varies	\$ 36		\$ 36		\$ 37		\$ 38		\$ 39		
Class F	1	\$ 1,650	\$ 1,650	\$ 1,683	\$ 1,683	\$ 1,717	\$ 1,717	\$ 1,751	\$ 1,751	\$ 1,786	\$ 1,786	\$ 1,822	\$ 1,822	Would hit current license fee in 2030
Class G	1	\$ 1,650	\$ 1,650	\$ 1,683	\$ 1,683	\$ 1,717	\$ 1,717	\$ 1,751	\$ 1,751	\$ 1,786	\$ 1,786	\$ 1,822	\$ 1,822	Would hit current license fee in 2030
Class H	1	\$ 4,000	\$ 4,000	\$ 4,080	\$ 4,080	\$ 4,162	\$ 4,162	\$ 4,245	\$ 4,245	\$ 4,330	\$ 4,330	\$ 4,416	\$ 4,416	
Class PD	0	\$ 350	\$ -	\$ 357	\$ -	\$ 364	\$ -	\$ 371	\$ -	\$ 379	\$ -	\$ 386	\$ -	
Class R	26	\$ 2,000	\$ 52,000	\$ 2,040	\$ 53,040	\$ 2,081	\$ 54,101	\$ 2,122	\$ 55,183	\$ 2,165	\$ 56,286	\$ 2,208	\$ 57,412	Would hit current license fee in 2040 (for R-1 license holders)
Class RS-1	5	\$ 3,500	\$ 17,500	\$ 3,570	\$ 17,850	\$ 3,641	\$ 18,207	\$ 3,714	\$ 18,571	\$ 3,789	\$ 18,943	\$ 3,864	\$ 19,321	Would hit current license fee in 2032
Class RF	1	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,530	\$ 1,561	\$ 1,561	\$ 1,592	\$ 1,592	\$ 1,624	\$ 1,624	\$ 1,656	\$ 1,656	
Class S	13	\$ 2,000	\$ 26,000	\$ 2,040	\$ 26,520	\$ 2,081	\$ 27,050	\$ 2,122	\$ 27,591	\$ 2,165	\$ 28,143	\$ 2,208	\$ 28,706	Would hit current license fee in 2040 (for S-1 license holders)
Class TS	1	\$ 3,500	\$ 3,500	\$ 3,570	\$ 3,570	\$ 3,641	\$ 3,641	\$ 3,714	\$ 3,714	\$ 3,789	\$ 3,789	\$ 3,864	\$ 3,864	Would hit current license fee in 2032
Class LP	0	\$ 2,100	\$ -	\$ 2,142	\$ -	\$ 2,185	\$ -	\$ 2,229	\$ -	\$ 2,273	\$ -	\$ 2,319	\$ -	Would hit current license fee for Class T in 2036
Class U	0	\$ 2,500	\$ -	\$ 2,550	\$ -	\$ 2,601	\$ -	\$ 2,653	\$ -	\$ 2,706	\$ -	\$ 2,760	\$ -	Would hit current license fee in 2029
Class V	0	\$ 2,500	\$ -	\$ 2,550	\$ -	\$ 2,601	\$ -	\$ 2,653	\$ -	\$ 2,706	\$ -	\$ 2,760	\$ -	Would hit current license fee in 2029
Class W	1 (Pending)	\$ 500	\$ 500	\$ 510	\$ 510	\$ 520	\$ 520	\$ 531	\$ 531	\$ 541	\$ 541	\$ 552	\$ 552	
Class X-1	0	\$ 500	\$ -	\$ 510	\$ -	\$ 520	\$ -	\$ 531	\$ -	\$ 541	\$ -	\$ 552	\$ -	
Class X-2	0	\$ 1,500	\$ -	\$ 1,530	\$ -	\$ 1,561	\$ -	\$ 1,592	\$ -	\$ 1,624	\$ -	\$ 1,656	\$ -	
BYOB	0	\$ 500	\$ -	\$ 510	\$ -	\$ 520	\$ -	\$ 531	\$ -	\$ 541	\$ -	\$ 552	\$ -	
Class Y	1	\$ 2,500	\$ 2,500	\$ 2,550	\$ 2,550	\$ 2,601	\$ 2,601	\$ 2,653	\$ 2,653	\$ 2,706	\$ 2,706	\$ 2,760	\$ 2,760	Would hit current license fee in 2029
TOTAL			\$ 118,300		\$ 120,666		\$ 123,079		\$ 125,541		\$ 128,052		\$ 130,613	

	Highland Park				Deerfield		Evanston			Wilmette		Lake Forest		Winnetka		Waukegan		Lake Bluff		Northbrook			Libertyville		Vernon Hills		Glencoe			
	Class	Fee	Class*	Proposed Fees**	Class	Fee	Class	Initial Fee	Renewal Fee	Class	Fee	Class	Fee	Class	Fee	Class	Fee	Class	Initial Fee	Renewal Fee	Class	Fee	Class	Fee	Class	Fee				
Brewery/Nano Brewery	B	\$ 3,820.00	B	\$ 3,500.00			I	\$ 3,000.00	\$ 3,000.00	Brew Pub License	\$ 300.00					A-2 (craft brewery)/A-3 (distillery)	\$2,674.54/ \$2,674.54	Y	\$ 1,000.00	P-2	\$ 2,200.00	\$ 2,000.00				H	\$ 4,000.00			
Club - Non-Profit	C-1/C-2	\$3,000/\$250	C	\$ 2,000.00	Class D/Class D-1	\$1,500/\$500				D/D-1/Y	\$1,500/\$2,500	F-1	No Fee Listed			B	\$ 2,080.20			C	\$ 1,325.00	\$ 1,400.00	E	\$ 1,600.00	C	\$ 500.00	B-1 (Beer & Wine Only)/B-2 (All Alcoholic Liquor)	\$500 if less than 15% of gross sales attributed to alcohol; \$1,000 if 15% or more of gross sales attributed to alcohol; \$2,000 if 15% or more of gross sales attributed to alcohol		
Special Event (Non-Profit Only/Per Event)	D	\$ 35.00	D	\$ 35.00	Class Y	\$25/Day of Event				E	\$25 first event/\$10 each additional event	F-2/F-6	\$50/\$600			T	\$50/day of event; max 3 events per year	L	\$30/event	N (Tasting Event by non-profit)/Q-1 (special event by non-profit)	\$50 per single event/No Fee	\$400 for single application covering up to 10 events/No Fee	H	\$ 50.00	G/G-1 (non-profit)/G-2 (governmental orgs)/G-3 (for profit)	\$100/\$100/\$100	E-1/E-2	\$50/day		
Concessionaire	F	\$ 1,750.00	F	\$ 1,650.00																										
Sports Facility	G	\$ 1,750.00	G	\$ 1,650.00																			A-1	\$ 2,500.00						
Hotel	H	\$ 4,000.00	H	\$ 4,000.00	Class F	\$ 3,000.00	D (Small)/D-2 (Large)	\$3,000/\$8,000	\$3,000/\$8,000	P	\$ 500.00	E-1	\$ 3,000.00			J	\$ 2,674.54	C	\$ 2,500.00	J	\$ 2,200.00	\$ 3,000.00	F-2	\$ 2,100.00	I (complimentary hotel service only)	\$ 1,000.00				
Hotel - Convenience Store	N/A	N/A			Class F-1	No Fee Listed																								
Park District	PD	\$ 350.00	PD	\$ 350.00						F/F-1	\$3,000/\$500			P	\$ 500.00															
Restaurant - Beer/Wine Only	R-2	\$ 1,550.00			Class C	\$ 1,000.00				B/N/O	\$1,000/\$500/\$1,500	C-4/C-3	No Fee Listed			A-2/A-3 (limited bar)/A-4 (Specialty rest. Wine)/A-5 (specialty rest. Wine)	\$500/\$750/\$500/\$500		\$ 1,250.00	E	\$ 1,100.00	\$ 1,000.00	D	\$ 1,150.00	E	\$ 1,000.00	B-1	\$500 if less than 15% of gross sales attributed to alcohol; \$1,000 if 15% or more of gross sales attributed to alcohol		
Restaurant - All alcoholic Liquor	R-1	\$ 2,580.00			Class E	\$ 2,500.00	Class C	\$ 2,500.00	\$ 2,500.00	A	\$1,000/\$2,000	C-1/C-3/E-1	\$2,600/\$3,000			A (full service)/A-1 (limited bar/full service)	\$750/\$1000	E/E-1 (ret w/outside service)	\$2,674.54/ \$3,189.16	D (private club restaurant)/ R /U (with or without purchase of food) /V (in dining area; in bar area; outside service)	\$2,500/\$1,250/\$2,750/\$2,750	A	\$ 2,200.00	\$ 2,000.00	B/C	\$ 2,050.00	A	\$ 2,000.00	B-2	\$1,000 if less than 15% of gross sales attributed to alcohol; \$2,000 if 15% or more of gross sales attributed to alcohol
Restaurant - All alcoholic Liquor (consumption on premise; sold in original package for off premise consumption)	RS-1	\$ 3,850.00	RS-1	\$3,500						A-1/B-1	\$1,100/\$2,100/\$1,100	C-2/C-3	\$ 3,000.00					X - can be obtained by R, S, U V license holders in order to sell in original package - beer & wine only// AC	\$500/\$3,250							G-1 (beer & wine)/G-2 (all alcoholic liquor)	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500 if 15% or more of gross sales attributed to alcohol; \$3,000 if 15% or more of gross sales attributed to alcohol			
Festival Venue/Entertainment Venue	RF	\$ 1,500.00	RF	\$1,500			E (small)/E-2 (Medium)/E-3 (Large)	\$500/\$2,000/\$6,000	\$500/\$2,000/\$6,000					Y	\$ 1,000.00															
Packaged Liquor - All alcoholic liquor	S-1	\$ 2,580.00			Class A	\$ 2,500.00	Class A/Class A-2/Class A-3	\$3,000/\$2,500/\$15,000	\$3,000/\$2,500/\$15,000	G	\$ 3,000.00	A-1/I (additional license needed for grocery store)	\$2,700/\$500	B	\$ 750.00	C (package)/C-1 (package & gasoline sales)	\$2,674.54/ \$3,566.06	A/Z (additional license that could be obtained to allow for consumption on premise)	\$2,500/\$275	B/I (additional for on premise consumption of wine by the glass)	\$2,200 + \$100	\$2,000 + \$275	F (Grocery Store)/F-1 (Grocery Store w/on premise consumption)	\$2,100/\$2,100	B/I (grocery store package & beer/wine on premise consumption)/N (convenience store, limited sales)/P (supplemental to class B; strict parameters)	\$2,000+\$500/\$2,000/\$2,000	D-2	\$2,000 if less than 15% of gross sales attributed to alcohol; \$3,000 if 15% or more of gross sales attributed to alcohol		
Packaged Liquor - Beer/Wine Only	S-2	\$ 1,550.00			Class B	\$ 1,000.00						A-2/A-4/I (additional license needed for grocery store)	\$1,500/\$500	E (limited - wine)/E-1 (limited - beer & wine)/E-2 (specialty beverage store full service)	\$500/\$500/\$500	F (package)/F-1 (package & gasoline sales)	\$2,080.20/ \$2,674.54	B/Z (additional license that could be obtained to allow for consumption on premise)	\$940/\$275	B-1/I (additional for on premise consumption of wine by the glass)	\$2,200 + \$100	\$2,000 + \$275	G/M (sold at gasoline stations)	\$850/\$2,100	D	No Fee Listed	D-1	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500 if 15% or more of gross sales attributed to alcohol		
Packaged Liquor - All alcoholic liquor w/Tasting Room	S-3	\$ 3,820.00	TS	\$ 3,500.00																P-1	\$ 2,200.00	\$ 2,000.00			Q (tasting room only; could be added to supplement class B or D)	\$2,000(tasting room only)/\$500 (supplemental license)				
Sporting Event	SP	\$ 500.00	COMBINE W/G	N/A								F-4	\$500/vendor for the duration of the event															F (live stage performances)	\$ 200.00	
Theatre (live or movie)	T	\$ 2,500.00	TS	\$ 2,500.00						T	\$ 1,000.00									L	\$ 2,200.00	\$ 2,000.00			M	\$ 2,000.00				
Secondary Use (not primary use for business)	U	\$ 2,580.00	U	\$ 2,500.00																					K (day spa)/O (barbershop, beer only)	\$1,000/\$1,000	C-1 (Beer & Wine Only)/C-2 (All Alcoholic Liquor)	\$250/\$500		
Catering	V	\$ 2,580.00	V	\$ 2,500.00	Class G	\$ 2,500.00	U	\$ 1,500.00	\$ 1,500.00			H/H-1 (Beer & Wine)/H-2 (all alcoholic liquor)	No Fee Listed			K/K-1 (banquet)	\$891.52/ \$2,377.37	W (annual)/ W (one day)	\$500/\$50 per event	G (annual)/G-1 (one day)	\$1,000/NA	\$1,000/\$250	J	\$ 500.00	F (catering)/ H (banquet halls)	\$750/\$750				
Complimentary	W	\$ 500.00	W	\$ 500.00																										
Pop-Up >20 Days	X-1	\$ 500.00	X-1	\$ 500.00																M (operation by current Northbrook Class A or E)/M (operation by current licensee from another municipality with similar license to Class A or E)	NA/NA	\$25/\$75								
Pop-Up >90 Days	X-2	\$ 1,500.00	X-2	\$ 1,500.00																										
BYOB	BYOB	\$ 500.00	BYOB	\$ 500.00	Class I (Wine Only)	\$ 200.00						I-1 (\$10 corkage fee)/ I-2 (\$10 corkage fee)/ I-3	\$150/\$100/\$100			BYO	\$ 891.52	AD (beer & wine)	\$ 500.00	I	\$ 250.00	\$ 750.00			K BYO-1 (Restaurant, no liquor license)/K BYO-2 (Theater or entertainment venue)	\$500/\$200				
Pour-Well Function	Y	\$ 2,580.00	Y	\$ 2,500.00																										
Alcoholic Tasting	Alcoholic Tasting	\$ -	Alcoholic Tasting	\$ -	Class L	\$ 750.00						A-3	\$ 275.00					AB	\$ 250.00	F	\$ 100.00	\$ 1,000.00	G-1	\$ 1,000.00						

*Classifications in RED are proposed new classifications
**Classifications in BLUE are proposed new fees

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Emily Taub, Assistant City Manager
Kristi McCaulou, Finance Director

Department: Administration

Title: An Ordinance Approving the Compensation Plan for City Employees During the Period of January 1, 2026 – December 31, 2026

Recommendation:

Staff recommends updating the Fiscal Year 2026 Compensation Plan in order to add the position title of Financial Analyst

Policy Consideration:

The City has a longstanding practice of reviewing positions whenever a staffing change occurs. The open position is evaluated to determine if it is appropriate to refill the position or if changes should be made to the position. Upon the recent departure of the Accountant this review was conducted, and it was determined that in order to best meet the goals of the City the role should transition to a Financial Analyst.

The Finance Department's responsibilities have continued to expand and become increasingly specialized. The department requires dedicated professional-level capacity to manage the City's annual budget process, financial forecasting, financial analysis, and long-range financial planning while maintaining appropriate focus on accounting operations and financial reporting. The Financial Analyst classification was previously established in the Finance Department in 2017 and subsequently phased out as responsibilities within the Finance Department shifted. Reestablishing the Financial Analyst classification would recognize the continued need for the identified professional functions while aligning the position with the Finance Department's current organizational structure.

The proposed Financial Analyst position would lead annual budget development and coordination; maintain budget schedules and financial models; perform forecasting, variance, and trend analysis; prepare budget reports and presentations; support collective bargaining costing; analyze revenues, expenditures, and financial performance; support grants, impact fees, leases, and other analytical assignments; and assist with long-range financial planning.

The Financial Analyst role is a Grade 10 Exempt position, the same Grade as the Accountant. The proposed Financial Analyst position would provide this capacity at the same grade without adding additional employees to the Finance Department. The Fiscal Year 2026 Compensation Plan needs to be updated to reflect the Financial Analyst position.

Core Priorities:

Fiscal Stability

The proposed addition of the Financial Analyst position title is not anticipated to affect the Fiscal Year 2026 budget.

Attachments:

1. HP - Ordinance Approving 2026 Updated Compensation Plan
2. Fiscal Year 2026 Compensation Plan - Updated September 14 2026 Redline
3. Exhibit A - Fiscal Year 2026 Compensation Plan - Updated September 14 2026

City of Highland Park

Ordinance No. _____

**An Ordinance Approving the Compensation Plan for City Employees
During the Period of January 1, 2026 – December 31, 2026**

WHEREAS, on November 24, 2025, the City Council adopted Ordinance No. O61-2025, approving the Compensation Plan for all employees of the City for the period beginning on January 1, 2026 and concluding on December 31, 2026; and

WHEREAS, on December 15, 2025, the City Council adopted Ordinance No. O65-2025, approving an amended Compensation Plan for all employees of the City for the period beginning on January 1, 2026 and concluding on December 31, 2026 ("**2026 Compensation Plan**"); and

WHEREAS, the City Council has determined it is necessary to amend the 2026 Compensation Plan to add a position title;

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to amend the 2026 Compensation Plan pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Ordinance as findings of the City Council.

SECTION TWO: **APPROVAL OF AMENDED 2026 COMPENSATION PLAN.** The 2026 Compensation Plan is hereby amended in the form attached to and, by this reference, made a part of this Ordinance as Exhibit A.

SECTION THREE: **EFFECTIVE DATE.** This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by the law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

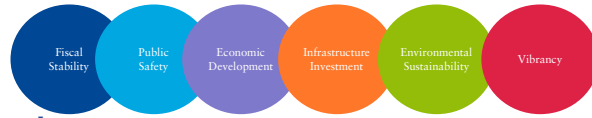
RESOLUTION NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Pay Grades Effective January 1, 2026

~~Updated December 15, 2025~~

Updated September 14, 2026

NON-EXEMPT			
Grade	Minimum	Mid Point	Maximum
3	15.45	18.72	21.99
4	16.09	20.11	24.14
5	17.71	22.14	26.57
6	19.57	24.47	29.36
7	21.69	27.11	32.53
8	24.12	30.15	36.18
9	26.91	33.64	40.36
10	30.09	37.61	45.14
11	33.72	42.14	50.57
12	37.87	47.34	56.80
13	42.62	53.28	63.93
14	48.08	60.10	72.12
15	54.35	67.93	81.52
16	61.57	76.96	92.35

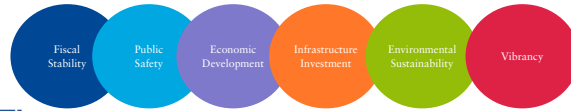
EXEMPT			
Grade	Minimum	Mid Point	Maximum
8	50,173.76	62,717.20	75,260.65
9	55,976.98	69,971.23	83,965.47
10	62,588.70	78,235.87	93,883.05
11	70,135.88	87,669.85	105,203.82
12	78,766.65	98,458.31	118,149.97
13	88,652.92	110,816.16	132,979.39
14	99,998.38	124,997.98	149,997.57
15	113,042.84	141,303.55	169,564.26
16	128,067.55	160,084.43	192,101.32
17	146,038.83	182,548.54	219,058.25

EXECUTIVE			
Grade	Minimum	Mid Point	Maximum
17	136,911.40	182,548.54	228,185.67
18	157,138.52	209,518.03	261,897.53

CITY MANAGER	
Grade	Annualized Compensation
City Manager	309,231.04

ELECTED AND APPOINTED OFFICIALS	
Grade	Annualized Compensation
Mayor	13,500.00
Council	9,500.00

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

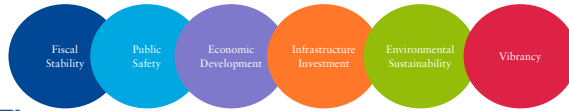
Updated December 15, 2025

Updated September 14, 2026

NON-EXEMPT					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
8	80010000*	Administrative and Customer Service Specialist	24.12	30.15	36.18
8	20010000*	Finance and Customer Service Specialist	24.12	30.15	36.18
8	50010000*	Permit and Customer Service Technician	24.12	30.15	36.18
8	60410000*	Bus Driver	24.12	30.15	36.18
8	30010000*	Police Records Specialist	24.12	30.15	36.18
9	103300001	Administrative Program Specialist	26.91	33.64	40.36
9	102100002	Multimedia Specialist	26.91	33.64	40.36
9	30020000*	Community Service Officer	26.91	33.64	40.36
10	600200001	Assistant City Forester	30.09	37.61	45.14
10	50020000*	Building/Housing Inspector	30.09	37.61	45.14
10	502200001	Zoning and Permit Technician	30.09	37.61	45.14
10	102700001	Communications and Events Coordinator	30.09	37.61	45.14
10	600300001	Contract Specialist	30.09	37.61	45.14
10	201800001	IT Support Technician	30.09	37.61	45.14
10	300400001	Evidence Custodian	30.09	37.61	45.14
10	80040000*	Executive Assistant	30.09	37.61	45.14
10	60040000*	Facilities Technician	30.09	37.61	45.14
10	50040000*	Fire Inspector	30.09	37.61	45.14
11	500600001	Permit and Customer Service Supervisor	33.72	42.14	50.57
11	60050000*	Engineering Technician	33.72	42.14	50.57
11	502600001	Plumbing Inspector	33.72	42.14	50.57
11	50070000*	Plan Examiner/Inspector	33.72	42.14	50.57
12	60060000*	Engineering Inspector	37.87	47.34	56.80
12	50020000*	Building/Housing Inspector II	37.87	47.34	56.80
12	500800001	Senior Inspector	37.87	47.34	56.80
12	600700001	Facilities Supervisor	37.87	47.34	56.80
12	60080000*	Foreman	37.87	47.34	56.80
12	400100001	Public Safety Mechanic	37.87	47.34	56.80
13	500900001	Senior Plan Examiner/Inspector	42.62	53.28	63.93
13	601000001	City Forester	42.62	53.28	63.93

*Position numbers ending with an asterisk (e.g., 602600000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 6026000001, 6026000002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

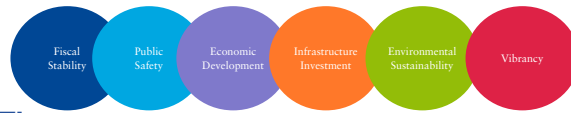
Updated December 15, 2025

Updated September 14, 2026

EXEMPT					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
9	100300001	Social Services Coordinator	55,976.98	69,971.23	83,965.47
9	100400001	Senior Services Program Coordinator	55,976.98	69,971.23	83,965.47
9	201500001	Payroll and Customer Service Specialist	55,976.98	69,971.23	83,965.47
9	201900001	Utility Billing Specialist	55,976.98	69,971.23	83,965.47
10	200300001	Accountant	62,588.70	78,235.87	93,883.05
10	100500001	Human Resources Generalist	62,588.70	78,235.87	93,883.05
10	80110000*	Management Analyst	62,588.70	78,235.87	93,883.05
10	200400001	Financial Analyst	62,588.70	78,235.87	93,883.05
10	103000001	Marketing Coordinator	62,588.70	78,235.87	93,883.05
10	103400001	Sustainability Specialist	62,588.70	78,235.87	93,883.05
10	501000002	Planner	62,588.70	78,235.87	93,883.05
10	301600001	IT Support Specialist	62,588.70	78,235.87	93,883.05
10	10250000*	Social Services Specialist	62,588.70	78,235.87	93,883.05
10	103200001	Business Development Specialist	62,588.70	78,235.87	93,883.05
10	601100001	Water Plant Chemist	62,588.70	78,235.87	93,883.05
11	103600001	Senior Services Assistant Manager	70,135.88	87,669.85	105,203.82
11	102800001	Resiliency Manager	70,135.88	87,669.85	105,203.82
11	103400002	Sustainability Manager	70,135.88	87,669.85	105,203.82
11	200300003	Senior Accountant	70,135.88	87,669.85	105,203.82
11	50100000*	Planner II	70,135.88	87,669.85	105,203.82
12	300500001	Records Supervisor	78,766.65	98,458.31	118,149.97
12	600900002	Lead Water Plant Operator	78,766.65	98,458.31	118,149.97
12	103500001	Risk Manager	78,766.65	98,458.31	118,149.97
12	100700001	Business Development Manager	78,766.65	98,458.31	118,149.97
12	103100001	Assistant Human Resources Manager	78,766.65	98,458.31	118,149.97
12	100800001	Deputy City Clerk	78,766.65	98,458.31	118,149.97
12	801000001	Social Worker	78,766.65	98,458.31	118,149.97
12	601200001	Transit Coordinator	78,766.65	98,458.31	118,149.97
13	50011000*	Senior Planner	88,652.92	110,816.16	132,979.39
13	100900001	Assistant to the City Manager	88,652.92	110,816.16	132,979.39
13	101300001	Human Resources Manager	88,652.92	110,816.16	132,979.39
13	200500001	Senior Systems Administrator	88,652.92	110,816.16	132,979.39
13	200600001	Senior Network/Systems Engineer	88,652.92	110,816.16	132,979.39
13	60140000*	Civil Engineer	88,652.92	110,816.16	132,979.39
14	201600001	Accounting Manager	99,998.38	124,997.98	149,997.57
14	101000001	Manager of Senior Services	99,998.38	124,997.98	149,997.57
14	101100001	Communications Manager	99,998.38	124,997.98	149,997.57
14	601500001	Assistant Superintendent	99,998.38	124,997.98	149,997.57
14	604600001	Utilities Superintendent	99,998.38	124,997.98	149,997.57
14	601600001	Water Plant Superintendent	99,998.38	124,997.98	149,997.57
14	601700001	Assistant Director of Public Works	99,998.38	124,997.98	149,997.57
15	501200001	Building Division Manager	113,042.84	141,303.55	169,564.26
16	200700001	Manager of Information Technology	128,067.55	160,084.43	192,101.32
16	601800001	City Engineer	128,067.55	160,084.43	192,101.32
16	501300001	Deputy Director of Community Development	128,067.55	160,084.43	192,101.32
16	601900001	Deputy Director of Public Works	128,067.55	160,084.43	192,101.32
16	200900001	Deputy Finance Director	128,067.55	160,084.43	192,101.32
16	40020000*	Fire Department Battalion Chief	128,067.55	160,084.43	192,101.32
16	30060000*	Police Commander	128,067.55	160,084.43	192,101.32
17	400300001	Deputy Fire Chief	146,038.83	182,548.54	219,058.25
17	300700001	Deputy Police Chief	146,038.83	182,548.54	219,058.25

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

Updated December 15, 2025

Updated September 14, 2026

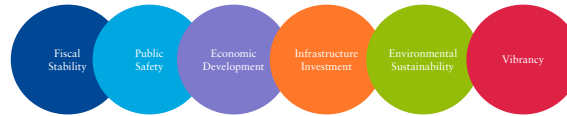
EXECUTIVE					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
17	10140000*	Assistant City Manager	136,911.40	182,548.54	228,185.67
18	101500001	Deputy City Manager	157,138.52	209,518.03	261,897.53
18	501400001	Director of Community Development	157,138.52	209,518.03	261,897.53
18	602000001	Director of Public Works	157,138.52	209,518.03	261,897.53
18	201000001	Finance Director	157,138.52	209,518.03	261,897.53
18	400400001	Fire Chief	157,138.52	209,518.03	261,897.53
18	300800001	Chief of Police	157,138.52	209,518.03	261,897.53

CITY MANAGER			
Grade	Position No.	Title	Annualized Compensation
City Manager	101600001	City Manager	309,231.04

ELECTED AND APPOINTED OFFICIALS			
Grade	Position No.	Title	Annualized Compensation
Mayor	700000002	Mayor	13,500.00
Council	70000000*	Council Member	9,500.00

Position numbers ending with an asterisk (e.g., 602600000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Part-Time & Temporary Positions - Effective January 1, 2026

Updated December 15, 2025

Updated September 14, 2026

PART TIME					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
5	60210000*	Recycling Worker	17.71	22.14	26.57
5	80050000*	Undergraduate Intern	17.71	22.14	26.57
6	80160000*	Clerical Support	19.57	24.47	29.36
6	03540	Program and Clerical Support	19.57	24.47	29.36
6	80070000*	Records Clerk	19.57	24.47	29.36
7	80050000*	Administrative Intern	21.69	27.11	32.53
7	80050000*	Planning Intern	21.69	27.11	32.53
7	101900001	Rental Worker	21.69	27.11	32.53
8	801300001	Administrative and Customer Service Specialist	24.12	30.15	36.18
8	202000001	Finance and Customer Service Specialist	24.12	30.15	36.18
8	503100001	Permit and Customer Service Technician	24.12	30.15	36.18
8	102000001	Business Development Assistant	24.12	30.15	36.18
8	60410000*	Bus Driver	24.12	30.15	36.18
8	06410	Public Access Coordinator	24.12	30.15	36.18
8	802200001	Engineering Secretary	24.12	30.15	36.18
8	30010000*	Police Records Specialist	24.12	30.15	36.18
9	05050	Community Service Officer	26.91	33.64	40.36
9	602200001	Forestry Worker	26.91	33.64	40.36
10	602300001	Facilities Worker	30.09	37.61	45.14
10	502500001	Building/Housing Inspector	30.09	37.61	45.14
10	50160000*	Plumbing Inspector	30.09	37.61	45.14
10	06610	Zoning and Permit Technician	30.09	37.61	45.14
10	06355	Risk Manager	30.09	37.61	45.14
10	06235	Diversity, Equity, Inclusion, & Belonging Specialist	30.09	37.61	45.14
11	06550	Housing Planner	33.72	42.14	50.57
11	06555	Program Analyst	33.72	42.14	50.57
11	06020	Grant Analyst	33.72	42.14	50.57
12	301500001	Investigative Administrative Support Technician	37.87	47.34	56.80
16	801800001	Administrative Executive Officer	61.57	76.96	92.35
TEMPORARY					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
3	80060000*	Clerical I	15.45	18.72	21.99
5	80060000*	Clerical II	17.71	22.14	26.57
5	03580	Intern	17.71	22.14	26.57
5	60440000*	Public Works Worker	17.71	22.14	26.57
7	80060000*	Clerical III	21.69	27.11	32.53
7	05160	Planning Intern / Program Analyst / Management Analyst	21.69	27.11	32.53
7	60240000*	Public Works Worker - CDL	21.69	27.11	32.53
8	604200001	Ravinia Bus Driver	24.12	30.15	36.18
9	80060000*	Clerical IV	26.91	33.64	40.36
9	03620	Public Works Worker - Forestry	26.91	33.64	40.36
9	602500001	Ravinia Foreman	26.91	33.64	40.36
10	03610	Public Works Worker - Facilities	30.09	37.61	45.14
10	03710	Building/Housing Inspector	30.09	37.61	45.14
10	03740	Planner	30.09	37.61	45.14
11	03810	Plan Examiner/Inspector	33.72	42.14	50.57
11	03815	Engineering Inspector	33.72	42.14	50.57
13	03910	Senior Planner	42.62	53.28	63.93

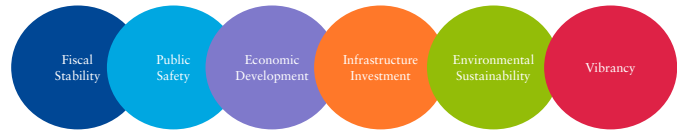
Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW

COMPENSATION PLAN

Collectively Bargained Positions

Effective January 1, 2026



~~Updated December 15, 2025~~

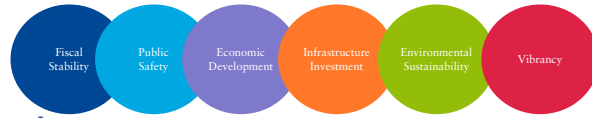
Updated September 14, 2026

FULL TIME									
Pos. No.	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
602600001	Maintenance Aide	47,349.79	49,007.23	51,455.65	54,029.28	56,729.99	59,567.05	62,546.04	65,672.14
60270000*	Maintenance Worker	68,539.73	70,880.05	74,341.30	77,973.29	81,787.94	85,794.46	90,000.59	94,417.39
60280000*	Water Plant Operator	77,543.06	80,257.12	84,270.23	88,483.99	92,907.76	97,553.39	102,430.92	107,551.84
602900001	Water Plant Mechanic	77,543.06	80,257.12	84,270.23	88,483.99	92,907.76	97,553.39	102,430.92	107,551.84
603000001	Fleet Mechanic	76,823.79	79,512.76	83,488.92	87,661.96	92,046.04	96,648.40	101,480.05	106,554.01
40050000*	Firefighter	----	86,467.41	90,843.78	95,444.38	100,275.00	105,351.70	110,688.29	116,288.83
40050000*	Fire Fighter EMT I	----	88,297.10	92,674.04	97,273.49	102,105.22	107,181.35	112,515.09	118,119.10
40050000*	Fire Fighter EMT II	----	93,592.87	98,091.68	102,818.81	107,787.41	113,005.57	118,490.56	124,248.06
40060000*	Fire Lieutenant EMT I	----	102,059.05	107,132.18	112,464.46	118,063.61	123,948.36	130,130.65	136,625.77
40060000*	Fire Lieutenant EMT II	----	107,317.27	112,512.70	117,973.33	123,707.61	129,732.62	136,063.07	142,712.69
30110000*	Police Officer	91,158.16	94,348.61	98,885.44	103,648.09	108,746.43	114,184.15	119,893.59	125,888.72
30120000*	Police Sergeant (2080)	108,869.97	112,504.04	117,874.29	123,515.76	129,438.83	135,658.04	142,187.94	149,044.21

PART TIME									
Pos. No.	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
603100002	Maintenance Worker	28.35	29.34	30.81	32.36	33.96	-	-	-

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Pay Grades Effective January 1, 2026

Updated September 14, 2026

NON-EXEMPT			
Grade	Minimum	Mid Point	Maximum
3	15.45	18.72	21.99
4	16.09	20.11	24.14
5	17.71	22.14	26.57
6	19.57	24.47	29.36
7	21.69	27.11	32.53
8	24.12	30.15	36.18
9	26.91	33.64	40.36
10	30.09	37.61	45.14
11	33.72	42.14	50.57
12	37.87	47.34	56.80
13	42.62	53.28	63.93
14	48.08	60.10	72.12
15	54.35	67.93	81.52
16	61.57	76.96	92.35

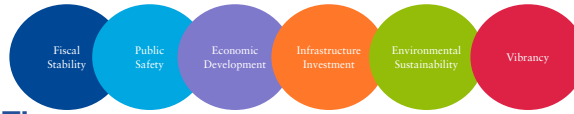
EXEMPT			
Grade	Minimum	Mid Point	Maximum
8	50,173.76	62,717.20	75,260.65
9	55,976.98	69,971.23	83,965.47
10	62,588.70	78,235.87	93,883.05
11	70,135.88	87,669.85	105,203.82
12	78,766.65	98,458.31	118,149.97
13	88,652.92	110,816.16	132,979.39
14	99,998.38	124,997.98	149,997.57
15	113,042.84	141,303.55	169,564.26
16	128,067.55	160,084.43	192,101.32
17	146,038.83	182,548.54	219,058.25

EXECUTIVE			
Grade	Minimum	Mid Point	Maximum
17	136,911.40	182,548.54	228,185.67
18	157,138.52	209,518.03	261,897.53

CITY MANAGER	
Grade	Annualized Compensation
City Manager	309,231.04

ELECTED AND APPOINTED OFFICIALS	
Grade	Annualized Compensation
Mayor	13,500.00
Council	9,500.00

PERSONNEL OVERVIEW COMPENSATION PLAN



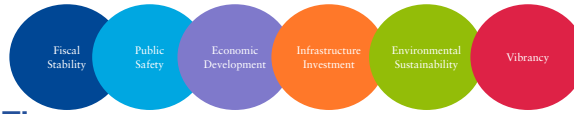
Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

Updated September 14, 2026

NON-EXEMPT					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
8	80010000*	Administrative and Customer Service Specialist	24.12	30.15	36.18
8	20010000*	Finance and Customer Service Specialist	24.12	30.15	36.18
8	50010000*	Permit and Customer Service Technician	24.12	30.15	36.18
8	60410000*	Bus Driver	24.12	30.15	36.18
8	30010000*	Police Records Specialist	24.12	30.15	36.18
9	103300001	Administrative Program Specialist	26.91	33.64	40.36
9	102100002	Multimedia Specialist	26.91	33.64	40.36
9	30020000*	Community Service Officer	26.91	33.64	40.36
10	600200001	Assistant City Forester	30.09	37.61	45.14
10	50020000*	Building/Housing Inspector	30.09	37.61	45.14
10	502200001	Zoning and Permit Technician	30.09	37.61	45.14
10	102700001	Communications and Events Coordinator	30.09	37.61	45.14
10	600300001	Contract Specialist	30.09	37.61	45.14
10	201800001	IT Support Technician	30.09	37.61	45.14
10	300400001	Evidence Custodian	30.09	37.61	45.14
10	80040000*	Executive Assistant	30.09	37.61	45.14
10	60040000*	Facilities Technician	30.09	37.61	45.14
10	50040000*	Fire Inspector	30.09	37.61	45.14
11	500600001	Permit and Customer Service Supervisor	33.72	42.14	50.57
11	60050000*	Engineering Technician	33.72	42.14	50.57
11	502600001	Plumbing Inspector	33.72	42.14	50.57
11	50070000*	Plan Examiner/Inspector	33.72	42.14	50.57
12	60060000*	Engineering Inspector	37.87	47.34	56.80
12	50020000*	Building/Housing Inspector II	37.87	47.34	56.80
12	500800001	Senior Inspector	37.87	47.34	56.80
12	600700001	Facilities Supervisor	37.87	47.34	56.80
12	60080000*	Foreman	37.87	47.34	56.80
12	400100001	Public Safety Mechanic	37.87	47.34	56.80
13	500900001	Senior Plan Examiner/Inspector	42.62	53.28	63.93
13	601000001	City Forester	42.62	53.28	63.93

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



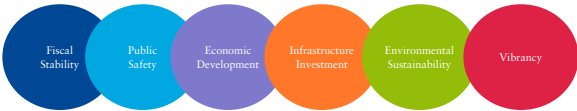
Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

Updated September 14, 2026

EXEMPT					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
9	100300001	Social Services Coordinator	55,976.98	69,971.23	83,965.47
9	100400001	Senior Services Program Coordinator	55,976.98	69,971.23	83,965.47
9	201500001	Payroll and Customer Service Specialist	55,976.98	69,971.23	83,965.47
9	201900001	Utility Billing Specialist	55,976.98	69,971.23	83,965.47
10	200300001	Accountant	62,588.70	78,235.87	93,883.05
10	100500001	Human Resources Generalist	62,588.70	78,235.87	93,883.05
10	80110000*	Management Analyst	62,588.70	78,235.87	93,883.05
10	200400001	Financial Analyst	62,588.70	78,235.87	93,883.05
10	103000001	Marketing Coordinator	62,588.70	78,235.87	93,883.05
10	103400001	Sustainability Specialist	62,588.70	78,235.87	93,883.05
10	501000002	Planner	62,588.70	78,235.87	93,883.05
10	301600001	IT Support Specialist	62,588.70	78,235.87	93,883.05
10	10250000*	Social Services Specialist	62,588.70	78,235.87	93,883.05
10	103200001	Business Development Specialist	62,588.70	78,235.87	93,883.05
10	601100001	Water Plant Chemist	62,588.70	78,235.87	93,883.05
11	103600001	Senior Services Assistant Manager	70,135.88	87,669.85	105,203.82
11	102800001	Resiliency Manager	70,135.88	87,669.85	105,203.82
11	103400002	Sustainability Manager	70,135.88	87,669.85	105,203.82
11	200300003	Senior Accountant	70,135.88	87,669.85	105,203.82
11	50100000*	Planner II	70,135.88	87,669.85	105,203.82
12	300500001	Records Supervisor	78,766.65	98,458.31	118,149.97
12	600900002	Lead Water Plant Operator	78,766.65	98,458.31	118,149.97
12	103500001	Risk Manager	78,766.65	98,458.31	118,149.97
12	100700001	Business Development Manager	78,766.65	98,458.31	118,149.97
12	103100001	Assistant Human Resources Manager	78,766.65	98,458.31	118,149.97
12	100800001	Deputy City Clerk	78,766.65	98,458.31	118,149.97
12	801000001	Social Worker	78,766.65	98,458.31	118,149.97
12	601200001	Transit Coordinator	78,766.65	98,458.31	118,149.97
13	50011000*	Senior Planner	88,652.92	110,816.16	132,979.39
13	100900001	Assistant to the City Manager	88,652.92	110,816.16	132,979.39
13	101300001	Human Resources Manager	88,652.92	110,816.16	132,979.39
13	200500001	Senior Systems Administrator	88,652.92	110,816.16	132,979.39
13	200600001	Senior Network/Systems Engineer	88,652.92	110,816.16	132,979.39
13	60140000*	Civil Engineer	88,652.92	110,816.16	132,979.39
14	201600001	Accounting Manager	99,998.38	124,997.98	149,997.57
14	101000001	Manager of Senior Services	99,998.38	124,997.98	149,997.57
14	101100001	Communications Manager	99,998.38	124,997.98	149,997.57
14	601500001	Assistant Superintendent	99,998.38	124,997.98	149,997.57
14	604600001	Utilities Superintendent	99,998.38	124,997.98	149,997.57
14	601600001	Water Plant Superintendent	99,998.38	124,997.98	149,997.57
14	601700001	Assistant Director of Public Works	99,998.38	124,997.98	149,997.57
15	501200001	Building Division Manager	113,042.84	141,303.55	169,564.26
16	200700001	Manager of Information Technology	128,067.55	160,084.43	192,101.32
16	601800001	City Engineer	128,067.55	160,084.43	192,101.32
16	501300001	Deputy Director of Community Development	128,067.55	160,084.43	192,101.32
16	601900001	Deputy Director of Public Works	128,067.55	160,084.43	192,101.32
16	200900001	Deputy Finance Director	128,067.55	160,084.43	192,101.32
16	40020000*	Fire Department Battalion Chief	128,067.55	160,084.43	192,101.32
16	30060000*	Police Commander	128,067.55	160,084.43	192,101.32
17	400300001	Deputy Fire Chief	146,038.83	182,548.54	219,058.25
17	300700001	Deputy Police Chief	146,038.83	182,548.54	219,058.25

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Full-Time Positions - Effective January 1, 2026

Updated September 14, 2026

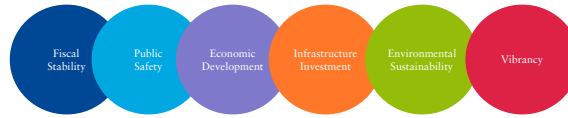
EXECUTIVE					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
17	10140000*	Assistant City Manager	136,911.40	182,548.54	228,185.67
18	101500001	Deputy City Manager	157,138.52	209,518.03	261,897.53
18	501400001	Director of Community Development	157,138.52	209,518.03	261,897.53
18	602000001	Director of Public Works	157,138.52	209,518.03	261,897.53
18	201000001	Finance Director	157,138.52	209,518.03	261,897.53
18	400400001	Fire Chief	157,138.52	209,518.03	261,897.53
18	300800001	Chief of Police	157,138.52	209,518.03	261,897.53

CITY MANAGER			
Grade	Position No.	Title	Annualized Compensation
City Manager	101600001	City Manager	309,231.04

ELECTED AND APPOINTED OFFICIALS			
Grade	Position No.	Title	Annualized Compensation
Mayor	700000002	Mayor	13,500.00
Council	70000000*	Council Member	9,500.00

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

PERSONNEL OVERVIEW COMPENSATION PLAN



Non-Collectively Bargained Part-Time & Temporary Positions - Effective January 1, 2026 Updated September 14, 2026

PART TIME					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
5	60210000*	Recycling Worker	17.71	22.14	26.57
5	80050000*	Undergraduate Intern	17.71	22.14	26.57
6	80160000*	Clerical Support	19.57	24.47	29.36
6	03540	Program and Clerical Support	19.57	24.47	29.36
6	80070000*	Records Clerk	19.57	24.47	29.36
7	80050000*	Administrative Intern	21.69	27.11	32.53
7	80050000*	Planning Intern	21.69	27.11	32.53
7	101900001	Rental Worker	21.69	27.11	32.53
8	801300001	Administrative and Customer Service Specialist	24.12	30.15	36.18
8	202000001	Finance and Customer Service Specialist	24.12	30.15	36.18
8	503100001	Permit and Customer Service Technician	24.12	30.15	36.18
8	102000001	Business Development Assistant	24.12	30.15	36.18
8	60410000*	Bus Driver	24.12	30.15	36.18
8	06410	Public Access Coordinator	24.12	30.15	36.18
8	802200001	Engineering Secretary	24.12	30.15	36.18
8	30010000*	Police Records Specialist	24.12	30.15	36.18
9	05050	Community Service Officer	26.91	33.64	40.36
9	602200001	Forestry Worker	26.91	33.64	40.36
10	602300001	Facilities Worker	30.09	37.61	45.14
10	502500001	Building/Housing Inspector	30.09	37.61	45.14
10	50160000*	Plumbing Inspector	30.09	37.61	45.14
10	06610	Zoning and Permit Technician	30.09	37.61	45.14
10	06355	Risk Manager	30.09	37.61	45.14
10	06235	Diversity, Equity, Inclusion, & Belonging Specialist	30.09	37.61	45.14
11	06550	Housing Planner	33.72	42.14	50.57
11	06555	Program Analyst	33.72	42.14	50.57
11	06020	Grant Analyst	33.72	42.14	50.57
12	301500001	Investigative Administrative Support Technician	37.87	47.34	56.80
16	801800001	Administrative Executive Officer	61.57	76.96	92.35
TEMPORARY					
Grade	Position No.	Title	Minimum	Mid Point	Maximum
3	80060000*	Clerical I	15.45	18.72	21.99
5	80060000*	Clerical II	17.71	22.14	26.57
5	03580	Intern	17.71	22.14	26.57
5	60440000*	Public Works Worker	17.71	22.14	26.57
7	80060000*	Clerical III	21.69	27.11	32.53
7	05160	Planning Intern / Program Analyst / Management Analyst	21.69	27.11	32.53
7	60240000*	Public Works Worker - CDL	21.69	27.11	32.53
8	604200001	Ravinia Bus Driver	24.12	30.15	36.18
9	80060000*	Clerical IV	26.91	33.64	40.36
9	03620	Public Works Worker - Forestry	26.91	33.64	40.36
9	602500001	Ravinia Foreman	26.91	33.64	40.36
10	03610	Public Works Worker - Facilities	30.09	37.61	45.14
10	03710	Building/Housing Inspector	30.09	37.61	45.14
10	03740	Planner	30.09	37.61	45.14
11	03810	Plan Examiner/Inspector	33.72	42.14	50.57
11	03815	Engineering Inspector	33.72	42.14	50.57
13	03910	Senior Planner	42.62	53.28	63.93

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 6026000001, 6026000002, etc.).

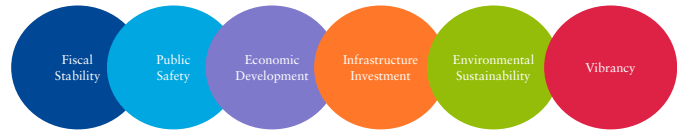
PERSONNEL OVERVIEW

COMPENSATION PLAN

Collectively Bargained Positions

Effective January 1, 2026

Updated September 14, 2026



FULL TIME									
Pos. No.	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
602600001	Maintenance Aide	47,349.79	49,007.23	51,455.65	54,029.28	56,729.99	59,567.05	62,546.04	65,672.14
60270000*	Maintenance Worker	68,539.73	70,880.05	74,341.30	77,973.29	81,787.94	85,794.46	90,000.59	94,417.39
60280000*	Water Plant Operator	77,543.06	80,257.12	84,270.23	88,483.99	92,907.76	97,553.39	102,430.92	107,551.84
602900001	Water Plant Mechanic	77,543.06	80,257.12	84,270.23	88,483.99	92,907.76	97,553.39	102,430.92	107,551.84
603000001	Fleet Mechanic	76,823.79	79,512.76	83,488.92	87,661.96	92,046.04	96,648.40	101,480.05	106,554.01
40050000*	Firefighter	----	86,467.41	90,843.78	95,444.38	100,275.00	105,351.70	110,688.29	116,288.83
40050000*	Fire Fighter EMT I	----	88,297.10	92,674.04	97,273.49	102,105.22	107,181.35	112,515.09	118,119.10
40050000*	Fire Fighter EMT II	----	93,592.87	98,091.68	102,818.81	107,787.41	113,005.57	118,490.56	124,248.06
40060000*	Fire Lieutenant EMT I	----	102,059.05	107,132.18	112,464.46	118,063.61	123,948.36	130,130.65	136,625.77
40060000*	Fire Lieutenant EMT II	----	107,317.27	112,512.70	117,973.33	123,707.61	129,732.62	136,063.07	142,712.69
30110000*	Police Officer	91,158.16	94,348.61	98,885.44	103,648.09	108,746.43	114,184.15	119,893.59	125,888.72
30120000*	Police Sergeant (2080)	108,869.97	112,504.04	117,874.29	123,515.76	129,438.83	135,658.04	142,187.94	149,044.21

PART TIME									
Pos. No.	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
603100002	Maintenance Worker	28.35	29.34	30.81	32.36	33.96	-	-	-

Position numbers ending with an asterisk (e.g., 60260000) represent multiple employees within the same position classification, rather than listing each employee separately (e.g., 602600001, 602600002, etc.).

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Annette Cardiff, Assistant Director of Public Works
Lee Overholser, Transit Coordinator

Department: Public Works Department

Title: A Resolution Approving a First Amendment to the Purchase of Service Agreement with Pace, the Suburban Bus Division of the Northern Illinois Transit Authority

Recommendation:

Staff recommends an amendment to the Purchase of Services Agreement with Pace, the Suburban Bus Division of the Northern Illinois Transit Authority, for services rendered to Highland Park and surrounding areas for the period from January 1, 2026, through December 31, 2026.

Policy Consideration:

The Purchase of Services (POS) agreement is a contract between the City and Pace that provides for the payment of operating and insuring the buses and other expenses under the terms and conditions that Pace provides in the agreement. The POS outlines various details of the agreement, which states the routes and number of buses assigned to the City.

On January 12, 2026, City Council approved the POS for calendar year 2026. The agreement as approved did not specify the exact buses to provide to the City for the Ravinia fleet; the agreement simply noted that ‘during the Ravinia Festival season and depending on availability, Pace will provide Transportation Agency with 12 additional Pace Revenue Vehicles.’ In order for the City to quote and obtain bus insurance for the coming year as required under the POS Agreement, the 2026 Ravinia fleet was projected to be similar to buses provided for the 2025 fleet. However, the current Ravinia fleet is significantly different than projected and includes twelve 2015 forty-foot buses and four 2007 thirty-foot buses.

The total additional premium for the updated fleet is:

Carrier	Premium	Taxes + Fees	Total
---------	---------	--------------	-------

Euclid	\$15,281	\$541	\$15,822
Axis	\$9,500	\$336.30	\$9,836.30
GenStar	\$7,250	\$256.65	\$7,506.65
StarStone	\$9,300	\$329.22	\$9,629.22
Total			\$42,794.17

In response to the increase in the number of buses provided and the resulting increase in insurance expenses, Pace submitted the attached Amendment to the POS.

The City has had a positive, professional relationship with Pace for over 35 years and has provided affordable and reliable transportation services to residents, businesses, and Ravinia Festival attendees.

The Transit Section of the Department of Public Works manages the City of Highland Park Pace bus service. Pertinent documents are available for review at the Public Services Building, Public Works Department.

Core Priorities:

Fiscal Stability

The historical annual expenses for Pace services, which have been reimbursed in full by Pace are:

Year	2023	2024	2025
Amount	\$1,099,200	\$1,256,700	\$1,619,900

The City budgeted \$1,691,800 for FY26 in the Multi-Modal Transportation Fund, which includes expenses for Fixed Route and Ravinia Park and Ride.

Attachments:

1. Resolution Approving First Amendment to HP POS 2026.FINAL

City of Highland Park

Resolution No. _____

A Resolution Approving a First Amendment to the Purchase of Service Agreement with Pace, the Suburban Bus Division of the Northern Illinois Transit Authority

WHEREAS, on February 16, 2026, the City entered into a Purchase of Service Agreement with Pace, the Suburban Bus Division of the Northern Illinois Transit Authority ("**Pace**"), to provide necessary labor and services related to bus transportation throughout the City ("**Agreement**"); and

WHEREAS, the City and Pace desire to amend the Agreement concerning the payment of insurance premiums and the provision of busses ("**First Amendment**"); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to enter into the First Amendment to the Agreement with Pace;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF FIRST AMENDMENT. The First Amendment to the Agreement is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION THREE: EXECUTION. The City Manager is hereby authorized and directed to execute, on behalf of the City, the First Amendment to the Agreement and all necessary documentation related thereto.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.:

Nancy R. Roterling, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

EXHIBIT A

FIRST AMENDMENT

FIRST AMENDMENT TO PURCHASE OF SERVICE AGREEMENT

This First Amendment to Purchase of Service Agreement ("First Amendment") is between Pace, the Suburban Bus Division of the Northern Illinois Transit Authority, f/k/a Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation ("Pace"), and the City of Highland Park, an Illinois municipal corporation ("Transportation Agency").

On February 16, 2026, the parties entered into a Purchase of Service Agreement ("Agreement"), which sets forth the duties and responsibilities of the parties in connection with the provision of public bus service and payment of operating and other expenses.

Section 13.3 of the Agreement provides that no changes, amendments, or modifications to the Agreement will be valid unless they are in writing and the duly authorized signatory of each party signs them.

Capitalized terms used but not otherwise defined in this First Amendment will have the meanings ascribed to those terms in the Agreement.

The parties desire to amend the Agreement as described herein and agree as follows:

1. Amendments to Agreement. The Agreement is amended as follows:

a. Section 9.3 of the Agreement is deleted in its entirety and replaced with the following:

"Section 9.3. Payment/Reimbursement of Insurance. Transportation Agency's total annual premium cost for the insurance required of Transportation Agency under this Agreement ("Annual Premium Cost") is \$348,659.17. Pace has paid \$305,865 of the Annual Premium Cost to Transportation Agency. Upon Pace's receipt of a copy of Transportation Agency's invoice for the remainder of the Annual Premium Cost, Pace shall pay \$42,794.17 in a lump sum to Transportation Agency. Pace shall also pay, monthly, additional insurance-related costs incurred by Transportation Agency during the Term, including but not limited to deductibles and claims administration; provided, however, the total amount Pace pays Transportation Agency for such additional insurance-related costs during the Term will not exceed \$70,000. Other than payment of the Annual Premium Cost in the amount of \$348,659.17 for the six Pace Revenue Vehicles and 16 additional Pace Revenue Vehicles referenced in Exhibit B and payment of additional insurance-related costs in an amount not to exceed \$70,000, Pace is not responsible for and will not pay any other premium costs or insurance-related costs, fees, or expenses incurred by Transportation Agency during the Term.

If this Agreement is terminated pursuant to section 11.1(A), (C) or (D) and Pace has already paid all or any portion of the Annual Premium Cost and/or monthly additional insurance-related costs, Transportation Agency shall immediately reimburse Pace for that portion of the Annual Premium Cost and monthly additional insurance related-costs from the date of termination through the end of Transportation Agency's general, automobile, and umbrella insurance policies. The Annual Premium Cost reimbursement amount due from Transportation Agency to Pace will be calculated by multiplying: (1) the quotient obtained by dividing \$348,659.17 by 365 and (2) the number of days from the date of termination through January 1, 2027.

In the event of a reduction in the Annual Premium Cost, Transportation Agency shall immediately reimburse Pace in the amount of that reduction.”

- b. Exhibit B of the Agreement is deleted in its entirety and replaced with the Exhibit B attached to this First Amendment.

2. **Effective Date.** This First Amendment is effective beginning on the date on which Pace signs this First Amendment. If a party signs this First Amendment but fails to date its signature, the date that the other party receives the signing party’s signature on this First Amendment will be deemed to be the date that the signing party signed this First Amendment.

3. **Incorporation of Recitals.** The introductory recitals are hereby incorporated into and made a part of this First Amendment.

4. **Headings.** The headings in this First Amendment are for reference and convenience only and will not affect the meaning or interpretation of this First Amendment.

5. **Counterparts.** This First Amendment may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

6. **Electronic Signatures.** This First Amendment may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this First Amendment.

7. **Remainder of Agreement.** Except as provided in this First Amendment, the Agreement will remain unchanged and in full force and effect.

8. **Authorization.** Each party represents and warrants that its signatory to this First Amendment has full authority to sign this First Amendment on its behalf.

The parties have caused this First Amendment to be executed by their respective duly authorized signatory on the dates below.

PACE

TRANSPORTATION AGENCY

By: _____
Signature

By: _____
Signature

Print Name: Melinda J. Metzger

Print Name: _____

Title: Executive Director

Title: _____

Date: _____

Date: _____

EXHIBIT B

VEHICLES

A. Pace Revenue Vehicles

<u>Vehicle #</u>	<u>Manufacturer</u>	<u>Year Manufactured</u>
2661	Eldorado	2007
2662	Eldorado	2007
2668	Eldorado	2007
2681	Eldorado	2007
2830	Orion	2012
2831	Orion	2012

During the Ravinia Festival season and depending on availability, Pace will provide Transportation Agency with 16 additional Pace Revenue Vehicles.

B. Pace Non-Revenue Vehicles

NONE

C. Transportation Agency Vehicles

NONE

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Ron Bannon, Director of Public Works
Anna Stawski, City Engineer

Department: Public Works Department

Title: A Resolution Approving a Bill of Sale with Bloom Waukegan, LLC for the Acceptance of Public Improvements

Recommendation:

Staff recommends acceptance of the sidewalk public infrastructure improvements installed by Bloom Waukegan, LLC; serving the multi-family residences constructed at 425 Bloom Street (formerly 425 Bloom Street and 2625-2631 Waukegan Avenue).

Policy Consideration:

The 425 Bloom Street development consists of five (5) townhouse-style multi-family residences constructed at the north-east corner of Waukegan Avenue and Bloom Street. In accordance with the City's Subdivision Ordinance and the approved Development Agreement dated November 8, 2021, Bloom Waukegan, LLC., was required to construct public sidewalk improvements to serve the development and public at large.

In accordance with the Development Agreement between the City and Bloom Waukegan, LLC, the installation of the public infrastructure improvements has been successfully completed.

All public improvements were completed and inspected by the City in June 2024. At that time, the financial surety provided by Bloom Waukegan, LLC was reduced to \$13,835 (15% of the final actual cost of improvements) for a period of two years following the City's inspection, as a guarantee of workmanship and materials. The entire financial surety will now be released, two years after the final inspection.

The Department of Public Works has inspected the public infrastructure improvements and found them to comply with City standards.

Core Priorities:

Infrastructure Investment

As part of this new development, the developer was required to install new and updated

infrastructure, which will now serve the community as public infrastructure for decades into the future.

Attachments:

1. Resolution - 425 Bloom Street FINAL

CITY OF HIGHLAND PARK

RESOLUTION NO. R_____

**A RESOLUTION APPROVING A BILL OF SALE WITH BLOOM
WAUKEGAN, LLC
FOR ACCEPTANCE OF PUBLIC IMPROVEMENTS**

WHEREAS, Bloom Waukegan, LLC ("**Owner**") is the owner of those certain sidewalk and sewer improvements within and in the vicinity of the Bloom Street and Waukegan Avenue rights-of-way (collectively, the "**Improvements**"), as depicted on Exhibit A attached to and, by this reference, made a part of this Resolution; and

WHEREAS, in accordance with that certain Development Agreement between the City and the Owner, dated November 8, 2021, as amended, the Owner desires to transfer to the City, and the City desires to accept from the Owner, ownership of the Improvements; and

WHEREAS, the City and the Owner have agreed to enter into a bill of sale for the transfer of ownership of the Improvements from the Owner to the City ("**Bill of Sale**"); and

WHEREAS, the City Council has determined that entering into the Bill of Sale with the Owner will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: ACCEPTANCE OF IMPROVEMENTS; APPROVAL OF BILL OF SALE. The City hereby accepts ownership of the Improvements. The Bill of Sale by and between the City and the Owner is hereby approved in substantially the form attached to this Resolution as **Exhibit B**.

SECTION THREE: EXECUTION OF BILL OF SALE. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Bill of Sale upon receipt by the City Clerk of at least one original copy of the Bill of Sale executed by the Owner; provided, however, that if the executed copy of the Bill of Sale is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

APPROVED:

RESOLUTION NO. R_____

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

EXHIBIT A

IMPROVEMENTS

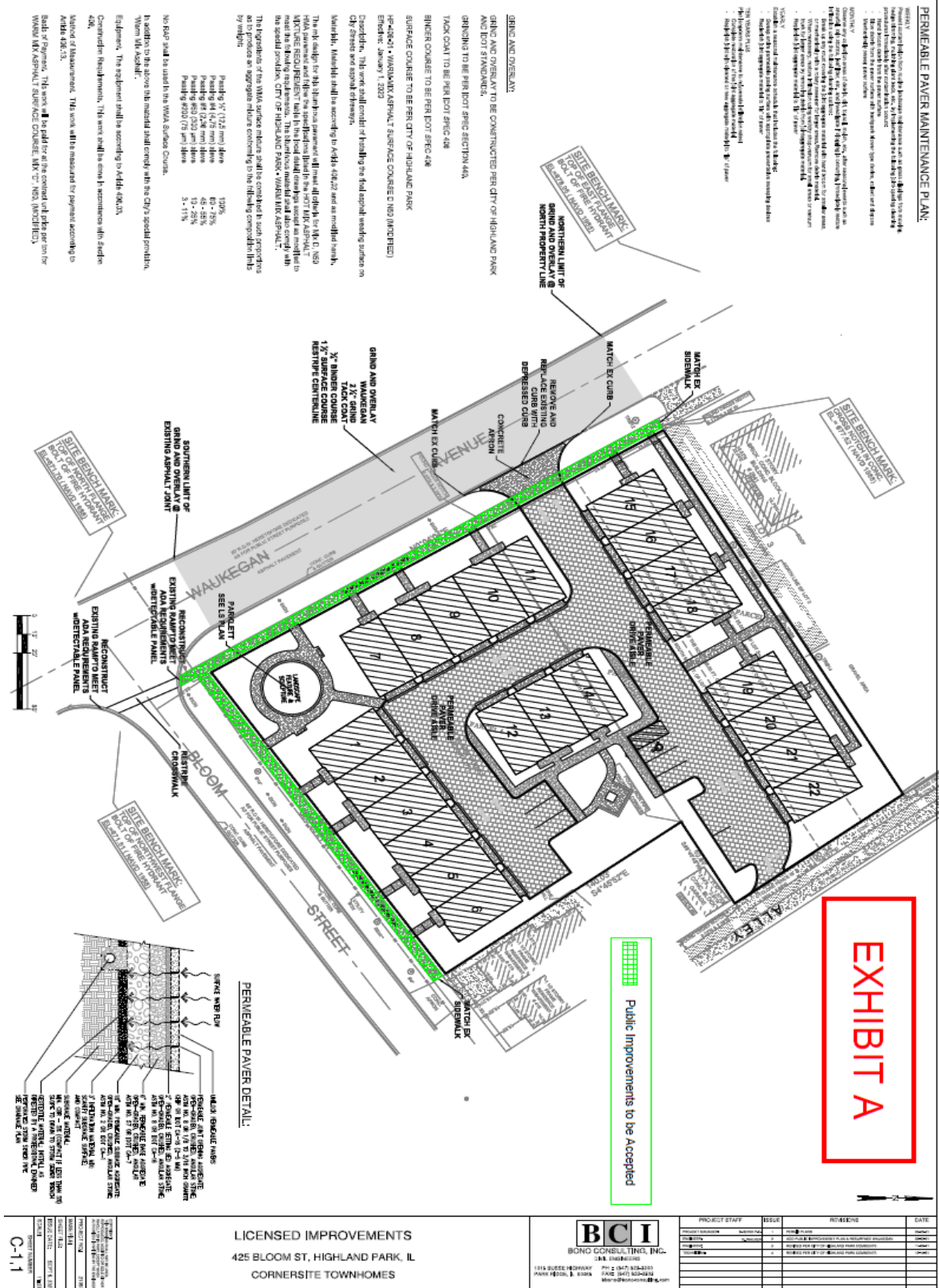


Exhibit A-1

EXHIBIT B

BILL OF SALE

BLOOM WAUKEGAN, LLC. ("***Seller***"), in consideration of Ten Dollars and No Cents (\$10.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby sell, assign, transfer, and set over to the CITY OF HIGHLAND PARK, an Illinois home rule municipal corporation ("***Buyer***"), the following described improvements ("***Improvements***"):

1. Those certain sidewalk improvements that are located within and in the vicinity of the Bloom Street and Waukegan Avenue rights-of-way and depicted on the plan attached to this Bill of Sale as **Exhibit A** (collectively, the "***Improvements***"; and
2. All of the Seller's right, title and interest in and to all transferable warranties and guaranties, if any, with respect to the Improvements (collectively, the "***Warranties and Guaranties***"), and

The Buyer agrees to accept the improvements in an "as-is" condition; provided, however, that the Seller shall maintain and repair as necessary, at its sole cost and expense, the Improvements for a period of two years after the date of this Bill of Sale, in accordance with Section 5.F.4. of that certain Development Agreement between Seller and Buyer dated November 8, 2021, as amended.

The Seller hereby represents and warrants that it is the sole owner of the Improvements, that it has the right to convey its interest in the Improvements and the Warranties and Guaranties, to the Buyer, and that it has not placed or allowed to be placed on the Improvements or the Warranties and Guaranties any lien or other encumbrance that has not been discharged as of the date of this Bill of Sale. Except as provided to the contrary in this Bill of Sale, by acceptance of this Bill of Sale, the Buyer does accept any and all service, maintenance, and related obligations pertaining to the Improvements.

The Seller hereby releases, waives, relinquishes, and forever disclaims any and all possessory and/or proprietary rights, claims, and/or interests that the Seller has, had, or may have relating to or in any way connected with the Improvements or the Warranties and Guaranties.

The Seller agrees to, and does hereby, hold harmless and indemnify the Buyer and its elected and appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with this Bill of Sale or the development, construction, maintenance, or use of any portion of the Improvements.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Bill of Sale as of this _____ day
of _____, 2026.

ATTEST:

BLOOM WAUKEGAN, LLC.

By: _____

Its: _____

ATTEST:

THE CITY OF HIGHLAND PARK

By: _____

Its: _____

[ACKNOWLEDGMENTS ON FOLLOWING PAGE]

ACKNOWLEDGMENTS

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

The foregoing instrument was acknowledged before me on _____ 2026, by _____,
the _____ of **BLOOM WAUKEGAN, LLC**, and Illinois limited liability company, and by
_____, the _____ of said limited liability company.

Given under my hand and official seal this ____ day of _____, 2026.

Staff Report



Meeting Date: September 14, 2026

Staff Contact: Joe O'Neill, Deputy Director of Public Works
Keith Miller, Utilities Superintendent

Department: Public Works Department

Title: A Resolution Authorizing the Purchase of Salt from Morton Salt, Inc., of Chicago, Illinois through the Illinois Department of Central Management Services Joint Purchasing Program

Recommendation:

Staff recommends authorization to purchase up to 2,400 tons of rock salt through the Illinois Department of Central Management Services (CMS) Joint Purchasing Program's lowest responsible bidder, Morton Salt, Inc., at a unit cost of \$88.94 per ton. The purchase of rock salt for winter operations was discussed and is included in the FY2026 and proposed FY2027 Department budget.

Policy Consideration:

In an average winter season, the City uses approximately 4,000 tons of salt, with an estimated 500 tons stored for the Park District of Highland Park and School Districts 112 and 113. In the past, the City has also supplied salt to the City of Highland and the North Shore Water Reclamation District.

The Public Works Salt Dome holds approximately 4,000 tons of salt, providing the ability to store an approximate full season's annual usage. The City purchases salt for winter snow and ice plowing operations from two consortium sources. The State of Illinois Department of Central Management Services (CMS) and the Lake County Bulk Rock Salt Consortium Contract (LC Consortium). The City generally takes delivery of the LC Consortium salt by the end of the calendar year, whereas the CMS salt purchase delivery can be taken until June 30 of the following year. Having two salt contracts diversifies rock salt purchasing options and helps to mitigate extreme fluctuations in pricing. In addition, having two contracts to rely upon is extremely helpful when salt suppliers run low on product and are unable to meet their contractual obligations.

In late September 2026, CMS awarded the annual rock salt contract through its statewide joint purchasing program. The 2026/2027 CMS contract for the City of Highland Park was awarded to the lowest and most responsible bidder, Morton Salt, Inc., at a cost of \$88.94 per ton. This cost

represents an increase of \$17.88 per ton from the 2025/2026 CMS contract pricing.

The CMS salt bid allows the flexibility to purchase salt quantities between 80% (1,600 tons) and 120% (2,400 tons) of the estimated bid quantity of 2,000 tons. The unit price of \$88.94 per ton applies to all quantities under this contract.

The City's snow season plan begins in November 2026 and ends in mid-April 2027. Staff and equipment will be in place and ready. The Department of Public Works Streets Section manages the snow operation, including the purchase of bulk salt and bag salt. Pertinent documents on the salt purchase contract are available at the Department of Public Works.

Core Priorities:

Fiscal Stability

The Department has budgeted funds in the City's Multi-Modal Transportation budget to provide for snow and ice operations. Past years expenditures for rock salt are as follows:

Budget Year	FY 2024	FY2025	FY2026
Amount	\$129,000	\$109,000	\$142,750

Attachments:

1. Executed Contract-09.01.26 Redacted-Morton JPMC Rock Salt Bulk FY27 P-100326
2. Morton-Rock Salt Participant Summary For Participants

Central Management Services

Contract

JPMC Rock Salt, Bulk FY27

27-416CMS-BOSS4-P -100326

The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Vendor affirms that the Certifications and Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Vendor's execution of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts upon agreement of the Parties.

1. SCOPE OF WORK

1.1. OVERVIEW AND PURPOSE:

To establish a joint purchase master contract (JPMC) for bulk rock salt to be purchased on an as-needed basis during the contract period.

This JPMC may be utilized by all governmental units as defined in Section 5 of this Contract.

Note: Participation in this contract is based upon the CY26-27 Illinois Department of Central Management Services Joint Participation Agreement Survey that defines the BidBuy line items and additional participation in the resultant contract is not allowed.

1.2. SUPPLIES AND/OR SERVICES REQUIRED:

1.2.1. The vendor will provide bulk rock salt based on quantity ordered within the timeframe listed herein.

1.2.2. Rock Salt Specification Requirements:

1.2.2.1. Rock Salt shall comply with the requirements of The American Association of State Highway and Transportation Officials (AASHTO) SPECIFICATION M143, SODIUM CHLORIDE TYPE 1, GRADE 1.

1.2.2.2. Rock Salt shall be free flowing fresh stock. Reclaimed or re-crushed rock salt will not be accepted and shall be rejected by delivery site.

1.2.3. Quantity Commitments: All participants who complete the annual survey will have the option to choose between a minimum of 80% or 100% purchase commitment and will be allowed a maximum of 120% purchase commitment as defined below. All minimum purchase commitments will be defined in the line item description within BidBuy.

1.2.3.1. Minimum 80% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 80%. That means that if the participant estimates a quantity of 100 ton, the participant is only obligated to order 80 ton. That is 80% of the estimated quantity. The participant shall have no further liability to the Vendor for further remaining quantities.

1.2.3.2. Minimum 100% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 100%. That means that if the participant estimates a quantity of 100 ton, the participant is obligated to order 100 ton. That is 100% of the estimated quantity.

1.2.3.3. Maximum 120% Commitment: The Vendor shall agree to provide up to 120% of the bid quantity estimated tonnage at the same contract price. That means that all participants who estimate a quantity of 100 ton can order up to 120 ton at the same contract price.

1.2.3.4. Quantities Exceeding 120% Maximum: In some instances, a participant may require quantities that would exceed the maximum commitment of the Vendor; in such instances, any delivery shall be made upon the mutual agreement of all parties.

1.2.3.5. Purchase Percentages for IDOT: The Illinois Department of Transportation (IDOT) has provided estimated

quantities for individual locations. Quantities purchased from each Vendor shall be computed on a District by District basis (not by location). For example, if a Vendor has 2 locations in a District with estimated quantities of 100 and 200 tons with a minimum 80% commitment. Then the 80% commitment will be met once the $300(0.8) = 240$ tons has been purchased between the two locations. This may include all 240 tons purchased from one location.

1.2.4. Weights and Measures Requirements and Adjustments:

- 1.2.4.1. Weights and Measures:** All measurements for weight shall be from scales meeting the requirements of The Weights and Measures Act of the State of Illinois (225 ILCS 470). The Vendor shall provide accurate weights of materials delivered to governmental units. These weights shall be documented on delivery tickets which shall identify the source of the material, type of material, the date and time the material was loaded, the release number, the net weight, the tare weight, and the identification of the transporting vehicle.
- 1.2.4.2.** The State reserves the right to conduct random, independent vehicle weight checks for salt deliveries. This will require that trucks occasionally be directed to a scale near the delivery point.
- 1.2.4.3.** Should the vehicle weight check result in the net weight of material on the vehicle to exceed the net weight of material shown on the Vendor's delivery ticket by 600 pounds or more, the State will document the independent vehicle weight check and immediately furnish a copy of the results to the Vendor. No adjustment in pay quantity will be made.
- 1.2.4.4.** Should the vehicle weight check result in the net weight of material shown on the delivery ticket to be less than the net weight of material on the vehicle by the tolerance of 600 pounds or more, the State will document the independent vehicle weight check (IWC1), immediately furnish a copy of the results to the Vendor, and immediately perform a second independent weight check (IWC2). The vehicle will be weighed on a second

independent Department of Agriculture certified scale used for the initial independent weight check. If the second independent weight check (IWC2) is within the 600-pound tolerance, no pay adjustments will be made, and random independent weight checks will resume. If the second weight check confirms the net weight of the material shown on the Vendor's delivery ticket is less than the net weight of material on the vehicle by 600 pounds or more, the State will adjust the net weight shown on the delivery ticket to the checked delivered net weight as determined by the initial independent vehicle weight check (IWC1).

- 1.2.4.5. Method of Measurement:** The State will also adjust the method of measurement for subsequent truck loads using the same scale based on the out-of-tolerance independent weight checks (ICW1). The net weight of rock salt delivered to the State from this source, will be adjusted by applying a correction factor "A" as determined by the following formula:

$$A = [1.0 - (B - C) / B]; \text{ Where } A < 1.0 \text{ and } B - C > 600$$

Where: A = Adjustment factor

B = Net weight shown on the delivery ticket from Vendor

C = Net weight on the vehicle determined from independent weight check from IWC1

The adjustment factor will be applied as follows:

$$\text{Adjusted Net Weight} = A \times \text{Delivery Ticket Net Weight}$$

The adjustment factor will be imposed until the cause of the deficient weight is identified and corrected by the Vendor to the satisfaction of the State. If the cause of the deficient weight is not identified and corrected within seven calendar days, the State reserves the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This action may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional

costs may be collected from the original Vendor, in addition to the applied weight adjustments.

Should the Vendor elect to challenge the results of the independent weight check, the State will continue to document the weight of material for which the adjustment factor would be applied. However, provided the Vendor furnishes the State with written documentation that the source scale has been calibrated within seven calendar days after the date of the independent weight check, adjustments in the weight of material paid for will not be applied unless the scale calibration demonstrates that the source scale was not within the specified Department of Agriculture tolerance.

- 1.2.4.6. Deductions:** The State reserves the right to assess, and apply if applicable, invoice deductions for the following:

Moisture Content: Deductions by percentage for moisture content based on total weight shall be determined by the following ranges:

<u>Moisture Content (%)</u>	<u>Deduction in Price (Per Truckload)</u>
0.00 TO 2.00	NO DEDUCTION
2.01 TO 2.50	10% DEDUCTION
2.51 TO 3.00	15% DEDUCTION
3.01 TO 3.50	20% DEDUCTION
3.51 TO 4.00	25% DEDUCTION
GREATER THAN 4.01	REJECTION OF LOAD

Sodium Chloride (NACL) Content: The State reserves the right to accept delivery of rock salt which, according to the analysis by The Illinois Department of Transportation, has a Sodium Chloride (NACL) content of less than 95.0 percent, but not less than 90.0 percent. When such reservation is applied, final payment will be made on the following basis:

- 1.2.4.6.1. When NACL content is between 94.0 and 94.9 percent, the price to be paid shall be the contract price less \$5.00 per ton.
- 1.2.4.6.2. When NACL content is between 90.0 and 93.9 percent, the price paid shall be contract price less \$10.00 per ton.
- 1.2.4.6.3. When the NACL content is less than 90.0 percent, the load will be rejected.

1.2.5. Ordering

- 1.2.5.1.** Order Placement: Orders may be placed with the Vendor (Monday-Friday) via telephone, with a written electronic communication (e-mail) to follow. All State agency orders will contain a purchase order generated from BidBuy in addition to an electronic communication (e-mail). Vendors shall arrange for immediate shipment upon receipt of order from an authorized participating agency representative. All other governmental units will use their own purchase order system.
- 1.2.5.2.** Order Quantities: Orders shall be scheduled in amounts that make up full (22-25 tons) truckloads, orders for less than truckload will not be accepted.
- 1.2.5.3.** Initial Orders: The Illinois Department of Transportation requires Vendors to ship initial fill-up orders prior to October 31st of the current year. If this date has passed prior to execution, we ask that the Vendor(s) start shipping as soon as contract has been executed. Please see the attached file within BidBuy titled "Initial Orders". Vendor(s) shall notify each destination entity when initial shipments are to begin.
- 1.2.5.4.** Seasonal Orders: Non-State agencies reserve the right to purchase up to 50% of the estimated order requirements prior to November 30th of the current year. Vendor shall notify each delivery point of when shipment is to begin.
- 1.2.5.5.** Order Timeline: For an order placed prior to 9:00 a.m. on a given day, that day would be considered as the first calendar day of the seven (7) day delivery period. For an

order placed after 9:00 a.m. on a given day, the day following would be considered as the first calendar day of the seven (7) day delivery period, or as amended by order guidelines in Section 1.2.5.6.

- 1.2.5.6.** Order Guidelines: An agency may order up to 20% of their 100% contracted tonnage in any given week and Vendor shall deliver within 7 working days after receipt of order. Quantities ordered above the 20 percent threshold shall have an extended delivery time of one-working-day for each one percentage-point above the 20% guideline. For example, if an agency orders 25% of their awarded total 100 tons, delivery of the first 20 tons (20%) shall be within 7 working days after receipt of order and the remaining 5 tons shall be delivered within 12 working days after receipt of the order.
- 1.2.5.7.** Peak Season Orders: After hours and weekend delivery arrangements are encouraged during severe seasonal weather events to provide Vendor additional ability to maintain a prompt order delivery schedule. Orders placed during peak season should be in accordance with projected requirements and not in excess of the order guidelines, thereby hindering a Vendor's ability to maintain a prompt order delivery schedule.
- 1.2.5.8.** Post Season Orders: All orders for Rock Salt shall be placed by the end of July for the previous season's estimated usage. If the location does not have adequate capacity to hold the rock salt, the Vendor may elect to add a storage charge per ton/day. Storage for all post season orders shall not exceed a period of six (6) months.
- 1.2.5.9.** Maximum Overage Tonnage Allowed for Quantity Commitments: The Vendor shall deliver within one full truck load of 22-25 tons for each governmental unit's total quantity commitments. All governmental units will be required to pay for any overage tons delivered over the quantity commitment and within the full truck load of 22-25 tons. If the Vendor should deliver more than the max. allowed, then the governmental unit will have the option to request that the Vendor pick up the tonnage amount of rock salt to meet the maximum overage tonnage at no cost to the governmental unit.

1.3. MILESTONES AND DELIVERABLES:

- 1.3.1. Stockpile and Order Status Reports:** Vendor shall provide stockpile and order status reports upon request and as requested by the CMS Bureau of Strategic Sourcing for use in its contract administration effort. Failure to comply in a timely manner may be considered a breach of contract.
- 1.3.2. Delivery Invoices:** Vendor invoices shall show the date orders were placed with the Vendor and the dates and tonnage amounts of salt delivered.
- 1.3.3.** The Vendor warrants that all products furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this Contract including any specifications or standards. In addition, Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 1.3.4.** The Vendor shall provide reporting to Central Management Services, Bureau of Strategic Sourcing (CMS BOSS) if requested. Reporting may include but not limited to, annual veteran hiring, contract usage, and payments to approved subcontractors certified through the State of Illinois' Business Enterprise Program. Information to be submitted in a format designated by CMS BOSS (e.g., Excel spreadsheet, portal). Contract usage reporting must include payments received from all State agencies, governmental units, and qualified not-for-profit agencies, as applicable, to this contract.
- 1.3.5.** Vendor will submit a close-out report within 90 days of contract expiration that covers the same information since the last contract usage report.
- 1.3.6.** Vendor will be expected to participate in performance monitoring that may include, but not limited to required reporting, quality, delivery and value of goods and services, and customer service.

1.4. VENDOR/STAFF SPECIFICATIONS:

- 1.4.1. Vendor Meetings:**
 - 1.4.1.1.** The Vendor shall participate in a pre-season meeting with IDOT Central Bureau of Operations. This meeting will be scheduled after the execution of the contract(s).
 - 1.4.1.2.** The Vendor shall participate in weekly calls with IDOT Central Bureau of Operations throughout the winter season.

- 1.4.1.3.** The Vendor shall participate in a post-season meeting with IDOT Central Bureau of Operations that will be scheduled between April to June.

1.4.2. Stockpile and Delivery Performance:

- 1.4.2.1.** Delivery Performance: Freezing of waterways and the impact on delivery must be reasonably anticipated by the Vendor and is not a cause to claim Force Majeure.

- 1.4.2.2.** STOCKPILE AVAILABILITY: Successful Vendors shall have stockpiles of Rock Salt in Illinois or near its boundaries in quantities that are sufficient to satisfy the State of Illinois contractual requirements and stockpile staging requirements shall be as follows:

1.4.2.2.1. 100% at upper MISSISSIPPI RIVER STOCKPILE locations, DISTRICT-1, DISTRICT-2, DISTRICT-3, and DISTRICT-4 by December 1st.

1.4.2.2.2. 50% at all other Downstate Stockpile locations by December 1st and 100% by January 1st.

Stockpiles must be securely covered within 10 calendar days of the required 100% staging dates listed above. This may be accomplished by storing the material in a building or covering it with a waterproof material (generally a tarp) that is sufficiently secured to withstand damage from wind. Such stockpiles must be near enough to delivery points to allow for timely delivery as required by the State of Illinois contractual requirements.

Vendors may also be required to furnish a list of rock salt commitments against these stockpiles as a result of other contractual agreements.

- 1.4.2.3.** STOCKPILE INSPECTIONS: The State reserves the right to inspect and/or test the rock salt provided at the Vendor's stockpile points or at the salt storage facility destination, whichever is most convenient to the State.

1.4.3. Safety Data Sheets: The Vendor is required to furnish a Safety Data Sheet (SDS) for each toxic substance shipped. Submission of Safety Data Sheets is required by the Illinois Toxic Substances Disclosure to Employees Act. 820 ILCS 255/1 ET SEQ, or subsequent amendment.

1.5. TRANSPORTATION AND DELIVERY:

1.5.1. Delivery Time: Delivery will be made F.O.B. Destination with all transportation and handling paid by the Vendor to any participating Governmental Unit. Deliveries are to be made within seven (7) working days, or as extended by order guidelines in Section 1.2.5.6. For all orders placed by contract participants on or after December 1 and prior to May 1st of any year, order delivery performance shall be subject to application of Liquidated Damages as stated in Section 1.5.10 below.

1.5.2. Delivery Schedule: Salt order deliveries will be accepted only during regular workdays (Monday thru Friday) and work hours (7:30 a.m. - 3:30 p.m.) excluding state holidays, except where special arrangements are made in advance with an appropriate representative at the delivery site.

1.5.3. Delivery Locations: All delivery locations are listed within each line item in BidBuy. Specific delivery notes for other governmental units will be given at the time of order.

1.5.4. Payment of Tolls: The Vendor shall be required to pay the full amount of tolls, if any, incurred during the duration of the contract. Said tolls will not be refunded by the ordering agency.

1.5.5. Delivery Tickets: Each Vendor and subcontractor shall have an automatic printer to record the gross weight of rock salt. The automatic printer shall be an integral part of the scale equipment, or the scale and printer shall be directly connected in a manner that will prohibit the manual entry of gross weights. Tare and net weights shall be shown on weigh tickets and may be printed automatically or entered manually. The State reserves the right to immediately, and without notice to Vendor or subcontractor, take action to remedy Vendor failure of automatic printing. This action may include the termination of the order and purchase of salt from other sources, or other action to ensure all weights and measures are correct. Unless otherwise directed, delivery ticket must also be signed by an authorized agency representative at the delivery location point to verify that agency has accepted the material. The Vendor shall include the release order number and the date of delivery on each delivery ticket. The Vendor shall ensure all weights and measures shown on all tickets are correct.

1.5.6. Delivery Requirements: All truck loads shall be covered with weatherproof material (generally a tarp). Any truck loads not covered may be rejected at the delivery site. Vendor shall ensure the delivery person inspects the inside of the trailer and all salt is removed from the trailer before leaving a delivery point. Pre-loading trucks prior to the date of delivery is not allowed and may be rejected at the delivery site. In the event any agency discovers preloaded rock salt already dumped at its location, the salt may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of the original order.

1.5.7. Delivery Method: All deliveries will be on the basis of the "End-Dumping" method. Vendors shall be governed by the specific delivery instructions, as to unloading point, issued by an applicable agency when they place their order for a particular location.

1.5.8. Weights and Measures: Governmental units reserve the right to require that trucks may occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads. The governmental units reserve the right to take action to remedy Vendor's failure to provide accurate weights and measures.

1.5.9. Foreign Materials: All truck loads shall be free of any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc. or the load may be rejected. In the event any agency discovers foreign material in truckloads of rock salt already dumped at its location, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of original order.

1.5.10. Damages: Governmental units reserve the right to take action against Vendor delivery failure as follows:

1.5.10.1. Liquidated Damages: From December 1 through May 1 of the current season, if the Vendor is unable to make delivery within the authorized delivery time, the governmental units shall assess and have the right to retain as Liquidated Damages, and not as a penalty, 5 percent per working day on the undelivered portion of the order, but not to exceed 50 percent of the total order. Governmental units and Vendor agree that at the time of contracting, the amount of actual damages is

uncertain. Governmental units and Vendor further agree that the amount of Liquidated Damages in this Section is reasonable and bears relation to the damages which may be sustained in the event of a breach.

1.5.10.2. Delivery Failure Damages: If after seven (7) days' assessment of Liquidated Damage claims, a Vendor has still failed to deliver as required, governmental units reserve the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional costs may be collected from the original Vendor, in addition to the applied Liquidated Damages.

1.6. SUBCONTRACTING:

Subcontractors are allowed.

1.6.1. Will subcontractors be utilized? ☒ Yes ☐ No

A subcontractor is a person or entity that enters into a contractual agreement with a total value of \$100,000 or more with a person or entity who has a contract subject to the Illinois Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real property, remuneration, or other monetary forms of consideration that are the subject of the primary State contract, including subleases from a lessee of a State contract.

All contracts with subcontractors where the annual value of the subcontract is greater than \$50,000 must include Illinois Standard Certifications completed by the subcontractor.

1.6.2. Please identify below subcontracts with an annual value of \$100,000 or more that will be utilized in the performance of the contract, the names and addresses of the subcontractors, and a description of the work to be performed by each.

- Subcontractor Name: See attached list of subcontractors
Amount to Be Paid:
Address:
Description of Work:

- Subcontractor Name:

Amount to Be Paid:

Address:

Description of Work:

If additional space is necessary to provide subcontractor information, please attach an additional page.

1.6.3. If the annual value of any subcontracts is more than \$100,000, then the Vendor must provide to the State the Financial Disclosures and Conflicts of Interest for that subcontractor.

1.6.4. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor is required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to this Contract. Any subcontracts entered prior to award of this Contract are done at the sole risk of the Vendor and subcontractor(s).

1.7. WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Offeror shifts any such work outside the United States.

- Location where services will be performed: See attached list of mines and stockpiles.

Value of services performed at this location:

- Location where services will be performed:

Value of services performed at this location:

2. PRICING

- 2.1. TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract price is firm or estimated at the time it is submitted for obligation. The total price of this contract is estimated.
- 2.2. VENDOR'S PRICING:** Vendor's pricing is located in the Items Tab in the BidBuy Purchase Order.
- 2.2.1.** Pricing must include all costs shipped F.O.B. destination and may not include any additional costs due to taxes (federal or otherwise) unless accompanied by proof the State is subject to the tax.
- 2.3. Government Actions:** A price adjustment may be requested from the Vendor following the execution date of this Contract due to unforeseeable government actions including tariffs, duties or similar governmental charges that are beyond the control of either Party. The additional governmental charges shall be added to the invoice as a separate line item.
- 2.3.1** Verifiable documentation of such changes, including but not limited to invoices, published price lists, official price bulletins, import documents, etc., will be provided with the request for economic adjustment to substantiate any requested change. Vendor shall not be entitled to apply any governmental charges without first obtaining approval of such request from the Department of Central Management Bureau of Strategic Sourcing.
- 2.3.2** At the sole discretion of BOSS, if the government action that warranted a price adjustment granted under this Section is rescinded, the price shall automatically revert to the previous contract price, without notice to the Vendor.
- 2.4. MAXIMUM AMOUNT:** This Joint Purchase Master Contract is an indefinite quantity contract.

3. TERM AND TERMINATION

- 3.1. TERM OF THIS CONTRACT:** The contract will have an initial term commencing upon October 1, 2026 or the last dated signature of the Parties, whichever is later and ending on September 30, 2027. In no event will the maximum total term of the contract, including the initial term, any renewal terms, and any extensions, exceed ten (10) years. Vendor shall not commence billable work in

furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

- 3.2. TERMINATION FOR CAUSE:** The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

- 3.3. TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with thirty (30) days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

- 3.4. AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Agency's funding by reserving some or all of the Agency's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1. PAYMENT TERMS AND CONDITIONS:

4.1.1. LATE PAYMENT: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 III. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained in Vendor's invoices shall have no force or effect.

4.1.2. MINORITY CONTRACTOR INITIATIVE: Any Vendor awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.

4.1.3. EXPENSES: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.

4.1.4. PREVAILING WAGE: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting DOL at 217-782-6206 or (<https://labor.illinois.gov>) to ensure understanding of prevailing wage requirements.

4.1.5. FEDERAL FUNDING: This contract may be partially or totally funded with Federal funds. If Federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.

4.1.6. INVOICING: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of this contract, and the amount billed and expenses incurred are as allowed in this contract. Invoices for supplies purchased, services performed, and expenses

incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

4.1.6.1. Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable agency's Illinois tax exemption number and Federal tax exemption information.

4.1.6.2. Vendor shall invoice at this completion of the contract unless invoicing is tied in this contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

Send invoices to:

Agency:	Requesting Agency/Entity
Attn:	Requesting Agency/Entity
Address:	Requesting Agency/Entity
City, State Zip	Requesting Agency/Entity

For procurements conducted in BidBuy, the Agency may include in this contract the BidBuy Purchase Order as it contains the Bill To address.

4.2. ASSIGNMENT: This contract may not be assigned or transferred in whole or in part by Vendor without the prior written consent of the State.

4.3. SUBCONTRACTING: For purposes of this section, subcontractors are those with contracts with an annual value exceeding \$100,000 and who are specifically hired to perform all or part of the work covered by this contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the Standard Illinois Certification form available from the State. If at any time during the term of the Contract, Vendor

adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses, the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract, and the general type of work to be performed. 30 ILCS 500/20-120.

- 4.4. AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of this contract and any subcontract necessary to support amounts charged to the State pursuant this contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.
- 4.5. TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning this contract is being resolved unless otherwise directed by the State.
- 4.6. NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7. FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel this contract without penalty if performance does not resume within thirty (30) days of the declaration.

4.8. CONFIDENTIAL INFORMATION: Each Party to this contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of this contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of this contract, in whatever form it is maintained, promptly at the end of this contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

4.9. USE AND OWNERSHIP: All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract.

4.10. INDEMNIFICATION AND LIABILITY: The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or

agents; or (d) any actual or alleged claim that the services or goods provided under this contract infringe, misappropriate, or otherwise violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. In accordance with Article VIII, Section 1(a),(b) of the Constitution of the State of Illinois and 1973 Illinois Attorney General Opinion 78, the State may not indemnify private parties absent express statutory authority permitting the indemnification. Neither Party shall be liable for incidental, special, consequential, or punitive damages.

- 4.11. INSURANCE:** Vendor shall, at all times during the term of this contract and any renewals or extensions, maintain and provide a Certificate of Insurance naming the State as an additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in the amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.
- 4.12. INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.
- 4.13. SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
- 4.14. COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
- 4.15. BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractor's officers, employees or agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of the State, does not pass the background check.

4.16. APPLICABLE LAW:

4.16.1. PREVAILING LAW: This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois.

4.16.2. EQUAL OPPORTUNITY: The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 Ill. Adm. Code 750.

4.16.3. COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY: Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505. The State shall not enter into binding arbitration to resolve any dispute arising out of this contract. The State of Illinois does not waive sovereign immunity by entering into this contract.

4.16.4. OFFICIAL TEXT: The official text of the statutes cited herein is incorporated by reference. An unofficial version can be viewed at (www.ilga.gov/legislation/ilcs/ilcs.asp).

4.17. ANTI-TRUST ASSIGNMENT: If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of this contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State all of Vendor's rights, title and interest to the claim or cause of action.

4.18. CONTRACTUAL AUTHORITY: The Agency that signs this contract on behalf of the State of Illinois shall be the only State entity responsible for performance and payment under this contract. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs in addition to an Agency, he/she does so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order or orders with the Vendor shall have any liability to the Vendor for that order or orders.

4.19. EXPATRIATED ENTITIES: Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, shall submit a bid for or enter into a contract with a State agency if that business or any member of the unitary business group is an expatriated entity.

4.20. NOTICES: Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), or via facsimile showing the date and time of successful receipt. Notices shall be sent to the individuals who signed this contract using the contact

information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.

- 4.21. MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 4.22. PERFORMANCE RECORD/SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of this contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue this contract, suspend Vendor from doing future business with the State for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.
- 4.23. FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) notwithstanding any provision to the contrary that may be found in this contract. 5 ILCS 140.
- 4.24. SCHEDULE OF WORK:** Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.
- 4.25. WARRANTIES FOR SUPPLIES AND SERVICES:**
- 4.25.1.** Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including

without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

4.25.2. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.25.3. Vendor warrants that all services will be performed to meet the requirements of this contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall immediately reassign any individual who does not perform in accordance with this contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

4.26. REPORTING, STATUS AND MONITORING SPECIFICATIONS: Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract.

4.27. EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

5. STATE SUPPLEMENTAL PROVISIONS

☒ Agency Definitions

5.1 "Chief Procurement Officer" means the chief procurement officer appointed pursuant to 30 ILCS 500/10-20(a)(4).

5.2 "Governmental unit" means State of Illinois, any State agency as defined in Section 1-15.100 of the Illinois Procurement Code, officers of the State of Illinois, any public authority which has the power to tax, or any other public entity created by statute. In addition, the governmental unit must have participated in the CY26-27 Illinois Department of Central Management Services Joint Participation Agreement Survey and additional participation in the resultant contract is not allowed.

☐ Required Federal Clauses, Certifications and Assurances

☐ Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

☐ Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, security services, and printing, if valued at more than \$200 per month or \$2,000 per year) 30 ILCS 500/25-60.

☒ Agency Specific Terms and Conditions

5.3. The Chief Procurement Officer for General Services makes this contract available to all governmental units.

5.4. Vendor agrees to extend all terms and conditions, specifications, and pricing or discounts specified in this contract for the items in this contract to all governmental units.

5.5. The supplies or services subject to this Contract shall be distributed or rendered directly to each governmental unit.

5.6. Vendor shall bill each governmental unit separately for its actual share of the costs of the supplies or services purchased.

5.7. The credit or liability of each governmental unit shall remain separate and distinct.

5.8. Disputes between vendors and governmental units shall be resolved between the affected parties.

5.9. All terms and conditions in this Contract apply with full force and effect to all purchase orders.

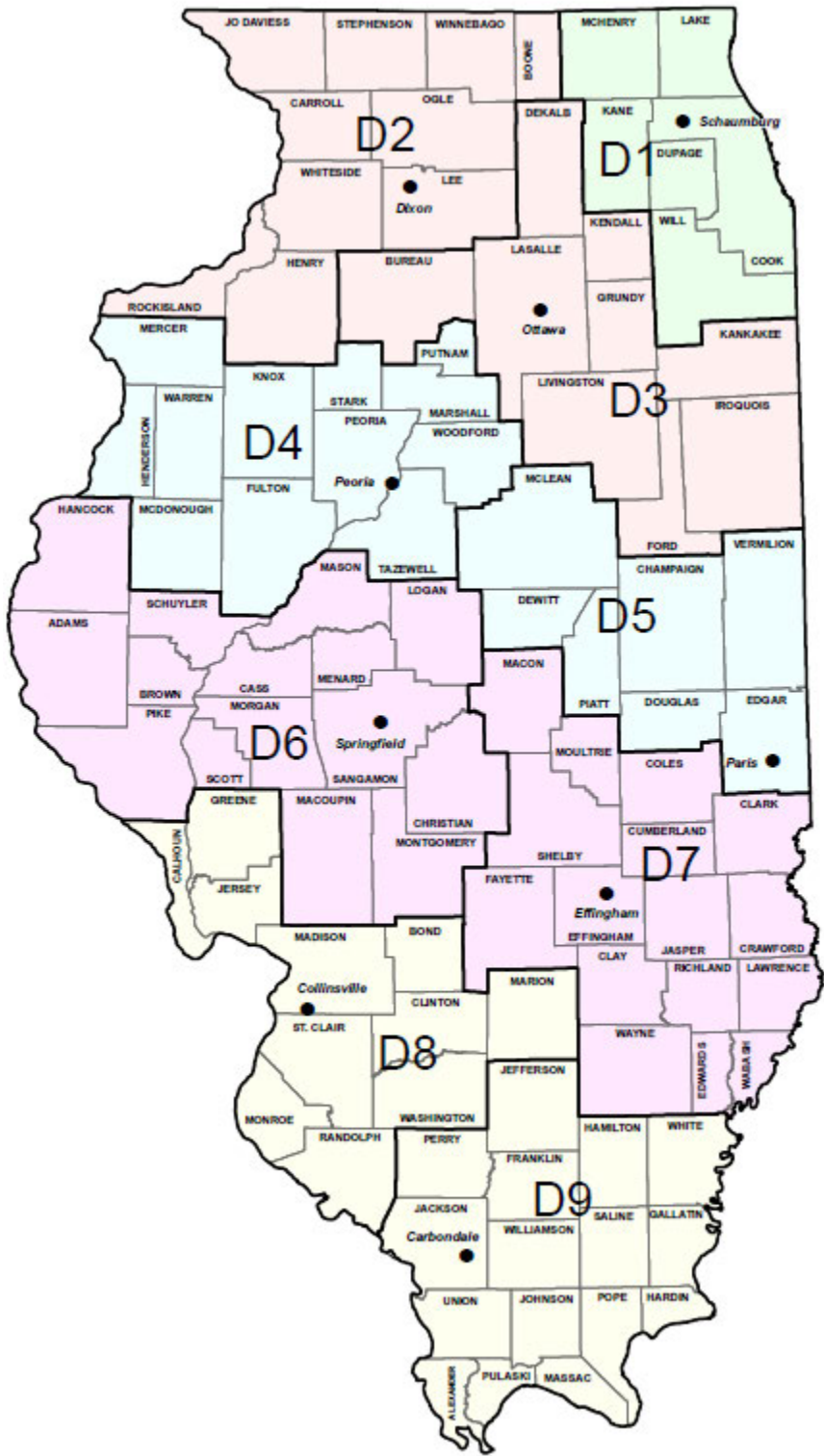
☒ Other (describe)

5.10 Districts are defined as follows:

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
COOK	BOONE	BUREAU	FULTON	CHAMPAIGN
DUPAGE	CARROLL	DEKALB	HENDERSON	DEWITT
KANE	HENRY	FORD	KNOX	DOUGLAS
LAKE	JO DAVIESS	GRUNDY	MARSHALL	EDGAR
MCHENRY	LEE	IROQUOIS	MCDONOUGH	MCCLEAN
WILL	OGLE	KANKAKEE	MERCER	PIATT
	ROCK ISLAND	KENDALL	PEORIA	VERMILLION
	STEPHENSON	LASALLE	PUTNAM	
	WHITESIDE	LIVINGSTON	STARK	
	WINNEBAGO		TAZEWELL	
			WARREN	
			WOODFORD	

DISTRICT 6	DISTRICT 7	DISTRICT 8	DISTRICT 9	
ADAM	CLARK	BOND	ALEXANDER	
BROWN	CLAY	CALHOUN	FRANKLIN	
CASS	COLES	CLINTON	GALLATIN	
CHRISTIAN	CRAWFORD	GREEN	HAMILTON	
HANCOCK	CUMBERLAND	JERSEY	HARDIN	
LOGAN	EDWARDS	MADISON	JACKSON	
MACOUPIN	EFFINGHAM	MARION	JEFFERSON	
MASON	FAYETTE	MONROE	JOHNSON	
MENARD	JASPER	RANDOLPH	MASSAC	
MONTGOMERY	LAWRENCE	ST. CLAIR	PERRY	
MORGAN	MACON	WASHINGTON	POPE	
PIKE	MOULTRIE		PULASKI	
SANGAMON	RICHLAND		SALINE	
SCHUYLER	SHELBY		UNION	
SCOTT	WABASH		WHITE	
	WAYNE		WILLIAMSON	

5.11 Illinois District Map



6. ATTACHMENTS

- 6.1. Financial Disclosures (including Illinois Procurement Gateway print-off if applicable)**
- 6.2. Business Enterprise Program Utilization Plan**

Central Management Services

JPMC Rock Salt, Bulk FY27

27-416CMS-BOSS4-P-100326

VENDOR

Vendor Name: Morton Salt, Inc.	Address (City/State/Zip): Chicago, IL 60606
1 N Franklin St, Suite 400, Chicago, IL 60606	Phone: 312-807-2496
Printed Name: Anthony T. Patton	Email: bids@mortonsalt.com
Title: Senior Director of Government Sales	Date: <u>6-24-2026</u>
Signature: _____	

STATE OF ILLINOIS

Purchasing Agency: Central Management Services	Phone: 217-558-3765
Street Address: 300 West Jefferson Street	
City, State ZIP: Springfield, IL 62702	
Official Signature _____	<u>9/1/26</u>
Printed Name: Raven DeV Vaughn by David W. Thomas	
Official's Title: Director by Agency Purchasing Officer	

AGENCY USE ONLY**NOT PART OF CONTRACTUAL PROVISIONS**

- Agency Reference #: 27-416CMS-BOSS4-R-316474
- Project Title: JPMC Rock Salt, Bulk FY27
- Contract #: 27-416CMS-BOSS4-P-100326
- Procurement Method (IFB, RFP, Small Purchase, etc.): IFB
- BidBuy / Bulletin Reference #: 27-416CMS-BOSS4-B-52513
- BidBuy / Bulletin Publication Date: 05/18/2026
- Award Code: A
- Subcontractor Utilization? ☒ Yes ☐ No Subcontractor Disclosure? ☒ Yes ☐ No
- Funding Source:
- Obligation #:
- Small Business Set-Aside? ☐ Yes ☒ No Percentage:
- Minority Owned Business? ☐ Yes ☒ No Percentage:
- Women Owned Business? ☐ Yes ☒ No Percentage:
- Persons with Disabilities Owned Business? ☐ Yes ☒ No Percentage:
- Veteran Owned Small Business? ☐ Yes ☒ No Percentage:
- Other Preferences?



Subcontractor Work

Subcontractor Name: Matias Trucking, Inc.
Amount to Be Paid: ~\$2,130,000.00
Address: 8755 W 82nd Pl, 2nd Floor, Justice, IL 60458
Description of Work: hauling of bulk road salt

Subcontractor Name: Z Force Transportation, Inc.
Amount to Be Paid: ~\$2,131,000.00
Address: 700 E Joe Orr Rd, Chicago Heights, IL 60411
Description of Work: hauling of bulk rock salt

Subcontractor Name: Zizzo's Trucking Company, Inc.
Amount to Be Paid: ~\$100,000.00
Address: 3000 Sheridan Rd, Kenosha, WI 53140
Description of Work: hauling of bulk rock salt

Subcontractor Name: Portland Trucking, Inc.
Amount to Be Paid: ~\$100,000.00
Address: 2061 Harbor Dr., Milwaukee, WI 53207
Description of Work: hauling of bulk rock salt

Subcontractor Name: Wiesbrock Trucking, Inc.
Amount to Be Paid: ~\$550,000.00
Address: 1748 E 950th Rd, Leonor, IL 61332
Description of Work: hauling of bulk rock salt

Subcontractor Name: 97 Grain & Trucking, LLC
Amount to Be Paid: ~\$490,00.00
Address: PO Box 143, Macomb, IL 61455
Description of Work: hauling of bulk rock salt

Subcontractor Name: All Seasons Trucking
Amount to be Paid: ~\$130,000.00
Address: 7750 Windy Ridge, Dubuque, IA 52003
Description of Work: hauling of bulk road salt

Subcontractor Name: Beelman Logistics, LLC
Address: 1 Racehorse Dr, Venice, IL 62205
Amount to be Paid: ~\$320,000.00
Description of Work: hauling of bulk road salt

WHERE SERVICES ARE TO BE PERFORMED – STOCKPILE & MINE LOCATIONS

Stockpile Locations

Location where services will be performed: Calumet, IL
Value of services performed at this location: ~\$34,000,000.00 OR 68% of contract

Location where services will be performed: Milwaukee, WI
Value of services performed at this location: ~\$1,160,000.00 or 2% of contract

Location where services will be performed: Ottawa, IL
Value of services performed at this location: ~\$6,900,000.00 or 14% of contract

Location where services will be performed: Peoria, IL
Value of services performed at this location: ~\$4,000,000.00 or 8% of contract

Location where services will be performed: Dubuque, IA
Value of services performed at this location: ~\$1,290,000.00 or 3% of contract

Location where services will be performed: Venice, IL
Value of Service to be performed at this location: ~\$2,300,000.00 or 5% of contract

Mine Locations

Ojibway, Ontario Canada
65% of total contract value

New Iberia, LA
16% of total contract value

Chile – South America
19% of total contract value

UnitName	Street Address -Delivery
Alsip, Village of	12221 S. Orchard Ave.
Amboy, City of	202 W. Main Street
Ashton, Village Of	902 S. 1st Dr.
Aux Sable Township	6155 E. Route 6
Avon, Village Of	100 W. Wood St.
Barrington CUSD #220	616 W Main St
Barrington, Village of	300 Raymond Ave.
Batavia, City of	200 N. Raddant Rd.
Beach Park, Village of	40185 N. Glendale Ave.
Bedford Park, Village of	7299 S Sayre Ave.
Belvidere Township	8200 Fairgrounds Road
Belvidere, City of	515 West Locust Street
Bensenville, Village of	717 E. Jefferson St.
Black Hawk College	3635 4th Ave.
Blue Island, City of	3153 Wireton Rd.
Bolingbrook, Village of	299 Canterbury Lane
Bonus Township	9015 Marengo Road
Boone County Hwy. Dept.	9759 IL Route 76
Boone Township	140 W. Ogden Street
Bourbonnais, Village of	255 Mooney Drive
Bradley, Village Of	210 E. Broadway Street
Braidwood, City of	902 N. School St.
Bridgeview, Village of	7350 W. 100th Pl.
Brookfield, Village of	4545 Eberly Ave.
Bruce Township Road District	1620 N. Otter Creek Road
Burr Ridge, Village of	105640 Garfield Avenue
Caledonia Township	2430 Main St.
Candlewick Lake Assoc.	13077 Caledonia Road
Canton Township	965 West Locust Street
Carl Sandburg College	2400 Tom L Wilson Blvd
Cass County Hwy Dept.	20542 IL Route 125
Cerro Gordo, Village of	109 S. Lincoln St.
Champaign Township Road District	3900 Kearns Drive
Chatham, Village of	9507 S Main St.
Chicago Heights, City of	532 Ashland Ave.
Chicago Ridge, Village of	10046 Anderson Ave.
Christian County Highway Dept.	1000 N. Cheney Street
Clarendon Hills, Village Of	452 Park Avenue
Clinton Public Works	223 S. Sherman St.
Coles County Hwy. Dept. -Charleston Township	927 West Hayes
Coles County Hwy. Dept. -Hutton Township	2230 County Hwy. 5
Coles County Hwy. Dept. -Lafayette Township	9421 Old State Road
Coles County Hwy. Dept. -Mattoon Township	2679 E. County Road 600N
Community Consolidated School District #146	16610 S. 66th Ave
Coral Township Road District	6550 Olson Road

Country Club Hills, City of	18300 Marycrest Dr
Countryside, City of	5315 9th Avenue
Crete Twp. Road Dist.	25405 S. State St.
Crete, Village of	1201 Douglas Ln.
Crete-Monee School Dist. #201-U	295 W Burville Rd.
Cuba Township Road District	28070 W. Cuba Road
Deerfield, Village of	465 Elm Street
DeKalb County Highway Dept.- Clinton Twp.	215 West Adams
DeKalb County Highway Dept.- Kishwaukee College	21193 Malta Rd
DeKalb County Highway Dept.- Shabbona Twp.	327 S. Pontiac Street
DeKalb County Highway Dept.- Somonauk Village	500 South Gage Street
DeKalb County Highway Dept.- Sycamore Twp.	545 Brickville Rd
DeKalb County Highway Dept.- Waterman Village	215 West Adams St.
DeWitt County Hwy. Dept.	9900 Revere Road
Dixon Township	959 Stony Point Rd.
Dixon, City of	619 W Seventh St.
Downers Grove, Village of	5101 Walnut Ave
Dunleith Township	7753 North Badger Road
East Dubuque, City of	200 Boat Ramp Road
East Dundee , Village of	446 Elgin Ave
Elgin #1, City of	525 Shales Parkway
Elgin #3, City of	2761 Bowes Rd.
Elgin Community College	1700 Spartan Dr.
Elgin School District U-46	1460 Sheldon Drive
Elk Grove-#1, Village of	450 East Devon Ave.
Elmwood Park, Village of	7816 W. Grand Ave.
Evergreen Park, Village of	3300 West 93rd Street
Flora Township Road District	3100 Town Hall Road
Flora, City of	4771 South Stanford Rd.
Flossmoor, Village of	1700 Central Park Avenue
Forest Park, Village of	7343 W 15th St.
Forest View, Village of	4625 Oak Park Ave.
Forreston, Village Of	203 S. Ash Ave.
Frankfort Twp. Road Dist.	9434 W. LaPorte Road
Frankfort, Village of	100 Sangmeister Road
Freeport, City of	1001 N. Island Ave.
Galesburg, City of	200 S Henderson St.
Geneva, City of	1800 South St.
Gibson, City of	635 N State Street
Gilberts, Village of	185 Industrial Drive
Glenbrook North H.S. Dist 225 (Northbrook)	2300 N. Shermer Ave.
Glenbrook South H. S. Dist 225 (Glenview)	4000 W. Lake Ave.
Glendale Heights, Village of	1615 Glen Ellyn Road
Glenview, Village of	2498 East Lake Avenue
Governors State University	1 University Parkway
Grafton Township Road Dist.	10109 Vine St., Unit A

Grant Park, Village Of	619 S. Maple St.
Greenfield Township	35 Oak Street
Greenwood Township Road Dist.	5211 Miller Road
Grundy County Hwy Dept.	245 N. Illinois Rt.47
Hancock County Hwy. Dept.	101 S. First Street
Hanover Township	1900 Holmes Road
Harlem Township	2760 N. Harlem Center Road
Harwood Heights, Village of	7101 W. Wilson Ave.
Hawthorn School Dist #73	910 Tower Road
Hazel Crest, Village of	2751 West 170th Street
Henderson County Hwy. Dept.	112 N. Mary St.
Heyworth, Village of	1301 W. Cleveland Ave
Hickory Hills, City of	7700 W. 98th Street
Highland Park, City of	1180 Half Day Road
Hillcrest, Village of	204 Hillcrest Ave
Hillside, Village of	4151 May Street
Hinsdale, Village of	225 Symonds Dr
Hodgkins, Village of	6825 Santa Fe Drive
Hoffman Estates High School Dist. #211	1100 W Higgins Rd.
Homer Glen, Village of	14400 W. 151st Street
Hometown, City of	4413 Southwest Highway
Homewood, Village of	17755 Ashland Avenue
Illinois Valley Community College	815 N. Orlando Smith Road
Indian Head Park, Village of	11308 W. 70th Place
Jackson County Highway Dept.	1200 Enterprise Ave.
James B. Conant High School Dist. #211	700 E. Cougar Trail
Joliet, City of - Cass Street Facility	818 East Cass Street
Joliet, City of -Arbeiter Road Facility	2001 Arbeiter Road
Justice, Village of	8750 W. 81st Street
Kankakee #1, City of	401 W. Oak St.
Kankakee Community College	100 College Drive
Kankakee County Hwy. Dept.	1185 S East Avenue
Kent Township	2054 W. Timber Rd.
Knox County Hwy. Dept.	1214 U.S. Hwy. 150 .E
Knox Township Road District	200 Carr Street
La Grange Park District	536 East Ave.
La Grange Park, Village of	937 Barnsdale Road
La Grange, Village of	720 E. Cossitt Avenue
Lake Bluff, Village of	640 Rockland Rd.
Lake County Tech Campus	19525 W. Washington Street
Lake County, College of	19351 W. Washington St.
Lake in the Hills, Village of	9010 Haligus Road
Lake Park High School Dist. 108 East Campus	600 South Medinah Rd.
Lake Park High School Dist. 108 West Campus	500 West Bryn Mawr Ave.
Lake Villa, Village of	225 Oak Knoll Dr.
Lee County Hwy. Dept -Amboy	1629 Lee Center Road

Lemont Township Hwy. Dept.	12750 Archer Avenue
Lemont, Village of #2	12490 Derby Road
Lena, Village of	224 E. Townline Road
Leroy Township	9743 Blaine Rd
Leroy, City of	410 N. Hemlock St.
Lexington, City of	106 North West St.
Lincolnwood, Village of	7001 North Lawndale Avenue
Lindenhurst, Village of	2060 Grass Lake Road
Livingston County Hwy. Dept.	1705 S. Manlove St.
Lockport #2, City of	17112 S. Prime Blvd.
Lockport Township Highway Dept.	123 South Ave.
Lockport Township Park Dist.	16210 Broadway St.
Logan County Highway Dept.	533 S. Kickapoo St.
Macomb, City of	233 Center St.
Mahomet, Village of	218 S Lake Of The Woods Rd
Maine Township Hwy. Dept.	1401 Redeker Road
Manchester Township	20904 Grade School Rd
Manlius Township Road District-LaSalle	2867 E. 28th Rd
Manteno Township	1030 N. Boudreau Road
Manteno, Village of	10555 N. Maple St.
Marengo Community High School Dist. #154	816 E. Grant Hwy.
Marengo Township Hwy. Dept.	4010 N. IL Route 23
Marengo, City of	835 W. Grant Hwy
Markham, City of	16313 S. Kedzie Ave.
Marquette Heights #1, City of	121 Logan Rd.
Matteson, Village of	21146 Tower Ave.
Mattoon, City of	420 Logan Ave.
McHenry Community Consolidated School District	5805 W. Route 120
McHenry High School Dist.156	4724 W. Crystal Lake Rd
Medina Township Road Dist.	10620 N Galena Road
Menominee Township	7614 North Menominee Road
Menominee, Village of	8389 North Badger Road
Metamora, Village of	200 S. Wetmore St.
Midlothian, Village of	3825 Claire Boulevard
Milton Township Hwy. Dept.	23 W 040 Poss St.
Minonk, City of	202 W. 10th St.
Mokena, Village of	19004 Wolf Rd.
Monee Township	26121 Egyptian Trail
Monee, Village of	5130 West Court Street
Monmouth, City of	711 South 3rd Street
Montgomery Township	263 Grimm Rd.
Moraine Valley Community College #1	9000 College Pkwy
Na-Au-Say Township Road District-1	1312 Wheeler Road
Na-Au-Say Township Road District-2	6780 Route 47
Naperville #2, City of	2816 Plainfield/Naperville Rd.
Naperville Community School Dist. 203-1	203 W. Hillside Road

New Lenox Twp. Hwy. Dept.	12551 W. Harvey Dr.
New Lenox, Village of	2401 Ellis Road
Niles Township High Schools Dist. 219 -North	9800 N. Lawler Ave.
Niles Township High Schools Dist. 219 -West	5701 Oakton St.
Niles, Village of	6849 W. Touhy Ave
Norridge, Village of	8415 W. Foster Ave.
North Riverside, Village of	2345 S. DesPlaines Ave
Northlake, City of	100 W. Palmer Ave.
Oak Forest, City of	15801 LOREL AVE.
Oak Lawn, Village of	11000 S. Lavergne Ave.
Oak Park, Village of	201 South Boulevard
Oakton Community College District 535 #2	7701 N. Lincoln Ave.
Ogle County Highway Dept.	1989 S. IL. Route 2
Oglesby, City Of	115 Fraser Ave.
Olney, City of	1139 South Oak Street
Oregon, City of	1 Adams Street
Orland Hills, Village of	16533 94th Ave
Orland Park, Village of	15655 S Ravinia Ave
Orland Township Highway Dept.	16125 S. Wolf Road
Oswego Township Road District	1150 State Route 25
Ottawa Township Highway Department	1425 Boyce Memorial Drive
Palatine High School Dist. #211	1111 N. Rohlwing Rd
Palatine Township High School Dist. #211	1750 S. Roselle Rd.
Palmyra Township	214 Palmyra Rd
Palos Heights, City of	7607 College Drive
Palos Hills, City of	7860 108th St
Palos Park, Village of	8999 W. 131st Street
Pana, City of	600 N Elm St
Park Forest, Village of	75 Park Street
Park Ridge, City of	400 Busse Highway
Parkland College	2400 W. Bradley Ave.
Pawnee, Village of	1499 Park Road
Paxton, City of	755 N Railroad Ave.
Peoria Public Schools Dist# 150	315 E War Memorial Dr.
Persifer Township	1735 US Highway 150 East
Piatt County Highway Dept.-Cerro Gordo	109 S. Lincoln
Pingree Grove, Village of	275 Water Street
Pontiac, City of	102 S. Pearl St.
Poplar Grove Township	302 East Park Street
Poplar Grove, Village of	201 E. Edson Road
Port Byron, Village of	300 S. High St.
Posen, Village of	14900 S. Palmer Ave.
Prairie Grove, Village of	4507 West Gracy Road
Princeton, City of	1105 North Euclid St.
Prospect Heights, City of	401 Piper Lane
Randolph County Hwy. Dept.	10312 Schuline Road

Rice Township	3260 South Rocky Hill Road
Ridott Township	1474 Farwell Bridge Rd.
Riley Towhship Road Dist.	8910 Illinois Route 23
River Forest, Village of	45 Forest Ave
Riverdale, Village of	14101 South Halsted St.
Riverside, Village of	3860 Columbus Blvd
Rockdale, Village of	811 South Larkin Ave.
Rockton Township Highway Dept.	1301 N. Blackhawk Blvd.
Rolling Meadows, City of	3900 Berdnick St.
Romeoville #2, Village of	615 Anderson Drive
Roselle, Village of	474 Congress Circle North
Schaumburg High School Dist. #211	1100 W. Schaumburg Rd.
Schaumburg School District 54	524 E. Schaumburg Road
Schaumburg Township Road Dist.	1 Illinois Blvd.
Schiller Park, Village of	9526 W. Irving Park Road
Seneca, Village of	225 W. Union St
Seward Township Road District	14719 N. O'Brien Road
Sheridan, Village of	1025 W Si Johnson Ave.
Skokie Park Dist	7523 Long Ave.
Skokie, Village of	9050 Gross Point Road
Sleepy Hollow, Village of	1 Thorobred Ln
South Elgin, Village of	1000 Bowes Road
South Suburban College	15800 S. State St.
Spring Township	3150 Shattuck Road
Spring Valley, City of	400 W. 1st St
Springfield Airport Authority	750 S. Airport Drive
State, DHS-Ann M. Kiley Developmental Center	1401 W. Dugdale Road
State, DHS-Shapiro Center	100 E. Jeffery St.
State, DOC-IL River Correctional Center	1300 West Locust Street
State, DOC-Sheridan Correctional Center	4017 E. 2603rd-Road
State, DOC-Stateville Correctional Center	20025 Division Street
State, IDOT - ALGONQUIN (TS# 129F)	110 Meyer Drive
State, IDOT - ALGONQUIN TWSHP (TS# 117C)	3702 Northwest Highway
State, IDOT - ALSIP (TS# 031)	11801 SOUTH RIDGELAND
State, IDOT - AMBOY (TS# 221)	1502 US 30, AMBOY 61310
State, IDOT - ARLINGTON HTS (TS# 011)	210 EAST NOYES STREET
State, IDOT - ASHKUM (TS# 323)	849 E. STATE ROUTE 116
State, IDOT - ASHKUM SUPERDOME (TS# 323S)	849 E. STATE ROUTE 116
State, IDOT - BIRDS BRIDGE (TS# 137A)	22608 S. Frontage Road
State, IDOT - BRIMFIELD (TS# 499B)	14124 NORTH IL 78,
State, IDOT - BUCKLEY (TS# 323B)	435 E. 800 N. ROAD
State, IDOT - CARPENTERSVILLE (TS# 129G)	5000 SLEEPY HOLLOW ROAD
State, IDOT - CHARLESTON (TS# 721A)	369 W. Coolidge
State, IDOT - COMPTON (BIN) (TS# 221T)	2857 US 30,
State, IDOT - COMPTON (TS# 221A)	2857 US 30,
State, IDOT - DAN RYAN (TS# E25)	6543 SOUTH WENTWORTH

State, IDOT - DIVERNON (TS# 628)	69 IL-104
State, IDOT - EISENHOWER (TS# E23)	5201 WEST FLOURNOY STREET
State, IDOT - EL PASO (TS# 442B)	990 W. MAIN STREET
State, IDOT - ELEROY (TS# 243)	1856 BOLTON ROAD,
State, IDOT - ELGIN SHALES PKWY (TS# 129A)	525 South Shales Parkway
State, IDOT - FARMINGTON (TS# 422A)	35789 COUNTY ROAD 18
State, IDOT - FLORA (TS# 723)	7762 OLD HWY 50
State, IDOT - FORRESTON (TS# 231A)	707 N. Walnut Avenue
State, IDOT - GALVA (TS# 212A)	818 S.E. 1ST STREET
State, IDOT - HARVEY (TS# 032)	16738 LATHROP AVENUE
State, IDOT - HAVANA (TS# 621H)	15816 S. WATER STREET
State, IDOT - HIGHLAND PARK (TS# 116H)	1150 HALF DAY RD.
State, IDOT - HILLSIDE (TS# 022)	4160 MAY STREET
State, IDOT - I-57 (TS# E34)	16010 SOUTH CRAWFORD AVENUE
State, IDOT - ISTHA YARD (TS# 129T)	US 20 & I-90
State, IDOT - KANKAKEE (TS# 321)	1455 E. BROOKMONT
State, IDOT - KENNEDY (TS# E24)	5027 NORTH CENTRAL AVENUE
State, IDOT - KENNEDY LANDSCAPE (TS# 170)	1260 WEST AUGUSTA BLVD.
State, IDOT - LADD (TS# 347)	33251 1525 N. Road
State, IDOT - LAKE ZURICH (TS# 115A)	700 SOUTH ELA ROAD
State, IDOT - LASALLE (TS# 344)	2991 East 350th Road
State, IDOT - MACOMB (TS #412)	2850 E. JACKSON STREET
State, IDOT - MONEE (TS# 136A)	24305 S. GOVERNORS HWY.
State, IDOT - MONTICELLO (TS# 513)	676 E. Old Route 47
State, IDOT - NEW LENOX (RES DM) (TS# 136B)	1400 WEST MAPLE STREET
State, IDOT - NEW LENOX (TS# 136)	1400 WEST MAPLE STREET
State, IDOT - NORTHBROOK (TS# 012)	1916 TECHNYS ROAD
State, IDOT - NORTHSIDE (TS# 021)	4051 N HARLEM AVENUE
State, IDOT - OAK BROOK (TS# 128)	17 W 125 BUTTERFIELD ROAD
State, IDOT - OREGON (TS# 231)	511 Hill Street
State, IDOT - OTTAWA (TS# 343)	700 E. NORRIS DRIVE
State, IDOT - PETERSBURG (TS# 621P)	18268 STATE ROUTE 97
State, IDOT - PONTIAC (TS# 334)	12970 E. 1700 N. ROAD
State, IDOT - PONTIAC SUPERDOME (TS# 334S)	12970 E. 1700 N. ROAD
State, IDOT - READING (TS# 334C)	3639 E. 3000 N. ROAD
State, IDOT - SHELBYVILLE (TS# 715)	1588 STATE HWY 16
State, IDOT - SPARLAND (TS# 431A)	CAMP GROVE ROAD
State, IDOT - STEVENSON (TS# E26)	8630 JOLIET ROAD
State, IDOT - STEVENSON RESERVE (TS# E26A)	8630 JOLIET ROAD
State, IDOT - SYCAMORE (TS# 346)	351 E. PAGE STREET
State, IDOT - TAYLORVILLE (TS# 625)	908 N. CHENEY
State, IDOT - VIRGINIA (TS# 614V)	20578 STATE ROUTE 125
State, IDOT - WATERMAN (TS# 346B)	9741 EAST LINCOLN HWY.
State, IDOT - WENONA (TS# 442)	3095 COUNTY ROAD 800 N.
State, Tollway-Bruce Road	I-355 @ Bruce Road, Milepost 3.0
State, Tollway-M-01	I-294 @ Cicero Ave. Milepost 12.0

State, Tollway-M-02	I-294 N. of Cermak Road, Milepost
State, Tollway-M-03	I-294 N. of Touhy Ave, Milepost
State, Tollway-M-08 (Aurora)	I-88 @ Route 25, Milepost 117.8
State, Tollway-M-12	I-88 @ Route 26, Milepost 54.5
State, Tollway-M-14	I-355 @ I-88, Milepost 21.9
State, Tollway-Rt.47	I-88 @ Route 47, Milepost 109.6
Steger, Village of	3043 Lewis Ave.
Stephenson County Hwy. Dept.	295 W. Lamm Road
Stickney Township Road District	7661 S. Austin Avenue
Stickney, Village of	6419 W. 43rd Street
Streamwood, Village of	565 S. Bartlett Road
Streator, City of	410 Iowa Ave.
Sugar Grove, Village of	601 Heartland Drive
Summit, Village of	7321 West 59-th Street
Sycamore, City of	475 N. Cross St.
Thornton, Village of	121 North Wolcott St.
Toluca, City of	420 W. Railroad
Tremont Township Road District	209 E. Madison
Tremont, Village of	312 E. Washington St.
Triton College District #504	2000 Fifth Ave.
Tuscola, City of	1009 E Wilson st
Union, Village of	1 Water Tower Lane
University of Illinois at Urbana-Champaign	1501 S. Oak Street, Physical Plant
Valley View School Dist. 365U-2	100 N. Independence Blvd.
Valley View School Dist. 365U-3	365 Raider Way
Vermilion County Highway Dept.	2732 Batestown Road
Villa Park School Dist. #45	729 N. Ardmore Ave.
Waddams Township	9500 N. Hulbert Road
Warren County Hwy. Dept.	833 S. 8th St.
Warsaw, City of	218 Main St.
Washington County Hwy. Dept.	17990 Richview Road
Washington Township Hwy. Dept.	30200 Town Center Road
Wauconda, Village of	302 Slocum Lake Road
Wauponsee Township	20 East Southmor Rd.
Wayne Township Road Dist.	4N230 Klein Road
West Aurora School Dist. #129	750 New Haven Ave.
West Dundee, Village of	900 Angle Tarn
West Peoria, City of	1322 N. HILLSIDE AVE
Westchester, Village of	10300 W. Roosevelt Rd.
Western Illinois University	1201 N. Western Ave.
Western Springs, Village of	1440 Hillgrove Ave.
Wheatland Township Road Dist.	4232 Tower Court
Wheaton Park District	1000 Manchester Rd.
Wheeling, Village of	77 W. Hintz Road
William Fremd High School Dist. #211	1000 S. Quentin Rd.
Wilmette, Village of	711 Laramie Avenue

Winfield, Village of	OS040 Wynwood Road
Winnebago Township Hwy. Dept.	600 W. Soper St.
Winnebago, Village of	600 W. Soper St.
Winnetka, Village of	1390 Willow Road
Woodside Township	490 North Street
Worth, Village of	10934 S. Neenah Ave.
Zion, City of	3220 W. 27th Street

City -Delivery	State -Delivery	Zip -Delivery	Street Address-Billing
Alsip	IL	60803	4500 W 123rd St.
Amboy	IL	61310	227 East Main St.
Ashton	IL	61006	810 Main St., PO Box 186
Morris	IL	60450	8960 E. Route 6
Avon	IL	61415	102 S Main
Barrington	IL	60010	616 W Main St.
Barrington	IL	60010	200 S Hough St.
Batavia	IL	60510	200 N. Raddant Rd.
Beach Park	IL	60099	11270 W. Wadsworth Rd.
Bedford Park	IL	60501	6701 S Archer Rd.
Belvidere	IL	61008	9759 IL Route 76
Belvidere	IL	61008	401 Whitney Blvd.
Bensenville	IL	60106	12 S. Center St.
Moline	IL	61265	6600 34th Ave.
Blue Island	IL	60406	13051 S. Greenwood Ave.
Bolingbrook	IL	60440	375 W Briarcliff Rd.
Garden Prairie	IL	61038	9759 IL Route 76
Belvidere	IL	61008	9759 IL Route 76
Capron	IL	61012	9759 IL Route 76
Bourbonnais	IL	60914	600 Main St. NW
Bradley	IL	60915	147 S Michigan Ave.
Braidwood	IL	60408	141 W. Main St.
Bridgeview	IL	60455	7500 S Oketo Ave.
Brookfield	IL	60513	4545 Eberley Ave.
Streator	IL	61364	216 N Sterling St.
Burr Ridge	IL	60527	7700 S. County Line Road
Caledonia	IL	61011	9759 IL. Route 76
Caledonia	IL	61011	13400 Hwy. 76
Canton	IL	61520	1013 West Locust Street
Galesburg	IL	61401	2400 Tom L. Wilson Blvd.
Virginia	IL	62691	P.O. Box 22
Cerro Gordo	IL	61818	231 South St., PO Box 497
Champaign	IL	61822	3900 Kearns Drive
Chatham	IL	62629	116 E Mulberry St
Chicago Hts.	IL	60411	1601 Chicago Road
Chicago Ridge	IL	60415	10455 S. Ridgeland Ave.
Taylorville	IL	62568	1000 N. Cheney St.
Clarendon Hills	IL	60514	1 N Prospect
Clinton	IL	61727	118 W Washington St.
Charleston	IL	61920	825 18th St.
Hutton	IL	61920	825 18th St.
Mattoon	IL	61938	825 18th St.
Mattoon	IL	61938	825 18th St.
Tinley Park	IL	60477	6611 W. 171st St.
Union	IL	60180	6550 Olson Road

Country Club Hills	IL	60478	4200 W 183rd St.
Countryside	IL	60525	803 Joliet Rd.
Crete	IL	60417	25405 S. State St.
Crete	IL	60417	524 W Exchang St.
Crete	IL	60417	295 W Burville Rd.
Barrington	IL	60010	28160 W. Cuba Road
Deerfield	IL	60015	465 Elm Street
Waterman	IL	60556	1826 Barber Greene Road
Malta	IL	60150	1826 Barber Greene Road
Shabbona	IL	60550	1826 Barber Greene Road
Somonauk	IL	60552	1826 Barber Greene Road
Sycamore	IL	60178	1826 Barber Greene Road
Waterman	IL	60556	1826 Barber Greene Road
Clinton	IL	61727	9900 Revere Road
Dixon	IL	61021	315 Highland Ave.
Dixon	IL	61021	121 W Second St.
Downers Grove	IL	60515	5101 Walnut Ave.
East Dubuque	IL	61025	7753 N.Badger Rd., PO Box 124
East Dubuque	IL	61025	261 Sinsinawa Avenue
East Dundee	IL	60118	120 Barrington Ave.
Elgin	IL	60120	1900 Holmes Rd.
Elgin	IL	60120	1900 Holmes Rd.
Elgin	IL	60123	1700 SPARTAN DRIVE
Elgin	IL	60120	1460 Sheldon Drive
Elk Grove	IL	60007	901 Wellington Ave.
Elmwood Park	IL	60707	11 Conti Parkway
Evergreen Park	IL	60805	9418 S. Kedzie Avenue
Belvidere	IL	61008	9759 IL. Route 76
Flora	IL	62839	200 Fairview St.
Flossmoor	IL	60422	2800 Flossmoor Road
Forest Park	IL	60130	517 DesPlaines Ave.
Forest View	IL	60402	7000 West 46th Street
Forreston	IL	61030	PO Box 206
Mokena	IL	60448	9434 W. LaPorte Road
Frankfort	IL	60423	432 W Nebraska Street
Freeport	IL	61032	1001 N. Island Ave.
Galesburg	IL	61401	P.O. Box 1387
Geneva	IL	60134	1800 South Street
Gibson City	IL	60936	101 E. 8th St.
Gilberts	IL	60136	87 Galligan Rd.
Northbrook	IL	60062	3801 W. Lake Ave.
Glenview	IL	60026	3801 W. Lake Ave.
Glendale Hts.	IL	60139	1615 Glen Ellyn Road
Glenview	IL	60026	2498 East Lake Avenue
University Park	IL	60484	1 University Parkway
Huntley	IL	60142	10109 Vine St. Unit A

Grant Park	IL	60940	106 W. Taylor St., P.O. Box 446
South Wilmington	IL	60474	35 Oak Street
Wonder Lake	IL	60097	5211 Miller Road
Morris	IL	60450	245 North IL Route 47
Carthage	IL	62321	101 South First Street, P.O. Box 379
Elgin	IL	60123-1200	250 S. IL Route 59
Freeport	IL	61032	2760 N. Harlem Center Road
Harwood Heights	IL	60706	7300 W. Wilson Ave.
Mundelein	IL	60060	841 West End Court
Hazel Crest	IL	60429	3601 West 183rd St.
Stronghurst	IL	61480	112 N. Mary St.
Heyworth	IL	61745	108 S. Buchanan Street
Hickory Hills	IL	60457	7700 W. 98th Street
Highland Park	IL	60035	1150 Half Day Road
Hillcrest	IL	61068	204 HILLCREST AVE.
Hillside	IL	60162	425 N. Hillside Avenue
Hinsdale	IL	60521	19 E Chicago Ave.
Hodgkins	IL	60525	8990 Lyons street
Hoffman Estates	IL	60169	1750 S. Roselle Rd.
Homer Glen	IL	60491	14400 W. 151st St.
Hometown	IL	60456	4331 Southwest Highway
Homewood	IL	60430	17755 Ashland Ave.
Oglesby	IL	61348	815 N. Orlando Smith Road
Indian Head Park	IL	60525	201 ACACIA DRIVE
Murphysboro	IL	62966	1200 Enterprise Avenue
Hoffman Estates	IL	60169	1750 S. Roselle Rd.
Joliet	IL	60432	1203 Cedarwood Drive
Joliet	IL	60431	1203 Cedarwood Drive
Justice	IL	60458	8748 W. 82nd Place
Kankakee	IL	60901	401 W. Oak St.
Kankakee	IL	60901	100 College Dr.
Kankakee	IL	60901	750 S. East Avenue
Lena	IL	61048	2054 W. Timber Rd.
Knoxville	IL	61448	1214 U.S. Highway 150 East
Knoxville	IL	61448	200 Carr St.
La Grange	IL	60525	536 East Ave.
LaGrange Park	IL	60526	447 N. Catherine Ave.
La Grange	IL	60525	320 East Avenue
Lake Bluff	IL	60044	40 E Center Ave.
Grayslake	IL	60030	19525 W Washington Street
Grayslake	IL	60030	19351 W. Washington St.
Lake in the Hills	IL	60156	9010 Haligus Road
Roselle	IL	60172	500 W. Bryn Mawr
Roselle	IL	60172	500 W. Bryn Mawr
Lake Villa	IL	60046	P.O. Box 519
Amboy	IL	61310	1629 Lee Center Road, PO Box 193

Lemont	IL	60439	12750 Archer Avenue
Lemont	IL	60439	16680 New Ave.
Lena	IL	61048	122 E Main St.
Capron	IL	61012	9759 IL. Route 76
Leroy	IL	61752	207 S. East St.
Lexington	IL	61753	329 West Main St.
Lincolnwood	IL	60712	7001 North Lawndale Avenue
Lindenhurst	IL	60046	2301 East Sand Lake Road
Pontiac	IL	61764	1705 S. Manlove Street
Lockport	IL	60441	222 E. 9th St.
Lockport	IL	60441	111 South Ave.
Lockport	IL	60441	1811 S. Lawrence Ave.
Lincoln	IL	62656	529 S. McLean Street
Macomb	IL	61455	232 East Jackson, Po Box 377
Mahomet	IL	61853	P.O. Box 259
Des Plaines	IL	60016	1401 Redeker Road
Caledonia	IL	61011	9759 IL. Route 76
Marseilles	IL	61341	PO Box 798
Manteno	IL	60950	1030 N. Boudreau Road
Manteno	IL	60950	98 E. 3rd Street
Marengo	IL	60152	110 Franks Road
Marengo	IL	60152	4010 N IL RT 23
Marengo	IL	60152	132 E. Prairie Street
Markham	IL	60471	16313 Kedzie Ave.
Marquette Hts.	IL	61554	715 Lincoln Rd.
Matteson	IL	60443	4900 Village Commons
Mattoon	IL	61938	208 North 19th Street
McHenry	IL	60050	420 N. Front Street
McHenry	IL	60050	4716 W. Crystal Lake Rd.
Mossville	IL	61552	10620 N Galena Road, P. O. Box 170
East Dubuque	IL	61025	7547 North Menominee Road
East Dubuque	IL	61025	P O Box 135
Metamora	IL	61548	100 N. Davenport St., P.O. Box 1070
Midlothian	IL	60445	14801 S. Pulaski Road
Glen Ellyn	IL	60137	23 W 040 Poss St.
Minonk	IL	61760	670 N. Chestnut St.
Mokena	IL	60448	11004 Carpenter St.
Monee	IL	60449	26121 Egyptian Trail
Monee	IL	60449	25711 S. Egyptian Trail
Monmouth	IL	61462	100 East Broadway
Congerville	IL	61729	1510 Timberline Road
Palos Hills	IL	60465	9000 W. College Parkway
Plainfield	IL	60544	1312 W Wheeler Rd
Plainfield	IL	60544	1312 W Wheeler Rd
Naperville	IL	60563	180 Fort Hill Drive - PO Box 3020
Naperville	IL	60540	203 W. Hillside Rd.

New Lenox	IL	60451	12551 W. Harvey Dr.
New Lenox	IL	60451	2401 Ellis Road
Skokie	IL	60077	9800 N. Lawler Ave.
Skokie	IL	60077	5701 Oakton St.
Niles	IL	60714	1000 Civic Center Drive
Norridge	IL	60706	4000 N. Olcott Ave.
North Riverside	IL	60546	2401 S. DesPlaines Ave.
Northlake	IL	60164	55 E. North Ave.
Oak Forest	IL	60452	15440 S. CENTRAL AVE.
Oak Lawn	IL	60453	9446 S Raymond Ave.
Oak Park	IL	60302	201 South Blvd.
Skokie	IL	60077	1600 E. Golf Rd.
Oregon	IL	61061	1989 South IL Route 2
Oglesby	IL	61348	110 E Walnut St.
Olney	IL	62450	300 South Whittle Ave.
Oregon	IL	61061	115 N. 3rd Street
Orland Hills	IL	60487	16033 94th Ave.
Orland Park	IL	60462	14700 Ravinia Ave.
Orland Park	IL	60491	16125 S. Wolf Road
Oswego	IL	60543	1150 State Rt. 25
Ottawa	IL	61350	1425 Boyce Memorial Drive
Palatine	IL	60067	1750 S. Roselle Rd.
Palatine	IL	60067	1750 S. Roselle Rd.
Dixon	IL	61021	214 Palmyra Rd.
Palos Heights	IL	60463	7607 W College Dr.
Palos Hills	IL	60465	10335 Roberts Rd.
Palos Park	IL	60464	8999 W. 123rd Street
Pana	IL	62557	120 E Third St.
Park Forest	IL	60466	350 Victory Drive
Park Ridge	IL	60068	505 Butler Place
Champaign	IL	61821	2400 W Bradley Ave.
Pawnee	IL	62558	617 - 7th St., P.O. Box 560
Paxton	IL	60957	145 South Market St.
Peoria	IL	61604	3302 N. Wisconsin
Dahinda	IL	61428	P.O. Box 89
Cerro Gordo	IL	61818	1115 North State Street Suite 150
Pingree Grove	IL	60140-6503	555 Reinking Rd.
Pontiac	IL	61764	115 W. Howard St.
Poplar Grove	IL	61065	9759 IL. Route 76
Poplar Grove	IL	61065	200 N Hill St.
Port Byron	IL	61275	120 S. Main St.
Posen	IL	60469	2440 W. Walter Zimny Drive
McHenry	IL	60012	3125 Barreville Road
Princeton	IL	61356	2 South Main Street
Prospect Hts.	IL	60070	401 Piper Lane
Sparta	IL	62286	609 S. Chester Street, P.O. Box 243

Galena	IL	61036	3260 South Rocky Hill Road
Ridott	IL	61067	1474 S. Farwell Bridge Rd.
Marengo	IL	60152	8910 IL Route 23
River Forest	IL	60305	400 Park Ave.
Riverdale	IL	60827	14101 South Halsted St.
Riverside	IL	60546	27 Riverside Rd.
Rockdale	IL	60436	79 Moen Ave.
Rockton	IL	61072	1301 N. Blackhawk Blvd.
Rolling Meadows	IL	60008	3900 Berdnick St.
Romeoville	IL	60446	615 Anderson Drive
Roselle	IL	60172	474 Congress Circle North
Schaumburg	IL	60194	1750 S. Roselle Rd.
Schaumburg	IL	60194	524 E. Schaumburg Road
Hoffman Estates	IL	60169	1 Illinois Blvd.
Schiller Park	IL	60176	9526 W. Irving Park Road
Seneca	IL	61360	340 N Cash St.
Minooka	IL	60447	14719 N. O'Brien Rd.
Sheridan	IL	60551	P.O. Box 580
Skokie	IL	60077	9300 Weber Park Place
Skokie	IL	60077	5127 Oakton
Sleepy Hollow	IL	60118	1 Thorobred Lane
South Elgin	IL	60177	1000 Bowes Rd.
South Holland	IL	60473	15800 South State Street
Garden Prairie	IL	61038	9759 IL. Route 76
Spring Valley	IL	61362	215 N. Greenwood St.
Springfield	IL	62707	1200 Capital Airport Drive
Waukegan	IL	60085	1401 W. Dugdale Rd.
Kankakee	IL	60901	100 East Jeffery Street
Canton	IL	61520	1300 West Locust Street
Sheridan	IL	60551	4017 E. 2603rd-Road
Crest Hill	IL	60403	PO Box 112
Algonquin	IL	60102	201 West Center Court
Crystal Lake	IL	60014	201 West Center Court
Worth	IL	60482	201 West Center Court
AMBOY	IL	61310	819 Depot Ave.
Arlington Heights	IL	60005	201 West Center Court
Ashkum	IL	60911	700 E. Norris Dr.
Ashkum	IL	60911	700 E. Norris Dr.
Channahon	IL	60401	201 West Center Court
BRIMFIELD	IL	61517	401 Main Street
Buckley	IL	61918	700 E. Norris Dr.
CARPENTERSVILLE	IL	60110	201 West Center Court
Charleston	IL	61920	400 West Wabash
COMPTON	IL	61318	819 Depot Ave.
COMPTON	IL	61318	819 Depot Ave.
Chicago	IL	60621	201 West Center Court

Divernon	IL	62530	126 East Ash Street
Chicago	IL	60644	201 West Center Court
El Paso	IL	61738	401 Main Street
FREEPORT	IL	61032	819 Depot Ave.
Elgin	IL	60120	201 West Center Court
FARMINGTON	IL	61531	401 Main Street
Flora	IL	62839	400 West Wabash
Forreston	IL	61030	819 Depot Ave.
GALVA	IL	61434	819 Depot Ave.
Harvey	IL	60426	201 West Center Court
HAVANA	IL	62644	126 East Ash Street
HIGHLAND PARK	IL	60035	201 West Center Court
HillSide	IL	60162	201 West Center Court
Markham	IL	60428	201 West Center Court
Hampshire	IL	60140	201 West Center Court
KANKAKEE	IL	60901	700 E. Norris Dr.
Chicago	IL	60630	201 West Center Court
Chicago	IL	60622	201 West Center Court
Spring Valley	IL	61362	700 E. Norris Dr.
LAKE ZURICH	IL	60047	201 West Center Court
LaSalle	IL	61301	700 E. Norris Dr.
Macomb	IL	61455	401 Main Street
MONEE	IL	60449	201 West Center Court
Monticello	IL	61856	13473 IL Hwy 133, PO Box 610
NEW LENOX	IL	60451	201 West Center Court
NEW LENOX	IL	60451	201 West Center Court
NorthBrook	IL	60062	201 West Center Court
Chicago	IL	60634	201 West Center Court
Villa Park	IL	60181	201 West Center Court
Oregon	IL	61061	819 Depot Ave.
OTTAWA	IL	61350	700 E. Norris Dr.
Petersburg	IL	62675	126 East Ash Street
PONTIAC	IL	61764	700 E. Norris Dr.
PONTIAC	IL	61764	700 E. Norris Dr.
ANCONA	IL	61311	700 E. Norris Dr.
Shelbyville	IL	62565	400 West Wabash
SPARLAND	IL	61491	401 Main Street
McCook	IL	60525	201 West Center Court
McCook	IL	60525	201 West Center Court
SYCAMORE	IL	60178	700 E. Norris Dr.
TAYLORVILLE	IL	62568	126 East Ash Street
Virginia	IL	62691	126 East Ash Street
WATERMAN	IL	60556	700 E. Norris Dr.
WENONA	IL	61377	401 Main Street
Lockport	IL	60441	P.O. Box 3094 or
Alsip	IL	Tollway	P.O. Box 3094 or

Hillside	IL	Tollway	P.O. Box 3094 or
Park Ridge	IL	Tollway	P.O. Box 3094 or
Aurora	IL	Tollway	P.O. Box 3094or
Dixon	IL	Tollway	P.O. Box 3094 or
Downers Grove	IL	Tollway	P.O. Box 3094 or
Elburn	IL	Tollway	P.O. Box 3094 or
Steger	IL	60475	3320 Lewis St.
Freeport	IL	61032	295 W. Lamm Road
Burbank	IL	60459	7661 South Austin Avenue
Stickney	IL	60402	6533 W Pershing Road
Streamwood	IL	60107	565 S. Bartlett Rd.
Streator	IL	61364	204 S. Bloomington St.
Sugar Grove	IL	60554	601 Heartland Drive
Summit	IL	60501	7321 W. 59th Street
Sycamore	IL	60178	308 W. State St.
Thornton	IL	60476	115 East Margaret St.
Toluca	IL	61369	PO Box 516
Tremont	IL	61568	P.O. Box 45
Tremont	IL	61658	211 S. Sampson St.
River Grove	IL	60171	2000 5th Ave.
Tuscola	IL	61953	214 N Main St.
Union	IL	60180	17703 Ocock Road
Champaign	IL	61820	PO Box 820
Romeoville	IL	60446	801 W. Normantown Rd.
Bolingbrook	IL	60440	801 W. Normantown Rd.
Oakwood	IL	61858	2732 Batestown Road
Villa Park	IL	60181	255 W. Vermont St.
McConnell	IL	61050-9722	4588 W. McConnell Road
Monmouth	IL	61462	833 South 8th Street
Warsaw	IL	62379	P.O Box 12
Nashville	IL	62263	1243 W. Adams St.
Beecher	IL	60401	30200 Town Center Road
Wauconda	IL	60084	101 N. Main St.
Morris	IL	60450	35 E. Southmor Rd.
West Chicago	IL	60185	4N230 Klein Rd.
Aurora	IL	60506	1877 W. Downer Place
West Dundee	IL	60118	102 S. 2nd Street
West Peoria	IL	61604	2421 W. Rohmann Ave.
Westchester	IL	60154	10300 W. Roosevelt Rd.
Macomb	IL	61455	1 University Circle
Western Springs	IL	60558	740 Hillgrove Ave.
Naperville	IL	60564	4232 Tower Ct.
Wheaton	IL	60187	1000 Manchester Rd.
Wheeling	IL	60090	77 W. Hintz Road
Palatine	IL	60067	1750 S. Roselle Rd.
Wilmette	IL	60091	1200 Wilmette Avenue

Winfield	IL	60190	27W465 Jewell Road
Winnebago	IL	61088	9027 Kelley Road
Winnebago	IL	61088	108 W. Main St.
Winnetka	IL	60093	510 Green Bay Road
Springfield	IL	62704	490 North Street
Worth	IL	60482	10934 S. Neenah Ave.
Zion	IL	60099	2828 Sheridan Road

County	District #	FY27 Initial Fil	FY27 Bid Ton	FY27 Bid Price/Ton	FY27 Ton %
Cook	1		1300	\$87.01	80%
Lee	2		50	\$117.87	80%
Lee	2		66	\$155.09	80%
Grundy	3		110	\$149.23	100%
Fulton	4		22	\$149.23	100%
Lake	1		460	\$90.11	80%
Lake	1		1000	\$90.26	80%
Kane	1		2200	\$147.17	80%
Lake	1		200	\$88.70	100%
Cook	1		1200	\$89.40	80%
Boone	2		1012	\$96.08	80%
Boone	2		2002	\$96.08	80%
DuPage	1		750	\$88.11	80%
Rock Island	2		22	\$160.40	100%
Cook	1		2000	\$83.27	80%
Will	1		4200	\$88.68	100%
Boone	2		418	\$96.46	80%
Boone	2		2420	\$96.08	80%
Boone	2		154	\$94.55	80%
Kankakee	3		1800	\$89.22	80%
Kankakee	3		1200	\$89.23	80%
Will	1		800	\$90.11	80%
Cook	1		2400	\$85.72	80%
Cook	1		1200	\$90.72	80%
LaSalle	3		66	\$113.15	100%
DuPage	1		1210	\$84.90	80%
Boone	2		220	\$95.32	80%
Boone	2		350	\$95.32	100%
Fulton	4		88	\$111.24	80%
Knox	4		50	\$113.43	80%
Cass	6		600	\$110.17	80%
Piatt	5		50	\$129.22	100%
Champaign	5		300	\$112.84	80%
Sangamon	6		350	\$112.56	80%
Cook	1		3500	\$138.74	80%
Cook	1		1200	\$82.80	80%
Christian	6		176	\$122.86	80%
DuPage	1		600	\$141.01	80%
DeWitt	5		176	\$116.96	80%
Coles	7		88	\$130.72	100%
Coles	7		44	\$130.72	100%
Coles	7		44	\$129.49	100%
Coles	7		22	\$129.49	100%
Cook	1		66	\$84.90	100%
McHenry	1		500	\$94.51	100%

Cook	1
Cook	1
Will	1
Will	1
Will	1
Lake	1
Lake	1
DeKalb	3
DeKalb	3
DeKalb	3
DeKalb	3
DeKalb	3
DeKalb	3
DeWitt	5
Lee	2
Lee	2
DuPage	1
Jo Daviess	2
Jo Daviess	2
Kane	1
Kane	1
Kane	1
Kane	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Boone	2
Clay	7
Cook	1
Cook	1
Cook	1
Ogle	2
Will	1
Will	1
Stephenson	2
Knox	4
Kane	1
Ford	3
Kane	1
Cook	1
Cook	1
DuPage	1
Cook	1
Will	1
McHenry	1

1320	\$89.90	80%
450	\$85.17	80%
1000	\$86.68	80%
900	\$141.68	80%
110	\$91.68	100%
1250	\$90.26	80%
1000	\$93.98	80%
66	\$115.33	80%
44	\$116.19	80%
66	\$118.44	80%
132	\$114.23	80%
660	\$98.12	80%
44	\$115.33	80%
418	\$151.96	80%
300	\$155.61	80%
814	\$110.61	80%
2200	\$86.68	100%
300	\$112.82	80%
100	\$112.82	100%
400	\$92.66	80%
2500	\$89.68	100%
1500	\$95.79	100%
250	\$95.11	80%
1400	\$94.68	80%
2000	\$88.81	80%
1694	\$90.17	80%
1800	\$81.60	80%
242	\$96.08	80%
200	\$128.49	80%
500	\$140.47	80%
1800	\$140.56	80%
66	\$84.90	80%
66	\$124.13	100%
2500	\$85.72	80%
2200	\$85.72	80%
3125	\$119.33	80%
2000	\$103.43	80%
1804	\$92.09	80%
200	\$154.05	80%
1000	\$96.98	80%
88	\$87.95	80%
100	\$87.95	80%
1800	\$88.83	80%
2500	\$143.07	80%
500	\$90.72	80%
594	\$96.80	80%

Kankakee	3
Grundy	3
McHenry	1
Grundy	3
Hancock	6
Cook	1
Stephenson	2
Cook	1
Lake	1
Cook	1
Henderson	4
McLean	5
Cook	1
Lake	1
Ogle	2
Cook	1
DuPage	1
Cook	1
Cook	1
Will	1
Cook	1
Cook	1
LaSalle	3
Cook	1
Jackson	9
Cook	1
Will	1
Will	1
Cook	1
Kankakee	3
Kankakee	3
Kankakee	3
Stephenson	2
Knox	4
Knox	4
Cook	1
Cook	1
Cook	1
Lake	1
Lake	1
Lake	1
McHenry	1
DuPage	1
DuPage	1
Lake	1
Lee	2

66	\$88.11	100%
44	\$118.44	80%
600	\$93.12	100%
3000	\$149.23	80%
242	\$117.06	80%
616	\$90.11	100%
198	\$164.33	80%
400	\$86.01	80%
155	\$90.11	80%
800	\$88.82	80%
308	\$110.03	80%
154	\$113.82	100%
506	\$83.74	100%
2000	\$88.94	80%
75	\$120.61	80%
1600	\$86.01	100%
704	\$141.56	80%
800	\$90.17	80%
110	\$94.22	80%
3800	\$86.76	80%
396	\$81.61	100%
1600	\$83.74	80%
100	\$113.30	80%
300	\$140.17	80%
308	\$117.46	80%
88	\$94.22	80%
3500	\$143.11	80%
2000	\$89.27	80%
700	\$83.76	100%
2000	\$146.49	80%
88	\$96.49	80%
3000	\$91.49	80%
44	\$162.76	80%
1000	\$102.59	80%
400	\$102.59	100%
25	\$85.17	100%
800	\$140.72	80%
1100	\$85.17	80%
600	\$90.39	100%
22	\$90.94	100%
308	\$90.94	80%
1300	\$91.64	80%
44	\$93.81	80%
66	\$93.81	80%
450	\$90.52	80%
2000	\$107.87	80%

Cook	1
Cook	1
Stephenson	2
Boone	2
McLean	5
McLean	5
Cook	1
Lake	1
Livingston	3
Will	1
Will	1
Will	1
Logan	6
McDonough	4
Champaign	5
Cook	1
Boone	2
LaSalle	3
Kankakee	3
Kankakee	3
McHenry	1
McHenry	1
McHenry	1
Cook	1
Tazewell	4
Cook	1
Coles	7
McHenry	1
McHenry	1
Peoria	4
Jo Daviess	2
Jo Daviess	2
Woodford	4
Cook	1
DuPage	1
Woodford	4
Will	1
Will	1
Will	1
Warren	4
Woodford	4
Cook	1
Kendall	3
Kendall	3
Will	1
DuPage	1

1000	\$92.36	80%
660	\$87.36	100%
250	\$117.76	80%
154	\$94.55	80%
200	\$114.63	100%
25	\$116.16	100%
850	\$86.64	80%
350	\$90.52	100%
400	\$107.32	80%
2000	\$87.10	80%
1200	\$87.10	80%
44	\$92.10	100%
264	\$105.36	80%
1210	\$106.07	80%
594	\$111.67	80%
600	\$87.96	80%
22	\$95.32	80%
220	\$103.15	100%
700	\$94.22	80%
352	\$89.22	80%
100	\$94.52	100%
1200	\$94.52	80%
500	\$94.52	80%
1656	\$82.01	80%
300	\$99.56	80%
2400	\$141.90	80%
325	\$164.49	80%
132	\$92.35	80%
88	\$92.35	80%
600	\$101.03	100%
374	\$112.82	100%
88	\$112.82	80%
264	\$99.36	80%
500	\$83.73	80%
600	\$87.01	100%
88	\$115.36	80%
2400	\$85.72	80%
500	\$91.23	80%
600	\$86.23	80%
500	\$106.95	80%
88	\$110.90	80%
125	\$88.74	80%
600	\$90.79	80%
220	\$90.79	100%
3000	\$143.96	80%
88	\$89.22	80%

Will	1
Will	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Cook	1
Ogle	2
LaSalle	3
Richland	7
Ogle	2
Cook	1
Cook	1
Cook	1
Kendall	3
LaSalle	3
Cook	1
Cook	1
Lee	2
Cook	1
Cook	1
Cook	1
Christian	6
Cook	1
Cook	1
Champaign	5
Sangamon	6
Ford	3
Peoria	4
Knox	4
Piatt	5
Kane	1
Livingston	3
Boone	2
Boone	2
Rock Island	2
Cook	1
McHenry	1
Bureau	3
Cook	1
Randolph	8

1400	\$86.68	80%
3000	\$86.68	80%
110	\$86.32	80%
110	\$86.32	80%
5000	\$85.88	100%
700	\$86.01	80%
726	\$85.17	80%
1222	\$86.01	100%
2400	\$83.74	80%
4000	\$138.27	80%
2000	\$84.90	80%
22	\$91.32	100%
3200	\$111.59	80%
400	\$148.30	80%
44	\$134.69	100%
110	\$156.59	80%
700	\$84.90	80%
4500	\$84.90	80%
520	\$141.25	80%
1012	\$90.11	80%
100	\$148.15	80%
132	\$95.36	80%
44	\$95.70	100%
200	\$155.61	80%
500	\$83.74	80%
700	\$83.74	80%
600	\$84.91	80%
110	\$128.04	80%
1320	\$84.90	80%
2200	\$91.01	80%
70	\$156.90	80%
22	\$126.84	100%
275	\$155.60	80%
88	\$145.09	80%
250	\$103.03	100%
44	\$121.82	100%
704	\$96.02	80%
352	\$107.32	80%
176	\$95.39	80%
700	\$95.39	80%
80	\$160.40	100%
400	\$87.04	80%
500	\$97.35	80%
400	\$105.48	100%
600	\$88.81	80%
350	\$108.13	80%

Jo Daviess	2		125	\$113.73	100%
Stephenson	2		110	\$166.09	80%
McHenry	1		308	\$94.52	100%
Cook	1		600	\$140.17	80%
Cook	1		600	\$80.40	80%
Cook	1		440	\$85.17	80%
Will	1		300	\$93.11	100%
Winnebago	2		500	\$95.83	100%
Cook	1		1200	\$89.36	80%
Will	1		1000	\$88.76	80%
DuPage	1		1300	\$88.81	80%
Cook	1		110	\$94.22	80%
Cook	1		300	\$89.22	80%
Cook	1		264	\$144.22	80%
Cook	1		800	\$86.68	80%
LaSalle	3		50	\$113.15	80%
Kendall	3		250	\$90.94	100%
LaSalle	3		60	\$114.04	80%
Cook	1		44	\$91.32	100%
Cook	1		3000	\$91.32	80%
Kane	1		550	\$92.66	80%
Kane	1		1750	\$95.12	80%
Cook	1		100	\$83.27	100%
Boone	2		242	\$96.08	80%
Bureau	3		350	\$103.78	80%
Sangamon	6		88	\$118.23	80%
Lake	1		150	\$89.01	80%
Kankakee	3		88	\$91.49	80%
Fulton	4		22	\$111.24	100%
LaSalle	3		44	\$114.04	100%
Will	1		100	\$89.02	80%
McHenry	1		200	\$95.11	80%
McHenry	1		450	\$91.64	80%
Cook	1	1500	7000	\$83.40	80%
Lee	2		4000	\$152.87	80%
Cook	1	1200	8200	\$144.22	80%
Iroquois	3		2500	\$93.36	80%
Iroquois	3	2000	2500	\$93.36	80%
Will	1	2300	4600	\$90.75	80%
Peoria	4		1050	\$100.29	80%
Iroquois	3		2400	\$96.79	80%
Kane	1		100	\$96.90	80%
Coles	7	100	900	\$120.72	80%
Lee	2		25	\$117.32	80%
Lee	2		500	\$107.32	80%
Cook	1	1000	4500	\$85.40	80%

Sangamon	6		600	\$116.15	80%
Cook	1	1000	7000	\$84.90	80%
Woodford	4		1300	\$101.57	80%
Stephenson	2		1500	\$164.33	80%
Kane	1		2000	\$94.68	80%
Fulton	4		150	\$109.51	80%
Clay	7		900	\$163.49	80%
Ogle	2		800	\$114.13	80%
Henry	2		1100	\$104.95	80%
Cook	1	500	8500	\$83.74	80%
Mason	6		200	\$112.29	80%
Lake	1		100	\$88.81	80%
Cook	1	500	7000	\$86.01	80%
Cook	1	2000	5000	\$87.01	80%
Kane	1		700	\$151.02	80%
Kankakee	3	900	6100	\$93.36	80%
Cook	1	1000	4500	\$90.37	80%
Cook	1		2000	\$89.44	80%
Bureau	3		4000	\$103.78	80%
Lake	1	1300	3500	\$90.11	80%
LaSalle	3		4200	\$103.15	80%
McDonough	4		2800	\$106.07	80%
Will	1		2500	\$86.23	80%
Piatt	5		1100	\$156.82	80%
Will	1		8500	\$86.68	80%
Will	1	2000	3000	\$86.68	80%
Cook	1	1000	8800	\$87.95	80%
Cook	1	2000	7000	\$85.72	80%
DuPage	1	1200	6500	\$86.68	80%
Ogle	2		3400	\$111.59	80%
LaSalle	3		4500	\$103.15	80%
Menard	6		500	\$104.53	80%
Livingston	3		500	\$107.32	80%
Livingston	3		3000	\$107.32	80%
Livingston	3		400	\$105.99	80%
Shelby	7		800	\$121.14	80%
Marshall	4		275	\$104.83	80%
Cook	1	1500	3300	\$90.17	80%
Cook	1	4000	10000	\$90.17	80%
DEKALB	3		4000	\$93.12	80%
Christian	6		1200	\$112.86	80%
Cass	6		500	\$110.17	80%
DEKALB	3		650	\$105.33	80%
Marshall	4		2075	\$105.29	80%
Will	1		3700	\$87.10	80%
Cook	1		7500	\$82.01	80%

Cook	1
Cook	1
DuPage	1
Lee	2
DuPage	1
Kane	1
Will	1
Stephenson	2
Cook	1
Cook	1
Cook	1
LaSalle	3
Kane	1
Cook	1
DeKalb	3
Cook	1
Marshall	4
Tazewell	4
Tazewell	4
Cook	1
Douglas	5
McHenry	1
Champaign	5
Will	1
Will	1
Vermillion	5
DuPage	1
Stephenson	2
Warren	4
Hancock	6
Washington	8
Will	1
Lake	1
Grundy	3
DuPage	1
Kane	1
Kane	1
Peoria	4
Cook	1
McDonough	4
Cook	1
Will	1
DuPage	1
Cook	1
Cook	1
Cook	1

5700	\$141.01	80%
6200	\$86.01	80%
5100	\$145.11	80%
4900	\$155.61	80%
5700	\$86.68	80%
1800	\$95.11	80%
1200	\$89.90	80%
1500	\$119.33	80%
594	\$83.27	80%
600	\$84.90	80%
1892	\$89.91	80%
1200	\$103.15	80%
2002	\$90.11	100%
400	\$85.01	80%
1400	\$98.12	80%
350	\$83.29	100%
44	\$115.36	80%
44	\$110.37	100%
44	\$110.37	80%
500	\$85.17	80%
110	\$158.67	80%
66	\$94.51	80%
700	\$112.44	100%
60	\$88.76	80%
150	\$88.68	80%
1700	\$120.58	80%
66	\$91.68	100%
88	\$129.33	80%
308	\$106.95	100%
100	\$132.55	80%
374	\$109.28	80%
500	\$88.11	80%
1000	\$91.14	80%
250	\$149.23	80%
220	\$89.22	80%
200	\$90.97	80%
600	\$92.66	80%
110	\$107.73	80%
2200	\$86.34	80%
220	\$106.07	80%
1100	\$140.94	80%
500	\$89.35	80%
50	\$94.49	100%
1496	\$93.81	100%
110	\$95.70	80%
600	\$87.69	80%

DuPage	1		396	\$89.23	80%
Winnebago	2		220	\$101.27	80%
Winnebago	2		325	\$101.27	80%
Cook	1		400	\$92.16	100%
Sangamon	6		220	\$108.23	80%
Cook	1		688	\$88.40	80%
Lake	1		2000	\$88.59	80%

FY27 Vendor	FY27 PO	FY27 PO Line #	FY27 Bid
Morton	P-100326	1	B-52513
Morton	P-100326	224	B-52513
Morton	P-100326	225	B-52513
Morton	P-100326	267	B-52513
Morton	P-100326	304	B-52513
Morton	P-100326	141	B-52513
Morton	P-100326	142	B-52513
Morton	P-100326	124	B-52513
Morton	P-100326	143	B-52513
Morton	P-100326	2	B-52513
Morton	P-100326	205	B-52513
Morton	P-100326	206	B-52513
Morton	P-100326	106	B-52513
Morton	P-100326	240	B-52513
Morton	P-100326	3	B-52513
Morton	P-100326	172	B-52513
Morton	P-100326	207	B-52513
Morton	P-100326	208	B-52513
Morton	P-100326	209	B-52513
Morton	P-100326	274	B-52513
Morton	P-100326	275	B-52513
Morton	P-100326	173	B-52513
Morton	P-100326	4	B-52513
Morton	P-100326	5	B-52513
Morton	P-100326	288	B-52513
Morton	P-100326	107	B-52513
Morton	P-100326	210	B-52513
Morton	P-100326	211	B-52513
Morton	P-100326	305	B-52513
Morton	P-100326	309	B-52513
Morton	P-100326	347	B-52513
Morton	P-100326	343	B-52513
Morton	P-100326	333	B-52513
Morton	P-100326	357	B-52513
Morton	P-100326	6	B-52513
Morton	P-100326	7	B-52513
Morton	P-100326	349	B-52513
Morton	P-100326	108	B-52513
Morton	P-100326	337	B-52513
Morton	P-100326	364	B-52513
Morton	P-100326	365	B-52513
Morton	P-100326	366	B-52513
Morton	P-100326	367	B-52513
Morton	P-100326	8	B-52513
Morton	P-100326	158	B-52513

Morton	P-100326	9	B-52513
Morton	P-100326	10	B-52513
Morton	P-100326	174	B-52513
Morton	P-100326	175	B-52513
Morton	P-100326	176	B-52513
Morton	P-100326	144	B-52513
Morton	P-100326	145	B-52513
Morton	P-100326	256	B-52513
Morton	P-100326	257	B-52513
Morton	P-100326	258	B-52513
Morton	P-100326	259	B-52513
Morton	P-100326	260	B-52513
Morton	P-100326	261	B-52513
Morton	P-100326	338	B-52513
Morton	P-100326	226	B-52513
Morton	P-100326	227	B-52513
Morton	P-100326	109	B-52513
Morton	P-100326	219	B-52513
Morton	P-100326	220	B-52513
Morton	P-100326	125	B-52513
Morton	P-100326	126	B-52513
Morton	P-100326	127	B-52513
Morton	P-100326	128	B-52513
Morton	P-100326	11	B-52513
Morton	P-100326	12	B-52513
Morton	P-100326	13	B-52513
Morton	P-100326	14	B-52513
Morton	P-100326	212	B-52513
Morton	P-100326	362	B-52513
Morton	P-100326	15	B-52513
Morton	P-100326	16	B-52513
Morton	P-100326	17	B-52513
Morton	P-100326	234	B-52513
Morton	P-100326	177	B-52513
Morton	P-100326	178	B-52513
Morton	P-100326	242	B-52513
Morton	P-100326	310	B-52513
Morton	P-100326	129	B-52513
Morton	P-100326	265	B-52513
Morton	P-100326	130	B-52513
Morton	P-100326	18	B-52513
Morton	P-100326	19	B-52513
Morton	P-100326	110	B-52513
Morton	P-100326	20	B-52513
Morton	P-100326	179	B-52513
Morton	P-100326	159	B-52513

Morton	P-100326	276	B-52513
Morton	P-100326	268	B-52513
Morton	P-100326	160	B-52513
Morton	P-100326	269	B-52513
Morton	P-100326	352	B-52513
Morton	P-100326	21	B-52513
Morton	P-100326	243	B-52513
Morton	P-100326	22	B-52513
Morton	P-100326	146	B-52513
Morton	P-100326	23	B-52513
Morton	P-100326	308	B-52513
Morton	P-100326	340	B-52513
Morton	P-100326	24	B-52513
Morton	P-100326	147	B-52513
Morton	P-100326	235	B-52513
Morton	P-100326	25	B-52513
Morton	P-100326	111	B-52513
Morton	P-100326	26	B-52513
Morton	P-100326	27	B-52513
Morton	P-100326	180	B-52513
Morton	P-100326	28	B-52513
Morton	P-100326	29	B-52513
Morton	P-100326	289	B-52513
Morton	P-100326	30	B-52513
Morton	P-100326	374	B-52513
Morton	P-100326	31	B-52513
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Staff Report

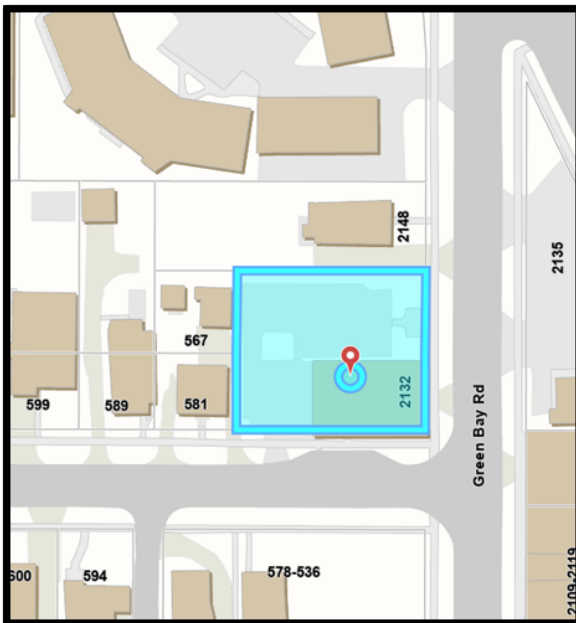


Meeting Date: September 14, 2026
Staff Contact: Karl Burhop, Senior Planner
Department: Community Development Department

Title: An Ordinance Amending a Special Use Permit for a Conditional Use (2132 Green Bay Road)

Recommendation:

Staff recommend amending a Special Use Permit (“***SUP***”) to allow a Personal Trainer nonconforming use at 2132 Green Bay Rd. (the “***Property***”).



Policy Consideration:

Commission Consideration.

At the [Aug. 18, 2026\[1\]](#) Plan & Design Commission meeting, the Commission voted 5-0 on Findings of Fact (**Attachment 1**) recommending approval of SUP-2026-00011 to amend a SUP previously approved for the Property to allow a different, nonconforming land use, a Personal

Trainer (Medical Office^[2]) land use. No members of the public came or spoke at the meeting and no written comments have been received.

Background & Summary.

Atty. Katie Jahnke Dale (the “*Applicant*”), acting as an agent for Leslie Berish (the “*Property Owner*”), proposes an amendment to Ordinance No. 47-08 (**Attachment 2**), which granted the SUP for a non-conforming General Business Office use at the Property. The Applicant proposes the following amendments:

- Convert the first floor of the two story building to a personal training facility (considered a Medical Office land use).
- The second floor will remain an office space, which is in line with its current use and approval.

Under [Sec. 150.902\(G\)](#) an existing legal non-conforming use may be replaced with an equal or less intense legal non-conforming use only upon issuance by the City Council of a special use permit in the nature of a conditional use.

The property is currently vacant, but was previously used as general office space. Ordinance 47-08 granted a variation to this Property from the [Sec. 150.902\(I\)\(1\)](#) two year abandonment regulation and granted the General Business Office use via the Article 9 nonconforming Special Use Permit (per [Sec. 150.902\(G\)](#)) . In addition, there is an existing on-site parking lot, and an existing principal entry and exit with vehicular traffic moving to and from Glenview Ave.

There are no changes proposed to the principal building nor its accessory parking lot. The only change involves the proposed new use, with associated signage.

Zoning Review.

Land Use.

The property’s principal use is currently “General Office Space”, and is located in the RM1 – Multi- Family Housing zoning district. General Office Space is not listed as a permitted use in Sec 150.490, making the current use non-conforming and legal nonconforming because it was approved in 2008.

Off-Street Parking & Loading.

The applicant has provided their parking calculations for each use below:

General Business Offices: requires: 4 spaces per 1,000 sq. ft. GFA for GFA up to 30,000 sq. ft., 3.3 spaces per 1,000 sq. ft. GFA for buildings with GFA over 30,000 sq. ft.”

- 8 spaces – approximately 2,000 sf offices

Medical Offices: requires 4.11 spaces per 1,000 sq. ft. GFA

- 8.22 spaces – approximately 2,000 sf for one-on-one training

Total Off-Street Parking Required for Medical Office – 17 parking spaces

Total Provided – 19 parking spaces

The Applicant provided their own third party review (**Attachment 3a**) of traffic for the site, and the City's independent third party traffic consultant (CivilTech) reviewed the findings. There was back and forth but CivilTech's final determination (**Attachment 3c**) was that there were no further comments needing to be addressed.

The Applicant's consultant provided these primary conclusions:

- The facility is projected to generate a low number of trips and is projected to result in a minimal increase in traffic on Green Bay Road.
- The access system that will serve the facility will provide flexible and efficient access to the site and no additional roadway or traffic control measures are required.
- The parking requirements per the City and the projected parking demand of the facility can be accommodated by the available parking serving the facility.

Signs.

There is no existing signage currently on the property. The applicant has submitted an exhibit showing proposed signage for the Medical Office. There will be a total of two wall signs, with a sign situated on each frontage as allowed per Sec 150.2023 one wall sign per use, and the property may have one wall sign for same use per frontage, as this property is a corner lot and therefore has two frontages.

Staff Comments:

The following provides summary comments from City staff.

- *Public Works - Engineering Division:* The applicant provided a traffic study, which was sent to Civiltech, the City's third party review service. Civiltech's comments are included in **Attachment 3b and 3c**.

[\[1\]](#) Click on the hyperlink for the meeting packet, video, and minutes (if available).

[\[2\]](#) By R134-2021 on Nov. 8, 2021, the City Council made a Sec. 150.405 land use interpretation that personal training facilities were to be considered Medical Offices, for the purpose of Zoning

Code regulations.

Core Priorities:

Economic Development & Vibrancy

This is a land use application and will allow the re-tenanting of a nonconforming use, bringing a new business to the City.

Attachments:

1. Amendatory SUP Ordinance (2132 Green Bay Rd.)
2. Ordinance Exhibit A - Legal Description
3. Ordinance Exhibit B - Existing & Proposed Floor Plan
4. Ordinance Exhibit C - Unconditional Agreement and Consent
5. Attachment 1 - PDC Adopted Findings of Fact
6. Attachment 2 - O47-08 Ordinance (2008)
7. Attachment 3a - Traffic Study with Civiltech Review
8. Attachment 3b - Applicant Response to Civiltech
9. Attachment 3c - Civiltech Final Response
10. Attachment 4 - Proposed Signage
11. Attachment 5 - Applicant Response to Standards

City of Highland Park

Ordinance No. _____

**An Ordinance Amending a Special Use Permit
for a Conditional Use
(2132 Green Bay Road)**

WHEREAS, 2132 Building LLC, an Illinois limited liability company ("**Applicant**"), is the record owner of that certain parcel of real property consisting of approximately 6,137 square feet, located within the RM1 Medium to High Density Multiple Family Residential District of the City ("**RM1 District**"), commonly known as 2132 Green Bay Road, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is improved with a two-story commercial building ("**Building**") and off-street parking facility; and

WHEREAS, on October 14, 2008, the City Council adopted Ordinance No. 47-08 ("**Special Use Ordinance**"), granting, among other things, a special use permit in the nature of a conditional use to allow the use of the Property for general business offices ("**Special Use Permit**"); and

WHEREAS, pursuant to Section Four of the Special Use Ordinance, the Property must be developed, used, operated, and maintained in accordance with certain specific plans; and

WHEREAS, the Applicant desires to use the first floor of the Building for a personal training facility ("**Proposed Use**"), while continuing to use the first and second floors of the Building for general business offices as authorized by the Special Use Ordinance; and

WHEREAS, on November 8, 2021, the City Council adopted Resolution No. R134-2021, determining that personal training uses are similar to and compatible with medical office uses; and

WHEREAS, Section 150.202 of the "The City of Highland Park Zoning Ordinance of 1997," as amended ("**Zoning Code**"), prohibits the use of Property in the RM1 District for medical office uses; and

WHEREAS, pursuant to Section 150.902(G) of the Zoning Code, an existing legal, nonconforming use may be replaced with an equal or less intense legal nonconforming use only upon issuance by the City Council of a special use permit in the nature of a conditional use; and

WHEREAS, in order to permit the Proposed Use, the Applicant has filed an application with the City for an amendment to the Special Use Permit to allow the Proposed Use ("**Requested SUP Amendment**"); and

WHEREAS, a public hearing of the Plan and Design Commission of the City of Highland Park ("**PDC**") to consider the Requested SUP Amendment was duly advertised in the Lake County News-Sun on July 31, 2026, and held on August 18, 2026; and

WHEREAS, on August 18, 2026, the PDC approved findings of fact (Public Hearing No. SUP-2026-00011) in support of the Requested SUP Amendment, in accordance with Sections 150.411, 150.902(G), and 150.1405 of the Zoning Code; and

WHEREAS, the City Council has determined that the Requested SUP Amendment complies with the required standards for special use permits as set forth in Articles IX and XIV of the Zoning Code; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City and its residents to approve the Requested SUP Amendment for the Property, in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: APPROVAL OF THE AMENDED SPECIAL USE PERMIT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Three of this Ordinance, the City Council hereby approves an amendment to the Special Use Permit for the Property to allow the Proposed Use, in accordance with, and pursuant to, Section 150.902(G) and Article XIV of the Zoning Code and the home rule powers of the City.

SECTION THREE: CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the City Code or the Zoning Code or any other rights the Applicant may have, Section Two of this Ordinance is hereby expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with each and all of the following conditions:

- A. Compliance with Regulations. The redevelopment, use, operation, and maintenance of the Property must comply with all applicable City codes and ordinances, as the same have been or may be amended from time to time, except to the extent specifically provided otherwise in this Ordinance, the Special Use Ordinance, as amended.
- B. Compliance with Plans. Except for changes required to comply with applicable fire, life, and safety codes, or minor changes and site work approved by the Director of Community Development or the City Engineer (for matters within their respective permitting authorities) in accordance with all applicable City standards, the development, use, operation, and maintenance of the Proposed Use and the Property must comply with the Existing and Proposed Floor Plan consisting of three sheets, dated July 14, 2026, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B**.
- C. Reimbursement of City Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable City codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the City, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of

all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Applicant is liable for, and must pay upon demand, all costs incurred by the City for publications and recordings required by in connection with the aforesaid matters.

SECTION FOUR: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded in the Office of the Lake County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein will run with the Property and will inure to the benefit of, and be binding upon, the Applicant, and its respective personal representatives, successors, and assigns.

SECTION FIVE: FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the City, the approvals in this Ordinance ("**Approvals**") will, at the sole discretion of the City Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the City Council may not so revoke the Approvals unless it first provides the then-owner of the Property with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the City Council. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the RM1 District and the applicable provisions of the Zoning Code, as the same may be amended from time to time. Further, in the event of such revocation, the City Manager and Corporation Counsel are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION SIX: AMENDMENTS. Any amendment to any provision of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code for the granting of special use permits.

SECTION SEVEN: EFFECTIVE DATE.

- A. This Ordinance will be effective only upon the occurrence of all of the following events:
 - 1. Passage by the City Council in the manner required by law;
 - 2. Publication in pamphlet form in the manner required by law; and
 - 3. The filing by the Applicant with the City Clerk of a fully executed Unconditional Agreement and Consent, in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the City for any claims that may arise in connection with the approval of this Ordinance.
- B. In the event that the Applicant does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 7.A.3 of this Ordinance, within 30 days after the date of final passage of this Ordinance by the City Council, the City Council will have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect

NAYS:

ABSENT:

PASSED:

APPROVED:

ORDINANCE NO.

ATTEST:

Nancy R. Roterling, Mayor

Ghida S. Neukirch, City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

The property formally known as 2132 Green Bay Road is legally described as:

The East 125 feet of Lot 6 in Block 9 in Exmoor Addition to Highland Park, in the West ½ of the Northwest ¼ of Section 23, Township 43 North, Range 12, East of the Third Principal Meridian, according to the Plat thereof recorded July 11, 1903 as Document 91079, in Book "F" of the Plats, Pages 30 and 31, in Lake County, Illinois.

PIN: 1623109087

EXHIBIT B
EXISTING & PROPOSED FLOOR PLAN

First Level

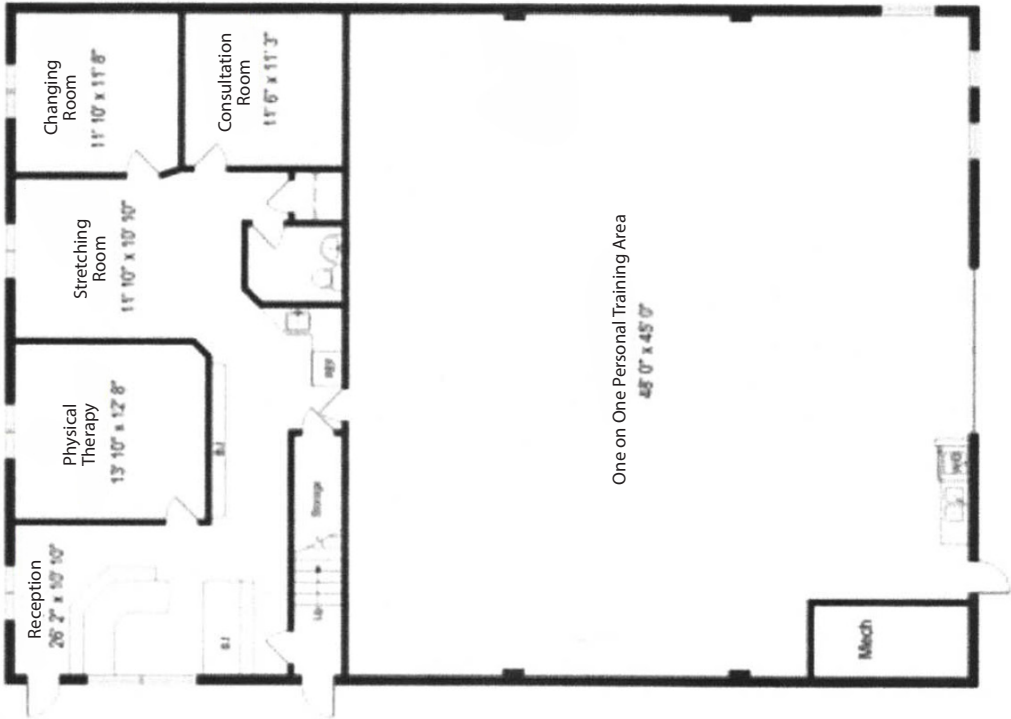
Existing Conditions
Submitted by: Katie Jahnke Dale | 07/14/2026
Note added by: Anthony Mistretta



Second Level



First Level



Second Level



EXHIBIT C

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Highland Park, Illinois ("City"):

WHEREAS, 2132 Building LLC, an Illinois limited liability company ("**Grantee**"), filed an application for an amendment to its existing special use permit in the nature of a conditional use for operation of a personal training facility on the property located at the address commonly known as 2132 Green Bay Road, in the City ("**Requested Relief**");

WHEREAS, Ordinance No. _____, adopted by the City Council on September 14, 2026 ("**Ordinance**"), grants the Requested Relief to the Grantee; and

WHEREAS, Section 7.A.3 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Grantee has filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Grantee does hereby agree and covenant as follows:

1. The Grantee hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Grantee acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Grantee acknowledges and agrees that the City is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's granting of the Requested Relief or its adoption of the Ordinance, and that the City's approval of the Requested Relief does not, and will not, in any way, be deemed to insure the Grantee against damage or injury of any kind and at any time.
4. The Grantee hereby agrees to hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the City's adoption of the Ordinance granting the Requested Relief.

Dated: _____, 2026

ATTEST:

2132 BUILDING LLC,
an Illinois limited liability company

By: _____

By: _____

Its: _____

Its: _____

FINDINGS OF FACT
For Amendments to a Special Use Permit and Design Review

Public Hearing #SUP-2026-00011 for an Amendment to an Ordinance granting a Special Use Permit. (2132 Green Bay Road.)

Pursuant to Section 150.1404, the Plan & Design Commission or the City Council, as the case may be, shall not recommend or grant a special use permit be issued unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

- (1) The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;**

Finding: The Plan & Design Commission finds that the site is zoned RM2 – Multi-Family, and that the property has previously received approval for a legal non-conforming use as part of Ordinance No. 47-08 in October of 2008.

- (2) The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with the special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate, orderly development of the zoning district in which it is located;**

Finding: The Plan & Design Commission finds that the proposal does not affect the overall aesthetic of the existing structure, and remains in harmony with the appropriate, orderly development of the RM2, as well as the adjacent B4-5 Zoning district.

- (3) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair the value of other property in the neighborhood;**

Finding: The Plan & Design Commission finds that the proposed use will not be injurious to properties in the immediate vicinity of the subject property.

- (4) The nature, location, and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the regulations of the zoning district within which they are located;**

Finding: The Plan & Design Commission finds that the nature and size of the property will not impede or discourage the development or use of adjacent land.

- (5) Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;**

Finding: The Plan & Design Commission finds that adequate utilities, access roads, and drainage exist.

- (6) Parking areas of adequate size for the special use shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from**

these parking areas shall be designed to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets;

Finding: The Plan & Design Commission finds that the site is providing all off-street parking facilities required by Article 8 of the Zoning Code.

- (7) The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified as provided in this Chapter;**

Finding: The Plan & Design Commission finds that the development conforms to the regulations of the RM2 zoning district and the applicable provisions in other Articles of Chapter 150.

- (8) There is reasonable assurance that the special use will be completed and maintained as and if authorized; and**

Finding: The Plan & Design Commission finds reasonable assurance that the conditional use will be built and maintained as authorized.

- (9) The special use shall comply with all applicable requirements set forth in this Chapter.**

Finding: The Plan & Design Commission finds that the proposed amendment meets the requirements of the Zoning Code.

CONDITIONS OF APPROVAL

The Commission finds that in order to meet one or more of the above standards of approval, the following conditions shall be imposed (to be drafted in final form by the City's Corporation Counsel):

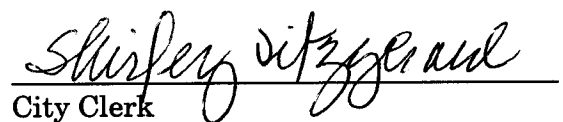
- None.
-

CITY OF HIGHLAND PARK)
COUNTY OF LAKE) SS
STATE OF ILLINOIS)

I, SHIRLEY A. FITZGERALD, City Clerk of the City of Highland Park, in the County of Lake, State of Illinois, do hereby certify that I am keeper of the records, ordinances, files and seal of said City, and;

I HEREBY CERTIFY that the attached is a true and correct copy of Ordinance No. 47-08, entitled "AN ORDINANCE GRANTING A VARIATION AND A SPECIAL USE PERMIT IN THE NATURE OF A CONDITIONAL USE TO PERMIT A NON-CONFORMING GENERAL BUSINESS OFFICE USE(2132 Green Bay Road)," passed and approved by the City Council of said City at a regular meeting of the City Council held on October 13, 2008, and still in full force and effect, all as appears from the records and files of my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of said City of Highland Park, this 14th day of January, 2009.


City Clerk

Return to:

Community Development – Planning
Attn: Nellie Beckner
City of Highland Park
1150 Half Day Road
Highland Park, Illinois 60035

ORDINANCE NO. 47-08

**AN ORDINANCE GRANTING A VARIATION
AND A SPECIAL USE PERMIT IN THE NATURE OF A CONDITIONAL USE
TO PERMIT A NON-CONFORMING GENERAL BUSINESS OFFICE USE**

(2132 Green Bay Road)

WHEREAS, SHR Holdings, LLC ("**Owner**") is the record owner of that certain parcel of property totaling approximately 6,137 square feet, commonly known as 2132 Green Bay Road, Highland Park, Illinois, located in the RM1 Medium to High Density Multiple Family Residential District of the City ("**RM1 District**"), and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is presently improved with a two-story commercial building and a private garage; and

WHEREAS, the Property was most recently used as a minor motor vehicle repair shop, which use has been discontinued for a period exceeding two years; and

WHEREAS, the Owner desires to use the Property for general business offices; and

WHEREAS, "The City of Highland Park Zoning Ordinance of 1997," as amended ("**Zoning Code**"), prohibits the use of property in the RM1 District for minor motor vehicle repair shops or for general business offices; and

WHEREAS, pursuant to Section 150.202 of the Zoning Code, the recent use of the Property as a minor motor vehicle repair shop was a legal non-conforming use; and

WHEREAS, pursuant to Section 150.902(G) of the Zoning Code, an existing legal non-conforming use may be replaced with an equal or less intense legal non-conforming use only upon issuance by the City Council of a special use permit in the nature of a conditional use; and

WHEREAS, pursuant to Section 150.902(I)(1) of the Zoning Code, a legal non-conforming use that has been discontinued for a period of two years may only be replaced with a conforming use; and

WHEREAS, the Owner has filed an application for: (i) a variation from Section 150.902(I)(1) of the Zoning Code to permit a non-conforming use of the Property ("**Requested Variation**"); and (ii) a special use permit in the nature of a conditional use to permit the use of the Property for general business offices ("**Requested Special Use Permit**");

WHEREAS, on July 28, 2008, pursuant to Section 150.1204(A)(15) of the Zoning Code, the City Council referred the Requested Variation to the Zoning Board of Appeals for the City of Highland Park ("**ZBA**") for consideration and recommendation back to the City Council; and

WHEREAS, a public hearing of the ZBA to consider the approval of the Requested Variation was duly advertised in the Pioneer Press on July 17, 2008, and held on August 7, 2008; and

WHEREAS, on August 7, 2008, the ZBA voted to recommend approval of the Requested Variation, in accordance with Section 150.1207(A) of the Zoning Code (Public Hearing No. 08-08-VAR-031); and

WHEREAS, a public hearing of the Plan Commission of the City of Highland Park to consider approval of the Requested Special Use Permit was duly advertised in the Pioneer Press on July 31, 2008, and held on September 2, 2008; and

WHEREAS, on September 16, 2008, the Plan Commission approved findings of fact in support of the Requested Special Use Permit in accordance with Sections 150.902(G) and 150.1405 of the Zoning Code (Public Hearing No. 08-07-SUP-003); and

WHEREAS, the City Council finds that the proposed general business office use is of equal or lesser intensity than the former use of the Property as a minor motor vehicle repair shop; and

WHEREAS, the City Council has determined that the requested relief meets the required standards for variations and special use permits, as set forth in Articles IX, XII, and XIV of the Zoning Code; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City to grant the Requested Variation and the Requested Special Use Permit, subject to the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: APPROVAL OF REQUESTED VARIATION. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Four of this Ordinance, a variation from Section 150.902(I)(1) of the Zoning Code to permit a non-conforming use of the Property shall be, and is hereby, granted pursuant to Section 150.1207(B) of the Zoning Code and the home rule powers of the City.

SECTION THREE: APPROVAL OF REQUESTED SPECIAL USE PERMIT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Four of this Ordinance, a special use permit in the nature of a conditional use to permit the use of the Property for general business offices shall be, and is hereby, granted to the Owners in accordance with, and pursuant to, Article XIV and Section 150.902(G) of the Zoning Code and the home rule powers of the City.

SECTION FOUR: CONDITIONS. The approvals granted in Sections Two and Three of this Ordinance shall be, and are hereby, expressly subject to and contingent upon the construction, use, operation, and maintenance of the Property in compliance with each and all of the following conditions:

- A. **Compliance with Regulations.** Except to the extent specifically provided otherwise in this Ordinance, the development, use, operation, and

maintenance of the Property shall comply at all times with all applicable City codes and ordinances, as the same have been or may be amended from time to time.

- B. Compliance with Plans. Except for minor changes and site work approved by the Director of Community Development and the City Engineer (for matters within their respective permitting authorities) in accordance with all applicable City standards, the development, use, operation, and maintenance of the Property shall comply with the Site Plan and Elevation, consisting of ____ sheets and prepared by Aspect Design Architects, Inc., with a latest revision date of June 12, 2008, a copy of which is attached to and, by this reference, attached to this Ordinance as **Exhibit B ("Plans")**.
- C. Design Review Commission Approval. No building permit shall be issued for the Property prior to the issuance by the City Design Review Commission of a Certificate of Design Review Appeal pursuant to Chapter 176 of "The Highland Park Code of 1968," as amended, for all proposed exterior modifications to the Property, as set forth in the Plans.
- D. Reimbursement of City Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable City codes, ordinances, resolutions, rules, or regulations, the Owner shall pay to the City, promptly upon presentation of a written demand or demands therefore, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Owner shall be liable for and shall pay upon demand all costs incurred by the City for publications and recordings required in connection with the aforesaid matters.

SECTION FIVE: RECORDATION: BINDING EFFECT. A copy of this Ordinance shall be recorded with the Lake County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein shall inure solely to the benefit of, and be binding upon, the Owner, and each of its heirs, representatives, successors, and assigns.

SECTION SIX: FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the City, the approvals granted in Sections Two and Three of this Ordinance shall, at the sole discretion of the City Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the City Council may not so revoke the approvals granted in Sections Two and Three of this Ordinance unless it shall first provide the Owner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the City Council. In the event of such revocation, the City Manager and Corporation Counsel are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION SEVEN: AMENDMENTS. Any amendment to any provision of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code for the amending or granting of special use permits.

SECTION EIGHT: EFFECTIVE DATE.

A. This Ordinance shall be effective only upon the occurrence of all of the following events:

1. Passage by the City Council in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Owner with the City Clerk of a fully executed Unconditional Agreement and Consent, in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the City for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Owner does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 8.A.3 of this Ordinance, within 30 days after the date of final passage of this Ordinance by the City Council, the City Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

AYES: Mayor Belsky, Councilwoman Olian, and Councilmen Levenfeld, Brenner, Kirsch, Mandel, and Silberman

NAYS: None

ABSENT: None

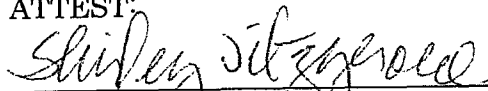
PASSED: October 13, 2008

APPROVED: October 13, 2008

PUBLISHED IN PAMPHLET FORM: October 14, 2008

ORDINANCE NO. 47-08

ATTEST:


Shirley Fitzgerald, City Clerk

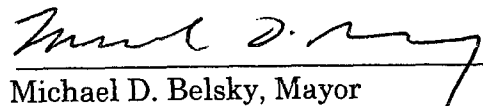

Michael D. Belsky, Mayor

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

2121 Green Bay Road

The East 125 feet of Lot 6 in Block 9 in Exmoor Addition to Highland Park, in the West ½ of the Northwest ¼ of Section 23, Township 43 North, Range 12, East of the Third Principal Meridian, according to the Plat thereof recorded July 11, 1903 as Document 91079, in Book "F" of the Plats, Pages 30 and 31, in Lake County, Illinois

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

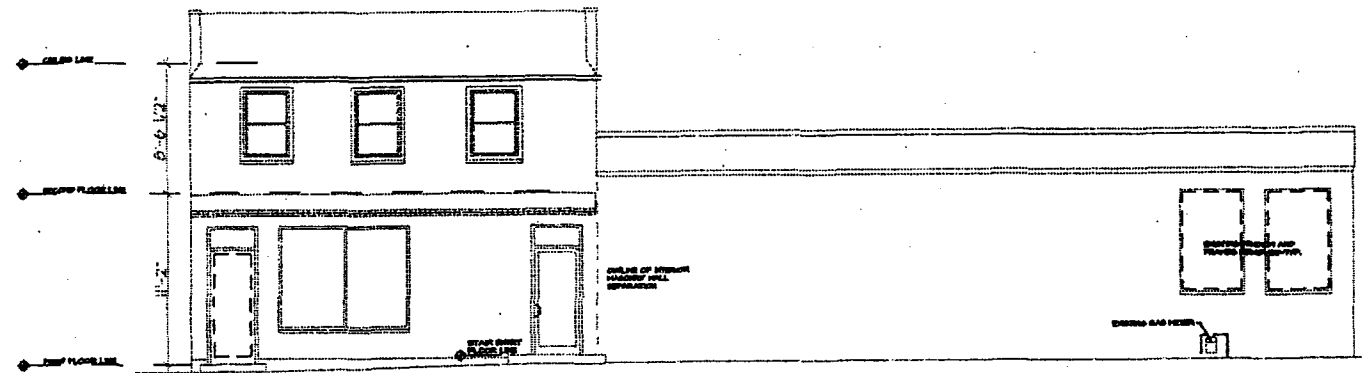
2132 Green Bay Road

The East 125 feet of Lot 6 in Block 9 in Exmoor Addition to Highland Park, in the West ½ of the Northwest ¼ of Section 23, Township 43 North, Range 12, East of the Third Principal Meridian, according to the Plat thereof recorded July 11, 1903 as Document 91079, in Book "F" of the Plats, Pages 30 and 31, in Lake County, Illinois

EXHIBIT B

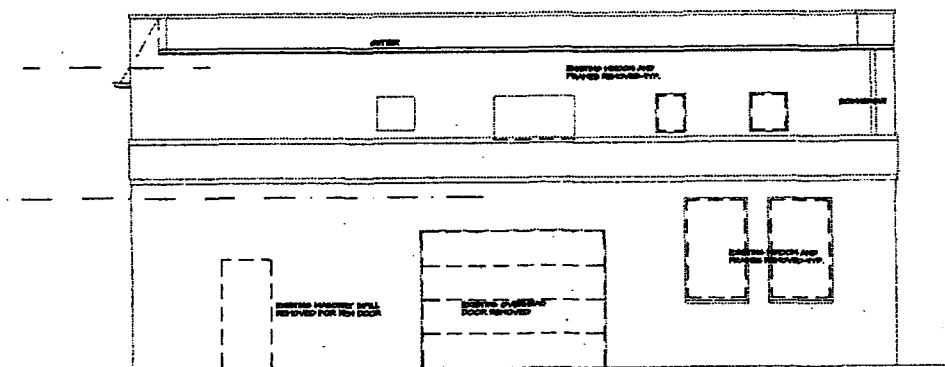
TITLE SHEET, SITE PLAN, AND SITE ELEVATION PLAN

EXHIBIT C
SITE PLANS AND ELEVATIONS



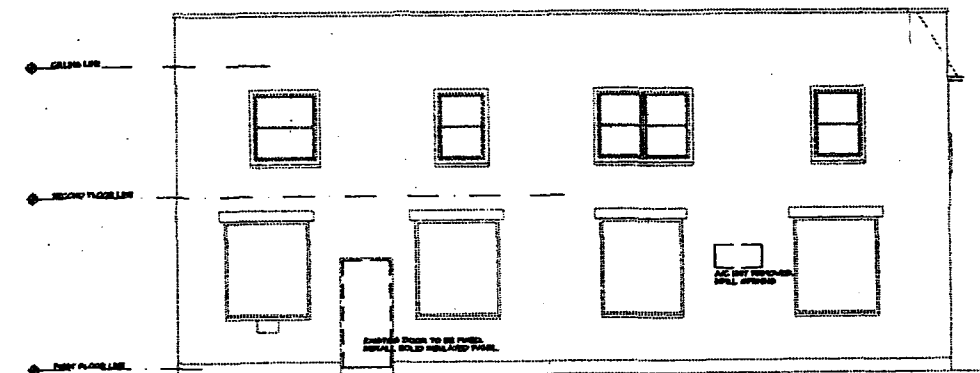
SOUTH ELEVATION

SCALE 1/4" = 1'-0"



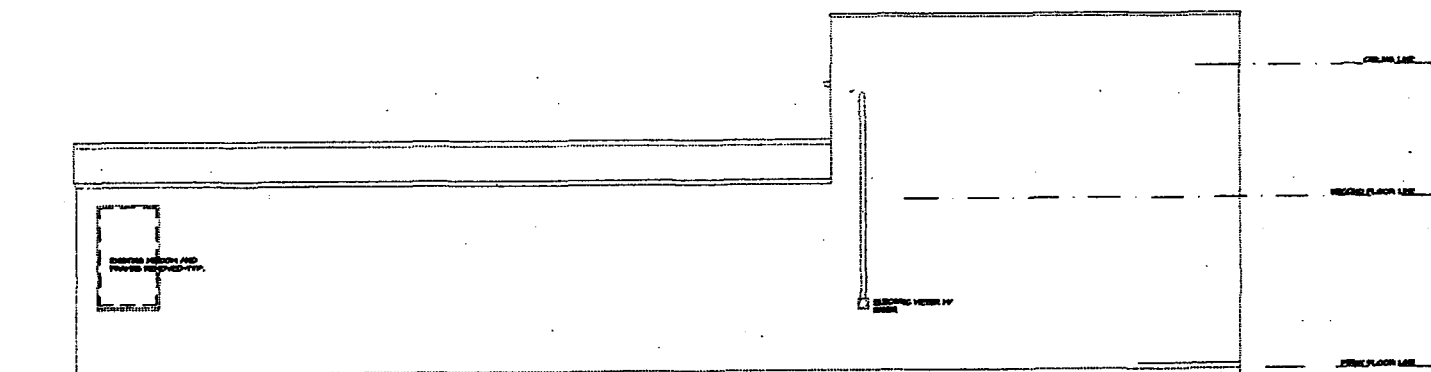
EAST ELEVATION

SCALE 1/4" = 1'-0"



WEST ELEVATION

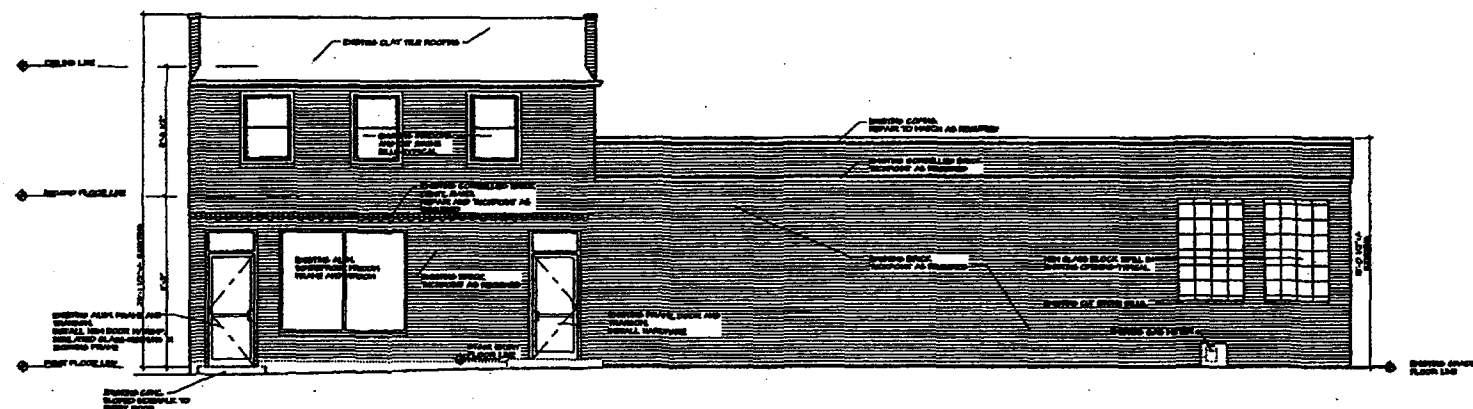
SCALE 1/4" = 1'-0"



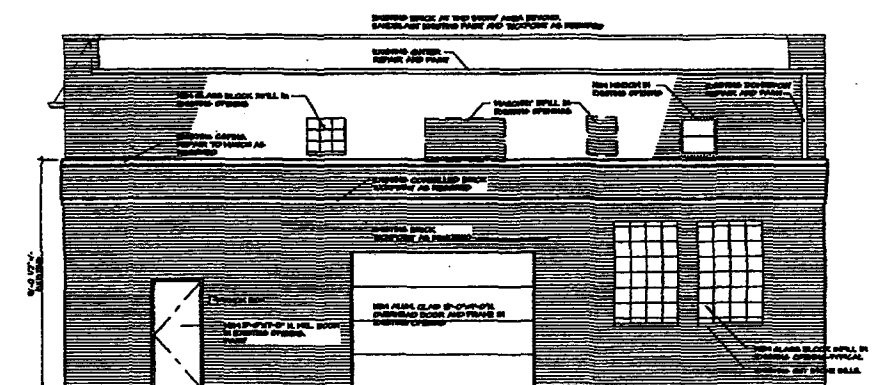
NORTH ELEVATION

SCALE 1/4" = 1'-0"

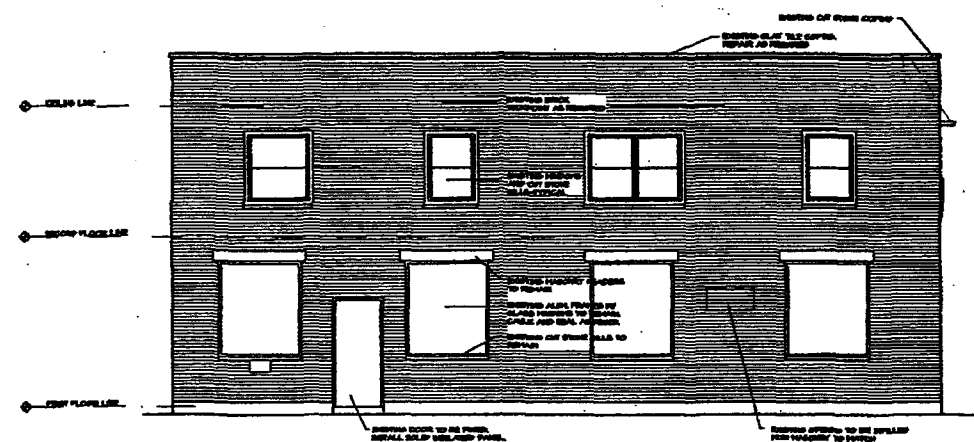
BUILDING REMODEL																							
2132 GREEN BAY ROAD HIGHLAND PARK, ILLINOIS																							
DUKE CUSTOM BUILDERS, LTD.																							
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710 BIRCHWOOD DRIVE SUITE 11A HIGHLAND PARK, IL 60034 PHONE 847-437-3300 FAX 847-437-3301 WWW.DUKECUSTOMBUILDERS.COM																							
ASPECT DESIGN ARCHITECTS																							
PROJECT #	AD0111																						
DRAWN BY	DD																						
CHECKED BY	DD																						
A1 1 OF 2 TOTAL SHEETS																							



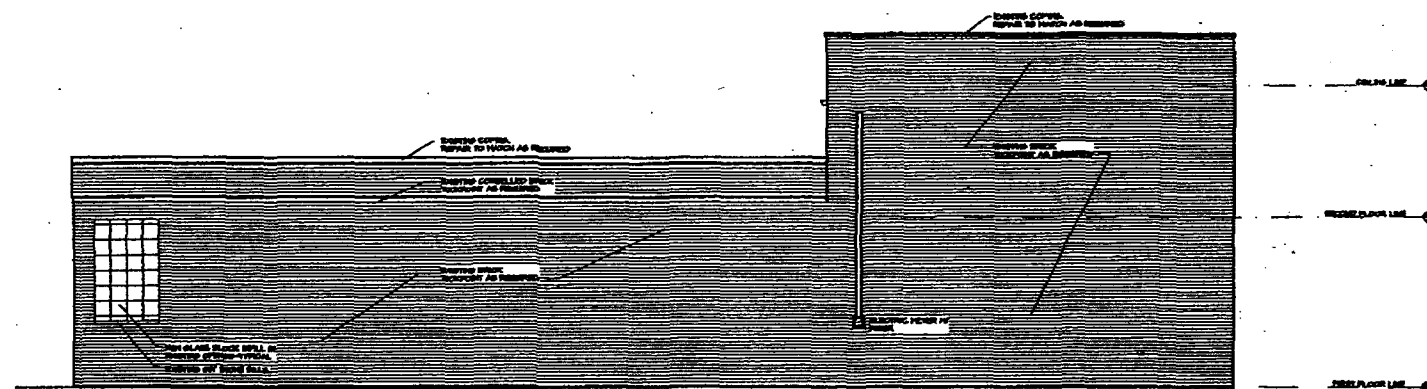
SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"

BUILDING REMODEL
2132 GREEN BAY ROAD
HIGHLAND PARK, ILLINOIS

DUKE CUSTOM BUILDERS, LTD.

NAME	STUBBS, H
DOB	5/25/2000
ISSUE	ADULT

910 ENTERWOOD DRIVE
SUITE 12A
LAKE BLUFF, IL 60044
MAIN: 847-437-2581
FAX: 847-437-2511
WWW.ASPECTSOFKID.COM
TEL: 847-437-2581

ASPECT DESIGN
COMMERCIAL INTERIORS

PROJECT #	ADD
DRAWN BY:	ADD
EXISTING BUILDING ELEVATIONS	
A 3	
4 OF 12 PAGES	

EXHIBIT C

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Highland Park, Illinois ("**City**"):

WHEREAS, SHR Holdings, LLC ("**Owner**") filed an application for a variation and a special use permit in the nature of a conditional use for the Property located at the address commonly known as 2132 Green Bay Road in the City (collectively, the "**Requested Relief**");

WHEREAS, Ordinance No. _____, adopted by the City Council on _____, 2007 ("**Ordinance**"), grants the Requested Relief to the Owner; and

WHEREAS, Section Eight of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner shall have filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Owner does hereby agree and covenant as follows:

1. The Owner shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The Owner acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The Owner acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's granting of the Requested Relief or its adoption of the Ordinance, and that the City's approval of the Requested Relief does not, and shall not, in any way, be deemed to insure the Owner against damage or injury of any kind and at any time.

4. The Owner shall, and does hereby agree to, hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the City's adoption of the Ordinance granting the Requested Relief.

Dated: _____, 2008

ATTEST:

SHR HOLDINGS, LLC

By: _____

By: _____

Its: _____

Its: _____



Civiltech Engineering, Inc.
www.civiltechinc.com

Two Pierce Place, Suite 1400
Itasca, IL 60143
Phone: 630.773.3900
Fax: 630.773.3975

30 N LaSalle Street, Suite 3220
Chicago, IL 60602

330 E Kilbourn Avenue
Suite 1215, Tower 1
Milwaukee, WI 53202

Transportation Design

Traffic Engineering

Civil Engineering

Construction Engineering

Environmental Studies

Water Resources

Structural Design

Right of Way

Urban Design

Transportation Planning

Program Management

Landscape Architecture

Nature-based Solutions

Memorandum

Date: July 31, 2026
To: Anna Ford
City of Highland Park
From: Steve Pautsch, P.E., PTOE
Re: 2132 Green Bay Road Traffic Impact Statement Review

Civiltech Engineering, Inc. has been retained by the City of Highland Park to conduct a third-party review of the traffic impact statement dated July 17, 2026 prepared for the proposed 2132 Green Bay Road redevelopment. We have the following comments on this document:

1. We concur with the traffic impact statement's conclusion that the proposed development will generate a minimal amount of traffic and that no modifications to the street system are required to accommodate the new use in the existing building.
2. The parking evaluation section of the memo states that the ratio of 0.33 spaces per person was calculated from Highland Park's Code of Ordinances which states that health clubs are required to provide 0.33 parking spaces per person in permitted occupancy. Confirm whether this calculation should be based on the maximum allowable occupancy of the building, as determined by the fire code rather than the maximum number of people anticipated to use the building at the same time.
3. In the parking evaluation section of the memo, clarify how customers are anticipated to arrive and depart the site at staggered times. If training sessions are anticipated to be an hour long as stated in the trip generation calculations, wouldn't a group of new customers arrive at the site prior to the previous group departing? Unless sessions are less than an hour and there is a buffer period between sessions, this could result in a slight shortage of on-site parking spaces.
4. If sessions are an hour long and the hours of operation are from 7 a.m. to 7 p.m., wouldn't the last group of customers arrive during the 5 p.m. to 6 p.m. hour to be on time for the start of the session? If so, correct the projected trip generation table (Table 1).

MEMORANDUM TO: Leslie Berish
2132 Building LLC

FROM: Kelly Pachowicz, EI
Consultant

Luay R. Aboona, PE, PTOE
Principal

DATE: July 17, 2026

SUBJECT: Traffic Impact Statement
Personal Training Facility
Highland Park, Illinois

This memorandum summarizes the results of a traffic impact statement conducted by Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) for the proposed personal training facility to be located in Highland Park, Illinois. The site is located at 2132 Green Bay Road in the northwest corner of the intersection of Green Bay Road with Glenview Avenue.

As proposed, the facility will occupy an existing building on the site that is currently utilized as office space. The existing parking lot containing 19 parking spaces that will continue to be utilized by the proposed facility. Access to the parking lot is provided off Glenview Avenue.

Site Location

The site is located in the northwest corner of the intersection of Green Bay Road with Glenview Avenue on the north side of downtown Highland Park. The site is bounded by residential properties to the west and north, Green Bay Road to the east, and Glenview Avenue to the south. Residential uses are located west, north, and south of the site. Commercial uses are located east of the site. Highland Park Hospital is located approximately one block (545 feet) west of the site. **Figure 1** shows an aerial view of the site.



Aerial View of Site

Figure 1

Existing Roadway Characteristics

The characteristics of the existing roadways that surround the proposed facility are described below.

Green Bay Road

- North-south minor arterial roadway
- One lane in each direction in vicinity of the site
- No exclusive turn lanes at Glenview Avenue
- Generally provides left-turn lanes and right-turn lanes at roadway intersections
- No parking allowed on either side of roadway within vicinity of the site
- Jurisdiction of City of Highland Park
- Carries an annual average daily traffic (AADT) volume of 9,100 vehicles (Illinois Department of Transportation [IDOT] 2023)
- Posted speed limit of 30 miles per hour

Glenview Avenue

- East-west local roadway that extends west from Green Bay Road
- One lane in each direction
- High-visibility crosswalk at its intersection with Green Bay Road
- On-street parking for two vehicles on the north side of roadway along site frontage
- No parking allowed on either side of roadway for the rest of the block
- Jurisdiction of City of Highland Park
- Posted speed limit of 25 miles per hour

Proposed Site Plan

As proposed, the existing building on the site will be utilized for a personal training facility. The entire building totals approximately 5,000 square feet, including an approximately 2,160 square-foot garage.

The existing parking lot on the site will be utilized by the facility and continue to provide 19 parking spaces. Access to the parking lot is provided off Glenview Avenue which provides one combined inbound/outbound lane. As no stop sign is currently provided on the southbound approach, one should be posted to control the exiting movements.

A copy of the building floor plan and site plan is included in the Appendix.

Trip Generation Estimates

The vehicle trip generation for the facility was estimated using data provided by the operator.

The following outlines the projected operations of the facility:

- The facility is expected to be open Monday through Sunday, from 7:00 A.M. to 7:00 P.M.
- Two to three employees (including a physical therapist) will be located in the first-floor training facility.
- Three employees will be located in the second-floor office space.
- Sessions will be approximately one hour.
 - There will be approximately one to two customers per session per first-floor employee.
- Other services may be provided by the staff such as additional personal training and physical therapy.
 - To account for these other services, the three second-floor employees are estimated to generate approximately one customer per employee per hour.

Table 1 shows the estimated vehicle trip generation for the weekday morning and weekday evening peak periods.

The 7:00 A.M. to 8:00 A.M. peak hour is estimated to generate the most traffic during the morning peak period due to employees arriving to the site for the day in addition to two customers per first-floor employee for a session and one customer per second-floor employee for a session.

The 6:00 P.M. to 7:00 P.M. peak hour is estimated to generate the most traffic during the evening peak period due to employees leaving for the day at the end of the hour, in addition to nine customers arriving and departing for a session and nine additional customers leaving from a 5:00 P.M. to 6:00 P.M. session.

Table 1

ESTIMATED PEAK PERIOD VEHICLE TRIP GENERATION

Time	Employees			Clients			Total		
	In	Out	Total	In	Out	Total	In	Out	Total
7:00-8:00 A.M.	6	0	6	9	0	9	15	0	15
8:00-9:00 A.M.	0	0	0	9	9	18	9	9	18
5:00-6:00 P.M.	0	0	0	9	9	18	9	9	18
6:00-7:00 P.M.	0	6	6	9	18	27	9	24	33

Trip Generation Comparison

The total number of trips estimated to be generated by the proposed personal training facility during the weekday peak hours was compared with the traffic that could be generated by the building's use as an office.

The "Small Office Building" (ITE Land-Use Code 712) rates were used to estimate the traffic to be generated by the existing office building. The peak hour trips that could be generated by the existing office building are shown in **Table 2**. The peak hours fall within the weekday morning peak period (7:00 A.M. to 9:00 A.M.) and weekday evening peak period (4:00 P.M. to 6:00 P.M.). A copy of the ITE trip generation sheets is included in the Appendix.

Table 2
ESTIMATED PEAK HOUR TRIPS – OFFICE BUILDING

ITE Land-Use Code	Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour		
		In	Out	Total	In	Out	Total
712	Small Office Building (5,000 S.F.)	7	1	8	4	7	11

Table 3 shows a comparison of the estimated traffic to be generated by the proposed personal training facility and the existing office building. It should be noted that as the 6:00 P.M. to 7:00 P.M. hour falls outside of the weekday evening peak period, the 5:00 P.M. to 6:00 P.M. trip generation volumes for the proposed facility were used in the comparison.

From the table, it can be seen that the proposed use is estimated to generate seven more trips during the weekday morning and weekday evening peak hours. As such, the proposed facility is projected to have a minimal impact on the area roads as the existing use due to the overall low projected traffic volumes.

Table 3
COMPARISON OF ESTIMATED PEAK HOUR TRIPS

Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour		
	In	Out	Total	In	Out	Total
Proposed Personal Training Facility	15	0	15	9	9	18
Existing Office Building	7	1	8	4	7	11
Difference	+8	-1	+7	+5	+2	+7

Traffic Evaluation

Given the following, the proposed personal training facility will be able to be accommodated by the roadway system due to the following:

- The facility-generated traffic will be similar to the existing traffic generated by the office building.
- The facility-generated traffic will be distributed to the area roadways via a single existing access drive.
- Based on the 2023 AADT volumes on Green Bay Road, the proposed facility will increase the traffic on Green Bay Road by less than one percent.
- The peak traffic estimated to be generated by the facility will likely fall outside of the weekday evening roadway peak hour.

As such, the facility is projected to generate a low number of trips and is projected to result in a minimal increase in traffic on Green Bay Road.

Access Evaluation

Given the following, the proposed access system will provide flexible and efficient access by the following:

- The access drive provides one combined inbound/outbound lane.
- Left-turn and right-turn movements are permitted to and from the access drive.
- It is recommended that a stop sign be posted for outbound movements.
- As a local roadway, Glenview Avenue is a low-volume road and therefore the traffic accessing the site should have minimal conflicts with the existing traffic along the roadway.
- As no parking is allowed on the majority of Glenview Avenue, visibility is not impacted by other vehicles, leading to safer movements.

As such, the proposed access system that will serve the facility will provide flexible and efficient access to the site and no additional roadway or traffic control measures are required.

On-Site Circulation Evaluation

Given the following, the on-site circulation will be adequate by the following:

- The drive aisles serving the site allow for two-way traffic.

- The drive aisles are approximately 22 feet-wide.
- The existing parking lot serves the existing building use well and as the proposed facility is estimated to generate a similar amount of traffic, the parking lot is projected to serve the proposed facility well.

As such, the proposed on-site circulation will be adequate.

Parking Evaluation

To ensure that the proposed parking supply will meet the City's requirements, the number of spaces that are required was determined based on the City of Highland Park Code of Ordinances, which states that health clubs are required to provide 0.33 parking spaces per person in permitted occupancy.

As such, it is assumed that the greatest number of people estimated to be within the facility at once is 24 people. (6 employees and 18 customers, of which nine are a session group leaving and nine are a session group arriving). When compared with the parking ratio of 0.33 parking spaces per person, this results in the proposed facility requiring 8 parking spaces. With the existing parking lot providing 19 parking spaces, the parking lot can meet this requirement and have a surplus of 11 parking spaces.

Additionally, when considering the aforementioned operations of the facility, it is projected that the parking demand generated by the facility will be accommodated. While the 6:00 P.M. to 7:00 P.M. hour is projected to generate approximately 27 customer trips, 18 of those trips will be overlapping; nine vehicles will be leaving the site and be replaced with nine vehicles arriving to the site.

With the employees already on-site occupying six parking spaces, there are 13 parking spaces on-site available for customers with an additional two on-street parking spaces, for a total of 15 parking spaces available for customer use. These 18 customers are estimated to overlap, but they will likely arrive and depart the site at staggered times. As the 15 on-site parking spaces provide approximately six parking spaces more than is required during a one hour session (nine customer spaces), the turnover within the overlap is estimated to be accommodated by the existing parking serving the facility.

Therefore, the parking requirements per the City and the projected parking demand of the facility can be accommodated by the available parking serving the facility.

Conclusion

Based on the proposed development plan and the preceding evaluation, the following conclusions and recommendations are made:

- The existing office building will be utilized as a personal training facility.
- The existing parking lot serving the building will continue to be utilized by the proposed facility.
- The facility is projected to generate a low number of trips and is projected to result in a minimal increase in traffic on Green Bay Road.
- The access system that will serve the facility will provide flexible and efficient access to the site and no additional roadway or traffic control measures are required.
- The parking requirements per the City and the projected parking demand of the facility can be accommodated by the available parking serving the facility.

Appendix

Floor Plan and Site Plan ITE Trip Generation Sheets

First Level



Second Level





Small Office Building (712)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 20

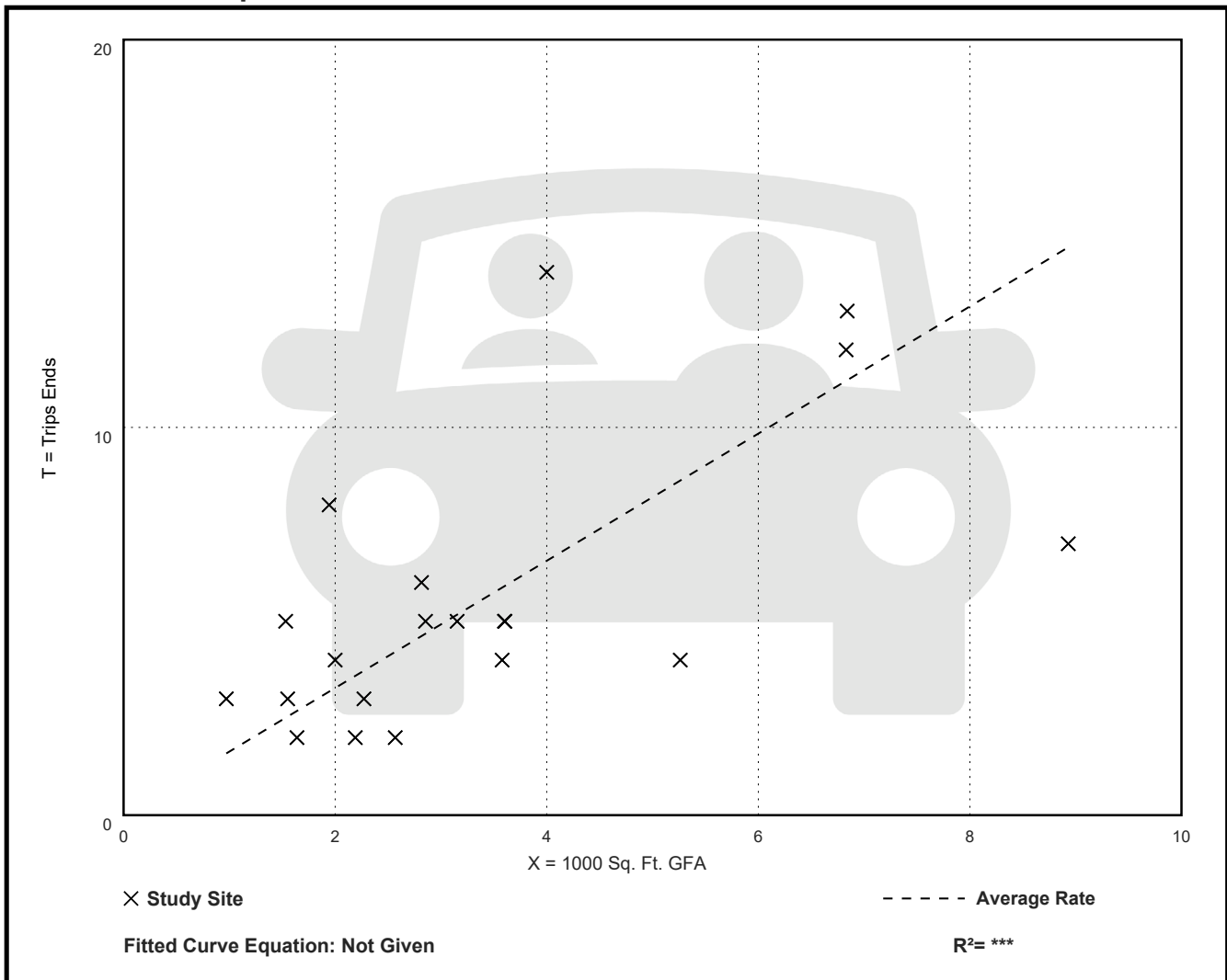
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 83% entering, 17% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
1.64	0.76 - 4.12	0.87

Data Plot and Equation



Small Office Building (712)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 21

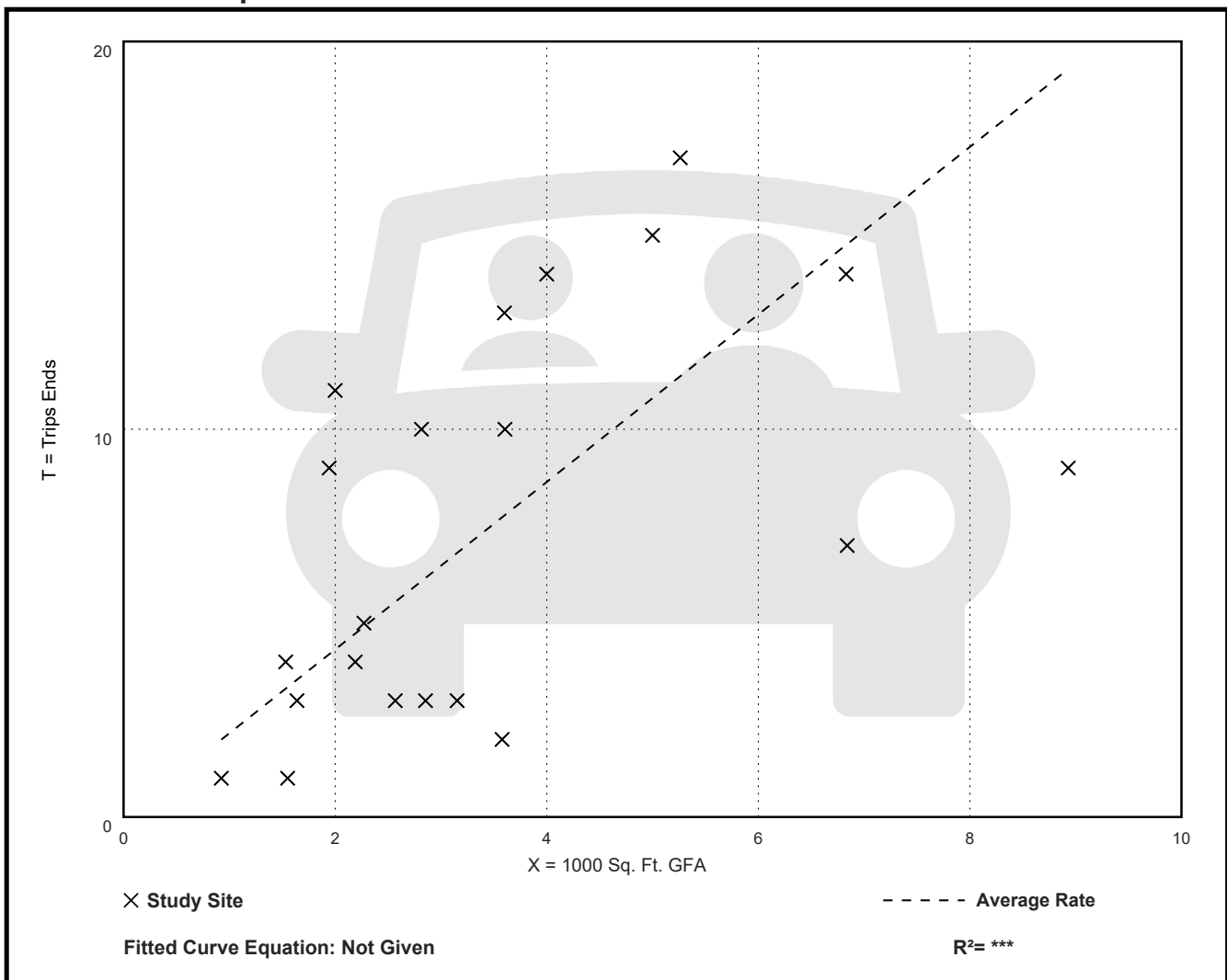
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 34% entering, 66% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
2.16	0.56 - 5.50	1.26

Data Plot and Equation



1. **We concur with the traffic impact statement's conclusion that the proposed development will generate a minimal amount of traffic and that no modifications to the street system are required to accommodate the new use in the existing building.**

Noted.

2. **The parking evaluation section of the memo states that the ratio of 0.33 spaces per person was calculated from Highland Park's Code of Ordinances which states that health clubs are required to provide 0.33 parking spaces per person in permitted occupancy. Confirm whether this calculation should be based on the maximum allowable occupancy of the building, as determined by the fire code rather than the maximum number of people anticipated to use the building at the same time.**

Permitted refers to the maximum allowable occupancy of the space as set by the fire marshal. At the time of memo preparation, this number was not set and, as such, the maximum expected occupancy was utilized for this calculation.

However, after clarification from a City Council resolution, personal trainers are considered medical office land uses. This will result in a recalculation in the number of parking spaces required per City Code.

This will result in a requirement of 16 parking spaces, leaving an excess of three parking spaces when compared to the proposed supply of 19 parking spaces.

3. **In the parking evaluation section of the memo, clarify how customers are anticipated to arrive and depart the site at staggered times. If training sessions are anticipated to be an hour long as stated in the trip generation calculations, wouldn't a group of new customers arrive at the site prior to the previous group departing? Unless sessions are less than an hour and there is a buffer period between sessions, this could result in a slight shortage of on-site parking spaces.**

The analysis is accounting for a worst-case scenario in which all sessions are fully occupied during every hour the facility is open with no staggered periods between sessions. There could be a slight shortage of parking spaces as the overlap of departing and arriving customers occurs, but this shortage would occur only for a short time during the hour and the parking needs of the nine customers during sessions would be accommodated by the available parking.

4. **If sessions are an hour long and the hours of operation are from 7 a.m. to 7 p.m., wouldn't the last group of customers arrive during the 5 p.m. to 6 p.m. hour to be on time for the start of the session? If so, correct the projected trip generation table (Table 1).**

For the purposes of the analyses, customers are assumed to arrive for their hour session during the same hour and then depart during the following hour. The exception to this is during the 6:00 P.M. to 7:00 P.M. hour in which the last session customers will arrive and depart during the hour.

During the 5:00 P.M. to 6:00 P.M. hour, nine customers arrive for their 5:00 P.M. session and nine customers leave from their 4:00 P.M. session.

With the table revised to show nine customers arriving and nine customers departing during the 5:00 P.M. to 6:00 P.M. hour and 18 customers departing during the 6:00 P.M. to 7:00 P.M. hour to satisfy the above comment, the greatest number of trips generated is now 24 trips during the 6:00 P.M. to 7:00 P.M. hour.



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www.civiltechinc.com

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Memorandum

Date: August 26, 2026
To: Anthony Mistretta
Anna Ford
City of Highland Park
From: Steve Pautsch, P.E., PTOE
Re: 2132 Green Bay Road Traffic Impact Statement Review

Civiltech Engineering, Inc. has reviewed the reviewed the updated traffic statement prepared by KLOA, Inc. dated August 18th, 2026 and the disposition responding to Civiltech's comments dated July 31, 2026 for the proposed development at 2132 Green Bay Road in Highland Park.

While we do not have any further comments for the development team to address, please note that that the disposition confirms that in a worst-case scenario there could be slight shortage of on-site parking spaces for brief periods of time if training sessions are fully occupied and there is no buffer time between the sessions. This condition should be monitored and programming adjusted as necessary if parking becomes an issue.





Front



Garage



Sec. 150.1404. Standards.

(A) The Plan and Design Commission or the City Council, as the case may be, shall not recommend or grant a special use permit be issued unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

(1) The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Response: The Proposed Use will serve the public convenience at the Property by providing personal training services to meet a demonstrated community need. Following the closure of Anytime Fitness on 2nd Street and Equinox on Central Avenue in December 2021, the availability of qualified personal trainers in Highland Park has diminished. The Proposed Use addresses this gap by offering a centralized, accessible location for one-on-one fitness instruction.

The Proposed Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. The use is inherently low-intensity, limited to one-on-one personal training sessions and physical therapy, which ensures minimal occupancy at any given time and reduces the potential for adverse impacts on the surrounding area.

(2) The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with the special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate, orderly development of the zoning district in which it is located;

Response: The Proposed Use is appropriate for this location given the nature of the Property and its surroundings. The Applicant will utilize the existing building footprint without expansion, and the current structure provides adequate space for the proposed operations. The Property is readily accessible via Green Bay Road and Glenview Avenue. The operational intensity of one-on-one personal training is lower than that of a general business office or other uses permitted in the RM2 District, including high-density multifamily residential, thereby promoting harmony with the orderly development of the district.

(3) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair the value of other property in the neighborhood;

Response: The Proposed Use will not be injurious to the use and enjoyment of other property in the immediate vicinity nor substantially diminish or impair property values in the neighborhood. All training activities will be conducted entirely within the enclosed building, preventing excessive noise or other external disturbances. The low-intensity nature of the use generates minimal traffic, and the Property provides adequate on-site parking to accommodate all anticipated demand without reliance on street parking.

(4) The nature, location, and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the regulations of the zoning district within which they are located;

Response: The nature, location, and size of the existing building will not impede, hinder, or discourage the development or use of adjacent land and buildings in accordance with RM2 District regulations. The Applicant proposes no modifications to the building's exterior or footprint, and the low-intensity use will not generate adverse impacts that could discourage conforming development on adjacent parcels.

(5) Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;

Response: The Property is fully developed with adequate utilities, access roads, drainage, and other necessary infrastructure. No additional facilities are required to support the Proposed Use.

(6) Parking areas of adequate size for the special use shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets;

Response: The existing parking area provides adequate capacity for the Proposed Use and is appropriately located at the rear and side of the Property. The parking area is suitably screened from adjoining residential uses to the north, west, and south by existing fencing, landscaping, and mature trees. The entrance and exit driveway from Glenview Avenue is designed to allow safe ingress and egress, preventing traffic hazards and minimizing congestion on the public streets.

(7) The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified as provided in this Chapter;

Response: The Proposed Use conforms in all other respects to the applicable regulations of the RM2 zoning district and the relevant provisions of Chapter 150,

except as may be modified pursuant to the special use permit process authorized by Chapter 150.

(8) There is reasonable assurance that the special use will be completed and maintained as and if authorized; and

Response: The building is complete and fully operational. The Applicant is committed to maintaining the Proposed Use in accordance with all applicable conditions and requirements of the special use permit, if granted.

(9) The special use shall comply with all applicable requirements set forth in this Chapter.

Response: The Proposed Use complies with all applicable requirements set forth in Chapter 150. No variances or other modifications are required.

Staff Report



Meeting Date: September 14, 2026
Staff Contact: Karl Burhop, Senior Planner
Department: Community Development Department

Title: An Ordinance Amending the “City of Highland Park Zoning Ordinance of 1997,” as Amended, Regarding Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes

Recommendation:

Staff recommend amending the Zoning Code to allow the following land use as a conditional use within the B2-RW Overlay Zoning District:

“Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes” (“Wireless Comm. Facilities”)

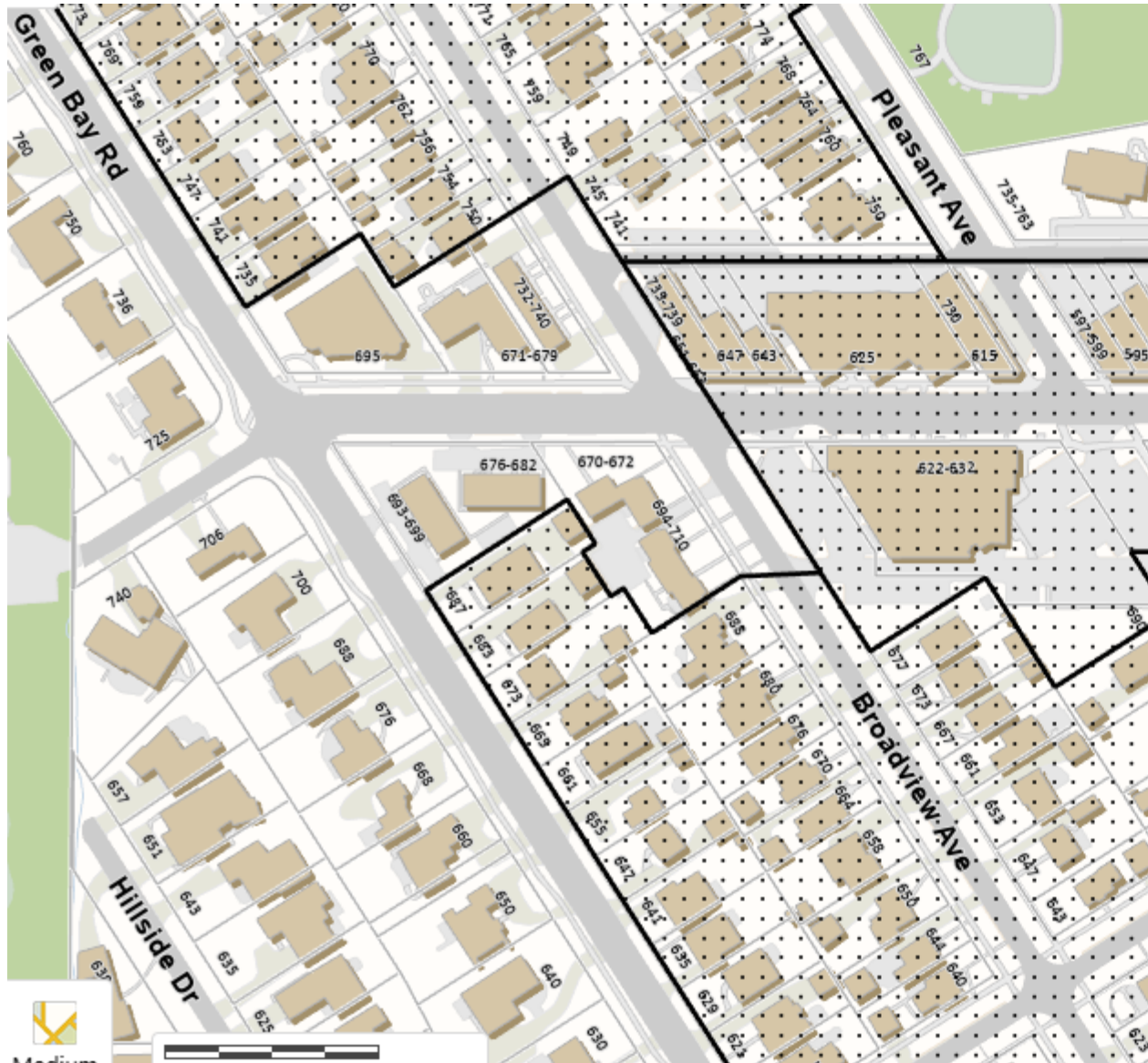
Policy Consideration:

Commission Consideration.

The Plan and Design Commission considered the amendment and held a public hearing regarding this amendment at its [Sept. 1, 2026\[1\]](#) meeting. No public comments have been received, either in writing or at the hearing. The Commission recommended approval (5-0)[2]. The Commission’s findings of fact recommending approval are attached as **Attachment 1**.

Wireless Comm. Facilities are those without towers and are usually antennas and related equipment boxes that go on the rooftops of buildings, on chimneys, on water towers, etc. They can be required to use colors to blend into the environment and use visual screening as part of Design Review when appropriate.

The proposal is for the B2-RW boundary, depicted below. The proposed changes will allow Wireless Comm. Facilities (without towers) in the B2-RW overlay zone by Special Use Permit consideration.



on.

Background.

The City created the B2-RW by O49-95, on June 12, 1995. The purpose of the B2-RW was to implement the Ravinia District Master Plan^[3]. When the B2-RW was created the land use “Cellular Telephone Facilities Without Towers” was prohibited in the B2-RW. Every use within the Communication and Private Utility Uses land use table (Table O) was also prohibited in the B2-RW at this time; though, this land use was allowed, as either Permitted or Conditional, in every other zoning district within the City. Staff have reviewed the minutes and available materials from the meetings for this consideration, and found the following regarding the uses allowed in the B2-RW Overlay District.

- The May 22, 1995 City Council staff report stated that, “In addition to the creation of the overlay district, the text amendment proposed to remove uses that were inconsistent with the desired retail nature of the B2 zoning district from the Table of Permitted and

Conditional Uses of the Zoning Ordinance.” The focus of the B2-RW was to promote clustering of retail uses, pedestrian traffic, and increase residential density. Staff surmise that there may also have been concerns about the aesthetic impacts of Wireless Comm. Facilities on the Ravinia District.

Currently, the Wireless Comm. Facilities land use is allowed in all zoning districts as a Conditional land use, except the B2-RW, per [Sec. 150.490](#).

There is ongoing concern that cell phone coverage in the Ravinia area is not adequate, which can affect both public and emergency communications

Allowing this land use as a conditional use would allow cell phone service providers to apply to install cell phone facilities, to improve cell phone coverage in the area. The City proposes this land use be allowed as a Conditional Use in the B2-RW, meaning that installation of a new facility will require a Special Use Permit. A Special Use Permit requires a public hearing before the Plan and Design Commission and all property owners owning property within 400 feet of the proposed site receive advanced mailed notice.

This text amendment is not for a particular site; rather it allows owners of property zoned B2-RW to apply for a Special Use Permit to install a Wireless Comm. Facilities. Special Use Permit considerations require a public hearing at the Plan and Design Commission, and approval by City Council.

Public Testimony & Comment.

None received as of Tuesday, Sept. 8 (5 pm). Although not required, mailed notice went out to B2-RW property owners, property owners within 400’ of the B2-RW Zoning Overlay District, and to the Ravinia Neighbors Association; and an email with notice to the Ravinia Business District business owners.

Proposed Zoning Code Text Amendment.

The Ordinance that follows this report and makes the following change:

- In Sec. 150.490(O) revise the use table by adding a “C” under the B2-RW column for “Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes”.

[1] Click on the hyperlink to see the meeting packet and video (minutes will not be available until after Sept. 15).

[2] Chair Kerch, Moore, Henry, Ihnchak, and Fettner voting aye; Vice Chair Nanus and Mantis absent.

[3] The Ravinia District Master Plan can be accessed at [this City website](#).

Core Priorities:

Public Safety & Economic Development

This proposed Zoning Code text amendment will allow the expansion and improvement of cell phone coverage, aiding emergency services. This proposed Zoning Code text amendment will expand and improve the cell phone coverage within the City, assisting its residents, guests, tenants, developers, and business owners.

Attachments:

1. Amendatory Ord. re Cell Phone Facil. without Towers
2. Attachment 1 - PDC Adopted Finding of Facts

City of Highland Park

Ordinance No. _____

An Ordinance Amending the “City of Highland Park Zoning Ordinance of 1997,” as Amended, Regarding Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes

WHEREAS, Article IV of the “City of Highland Park Zoning Ordinance of 1997,” as amended (**“Zoning Code”**), sets forth regulations for permitted and conditional uses within each zoning district of the City; and

WHEREAS, the City Council desires to amend the Zoning Code to allow Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes as a conditional use in the B2-RW Roger Williams Commercial District Overlay Zone (**“Proposed Amendment”**); and

WHEREAS, a public hearing by the City Plan and Design Commission (**“PDC”**) to consider the Proposed Amendment to the Zoning Code was duly advertised in the Lake County News-Sun on August 17, 2026, and held on September 1, 2026; and

WHEREAS, on September 1, 2026, the PDC adopted Findings of Fact, Public Hearing No. ZTA-2026-00004, recommending to the City Council approval of the Proposed Amendment, in accordance with and pursuant to Section 150.1506 of the Zoning Code; and

WHEREAS, the City Council has considered the Proposed Amendment and the recommendation of the PDC, and has determined that adoption of the Proposed Amendment, as set forth in this Ordinance, will serve and be in the best interest of the City and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Ordinance as findings of the City Council.

SECTION TWO: **TABLE OF ALLOWABLE USES.** The “Table of Allowable Uses,” set forth in Article IV, titled “Regulations for Permitted and Conditional Land Uses,” of the Zoning Code is hereby amended as set forth in **Exhibit A** to this Ordinance.

SECTION THREE: **PUBLICATION.** The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: **EFFECTIVE DATE.** This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURES ON FOLLOWING PAGE]

Additions are bold and double underlined; deletions are struck through.

AYES:

NAYS:

ABSENT:

PASSED

APPROVED:

PUBLISHED IN PAMPHLET FORM:

ORDINANCE NO.:

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Additions are bold and double underlined; ~~deletions are struck through.~~

EXHIBIT A

"TABLE OF ALLOWABLE USES"

			(O) COMMUNICATIONS AND PUBLIC UTILITY USES																						
R1	R2	R3	R4	R5	R6	R7	RM1	RM1A	RM2	RO	P = Permitted Uses C = Conditional Uses	HC	B1	B1A	B2	B2- RW	B3	B4- 4	B4- 5	B4- 6	B4- BG	B5	I	PA	CDRO

* * *

C	C	C	C	C	C	C	C	C	C	C	Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes	C	C	C	C	<u>C</u>	C	C	C	C	C	C	C	C	C	C
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	----------	---	---	---	---	---	---	---	---	---	---

Additions are bold and double underlined; deletions are struck through.

			(Omitted text is unaffected by this ordinance)”
--	--	--	---

* * *

Additions are bold and double underlined; deletions are struck through.

Findings of Fact

Public Hearing #ZTA-2026-00004 to revise, strike, or create definitions, land use permissions, and regulations for the B2-RW: Roger Williams Commercial District Overlay Zone related to “Cellular Telephone Facilities without Towers for Use with Radio and/or Other Transmitting and Receiving Equipment, Including Cellular Telephone and Personal Wireless Communications Facilities — Including Antennas to a Maximum Height of 12 Feet without Towers but Excluding Satellite Dishes”.

Sec. 150.1505. Standards.

Pursuant to Section 150.1505(B) of the “City of Highland Park Zoning Ordinance of 1997,” as amended (“**Zoning Code**”), the Highland Park Plan & Design Commission (“**Plan and Design Commission**”) or the Highland Park City Council, as the case may be, shall not recommend an amendment to the Zoning Code, unless it shall make findings of fact based upon evidence presented at the hearing with respect to the following:

(1) Zoning Code. Proposed amendments are consistent with the intent and general regulations of Chapter 150 of the Zoning Code.

Finding: The Plan & Design Commission finds that the proposed text amendment to the Zoning Code (“**Proposed Amendment**”) is consistent with the objectives set forth in Section 150.101(B) of the Zoning Code. The Proposed Amendment is consistent and in harmony with the objectives of [Sections 150.101](#)(B)(1), (3), and (6) of the Zoning Code.

The Commission finds that cell phone and related facilities are necessary for public and emergency use, and allowing the use as a conditional use balances that necessity with the concerns of the neighborhood.

(2) Master Plan. Proposed amendments are consistent with the intent and actual text and drawings of the Master Plan.

Finding: The Plan & Design Commission finds that the Proposed Amendment is consistent with policies set forth in the Ravinia District Strategic Plan¹. The Proposed Amendment is not counter to any of the policies in this Plan and will expand service in this area.

(3) Type of Change. Proposed amendments correct an error or omission, clarifies existing requirements or reflects a change in policy.

Finding: The Plan & Design Commission finds that the Proposed Amendment reflects a clarification and change in policy. The Proposed Amendment clarifies and changes the City’s regulations for the B2-RW, to allow these facilities.

(4) Implementation. Proposed amendments provide a more workable way to achieve the intent and purpose of the Zoning Code and the Master Plan;

Finding: The Plan & Design Commission finds that the Proposed Amendment will further the intent and purpose of Chapter 150 of the Zoning Code and the Master Plan by this amendment and related regulations.

(5) Persons Benefited. Proposed amendments benefit the whole City, not just the petitioner, property owners(s), neighbors of any property under consideration, or other special interest groups.

¹ The Plan is available online at:

[https://cms6.revize.com/revize/highlandpark/Documents/Development/City%20of%20Highland%20Park%20Master%20Plan/RaviniaStrategicPlan%20\(Complete\).pdf?t=202509261200540](https://cms6.revize.com/revize/highlandpark/Documents/Development/City%20of%20Highland%20Park%20Master%20Plan/RaviniaStrategicPlan%20(Complete).pdf?t=202509261200540)

Finding: The Plan & Design Commission finds that the Proposed Amendment benefits not only the B2-RW but the neighborhood and City as a whole, by expanding service for property owners, neighbors, tenants, visitors, and emergency service personnel.

(6) Development Trend. The trend of development, if any, for the general area of the subject property, including changes, if any, which have taken place in its present zoning classification.

Finding: The Commission finds that since the B2-RW was adopted in 1995, technology for these types of facilities has changed. Facilities can be smaller and be better concealed or blended into the neighborhood.

(7) Zoning. The zoning classification of a property within the general area of the subject property is considered; and

Finding: The Plan & Design Commission has considered this standard and finds all other zoning districts within the City allow this use.

(8) Public Facilities. Adequate public facilities exist or are capable of existing prior to the development permitted through the adoption of the amendment.

Finding: The Plan & Design Commission finds that adequate public facilities exist to support these facilities in the B2-RW and furthermore, to the extent these facilities are used as public facilities, they will now be allowed in the B2-RW, expanding service to all who use it.

Staff Report



Meeting Date: September 14, 2026
Staff Contact: Patrick Hoffmann, Planner II
Department: Community Development Department

Title: A Resolution Approving a Plat of Subdivision (147 Central Ave)

Recommendation:

Staff recommend consideration to approve a Plat of Re-Subdivision for 147 Central Ave.

Policy Consideration:

Please reference the materials included in the 147 Central Ave. Ordinance item on the agenda for additional information about this subdivision.

Core Priorities:

Economic Development & Vibrancy. Allowing development with appropriate controls while preserving historic resources is important to the economic vitality of the City.

Attachments:

1. Resolution Approving Plat of Resubdivision (147 Central)
2. Exhibit A - Final Plat

City of Highland Park

Resolution No. _____

A Resolution Approving a Plat of Subdivision
(147 Central Avenue)

WHEREAS, Atied Associates, LLC, an Illinois limited liability company, and Gale Rothner, as Trustee for the Gale Rothner Spousal Trust (collectively, the “**Owner**”) are the record title owners of that certain parcel of real property commonly known as 147 Central Avenue, Highland Park, Illinois, located within the R4 Low-to-Moderate Density Residential District of the City (“**R4 District**”) and the Lakefront Density and Character Overlay Zone of the City (“**LFOZ**”), and consisting of approximately 178,523 square feet (“**Property**”); and

WHEREAS, on August 26, 1985, the City Council adopted Ordinance No 34-85, designating the Property as a landmark pursuant to Section 24.025 of “The Highland Park Code of 1968,” as amended (“**City Code**”); and

WHEREAS, the Owner seeks to subdivide the Property into a two lots of record (“**Proposed Subdivision**”); and

WHEREAS, the Owner filed an application with the City for preliminary and final approval of a plat of subdivision for the Proposed Subdivision pursuant to Section 151.005 of the City Code; and

WHEREAS, on May 5, 2026, the Plan and Design Commission of the City recommended approval of the proposed final plat of subdivision, subject to certain specified conditions; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to approve the Proposed Subdivision, subject to the terms and conditions set forth in this Resolution;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are hereby incorporated herein and made a part of this Resolution as findings of the City Council.

SECTION TWO: **APPROVAL OF FINAL PLAT.** Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Four of this Resolution, the final plat of subdivision for the Property prepared by R.E. Allen and Associates, consisting of one sheet, and with a latest revision date of September 24, 2025, is hereby approved in the form attached to and, by this reference, made a part of this Resolution as **Exhibit A (“Final Plat”)**; provided, however, that the Final Plat is subject to modification in accordance with Section 3.D(2) of Ordinance No. _____.

SECTION THREE: **GRANT OF VARIATION.** Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Four of this Resolution, the City Council hereby approves a variation from Section 151.004(A)(1) of the City Code to allow for the creation of a lot on the Property with: (i) more than four sides, and (ii) lot lines intersecting at angles other than right angles, due to the infeasibility of establishing intersections of lot lines at right angles.

SECTION FOUR: EXECUTION OF FINAL PLAT. The Mayor and City Clerk are hereby authorized and directed to execute and seal, on behalf of the City, the Final Plat only after the satisfaction of the following:

- A. The Applicant must secure the necessary approvals from all public utility companies, provide easement statements, and locate all existing easements on the Final Plat, prior to its recordation;
- B. The Applicant must secure the signatures of the City Engineer and the County Clerk on the Final Plat, prior to its recordation;
- C. The Final Plat must include all certificates, signatures, and seals as required by Section 151.005(A)(12) of the City Code;
- D. The Final Plat must identify monuments for all corners of the Proposed Lot; and
- E. The Final Plat must be tied into the state plane coordinate system.

SECTION FIVE: IMPACT OF APPROVAL ON LANDMARK STATUS. The landmark designation will continue to apply to the entirety of the Property following subdivision, and will remain subject to all applicable requirements, restrictions, protections, and procedures set forth in Chapter 24 of the City Code.

SECTION SIX: RECORDATION OF PLAT. Upon execution of the Final Plat by the Mayor and the City Clerk, as provided in Section Four of this Resolution, the City Clerk is directed to cause the Final Plat to be recorded in the Recording Division of the office of the Lake County Clerk.

SECTION SEVEN: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

EXHIBIT A
FINAL PLAT

RETURN AFTER RECORDING TO:
CITY OF HIGHLAND PARK
1150 HALF DAY ROAD — 2nd FLOOR
HIGHLAND PARK, ILLINOIS 60035

ERROR OF CLOSURE

NORTH: 2011996.8778 EAST: 1131575.2325
LINE COURSE: SE 64°26'26.39" LENGTH: 343.61
NORTH: 2011848.6300 EAST: 1131265.2510
LINE COURSE: NW 25°55'08.17" LENGTH: 369.94
NORTH: 2012181.3606 EAST: 1131103.5498
LINE COURSE: NE 56°20'51.83" LENGTH: 88.35
NORTH: 2012230.3177 EAST: 1131177.0906
LINE COURSE: NE 23°18'15.46" LENGTH: 191.19
NORTH: 2012405.9108 EAST: 1131252.7285
LINE COURSE: NE 59°24'43.27" LENGTH: 125.00
NORTH: 2012469.5184 EAST: 1131360.3346
LINE COURSE: SE 24°27'00.41" LENGTH: 519.20
NORTH: 2011996.8778 EAST: 1131575.2325

(CLOSURE AREA)
PERIMETER: 1637.29 AREA S.F: 157,933.71

MAPCHECK CLOSURE: 0.000

EASEMENT PROVISIONS

EASEMENTS DESIGNATED FOR UNDERGROUND AND SURFACE TELECOMMUNICATIONS AND PUBLIC UTILITIES, AND DRAINAGE FACILITIES ARE HEREBY RESERVED FOR, AND GRANTED TO, THE CITY OF HIGHLAND PARK, AND THE PROVIDERS OF TELECOMMUNICATIONS AND PUBLIC UTILITIES, THEIR SUCCESSORS AND ASSIGNS, IN ALL PLATTED EASEMENT AREAS SHOWN ON THIS PLAT SAID EASEMENTS SHALL BE FOR THE PURPOSE OF INSTALLING, EXTENDING, CONSTRUCTING, REPAIRING, MAINTAINING, RECONSTRUCTING, AND OPERATING SUCH TELECOMMUNICATIONS, PUBLIC UTILITIES AND SANITARY AND STORM SEWER FACILITIES AND RELATED APPURTENANCES, IN UNDER, ACROSS, ALONG AND UPON, THE SO DESIGNATED EASEMENT AREA IN ORDER TO SERVE ALL AREAS SHOWN ON THIS PLAT AS WELL AS OTHER REAL PROPERTY, WHETHER OR NOT CONTIGUOUS THERETO.

THIS GRANT OF EASEMENT SHALL INCLUDE THE RIGHT OF THE GRANTEE TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES, AND THE RIGHT, WITHOUT LIABILITY, TO CUT, TRIM, ALTER, OR REMOVE ANY VEGETATION, ROOTS, STRUCTURES, OR DEVICES WITHIN THE DESIGNATED EASEMENT AREA AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN. WITHOUT PRIOR WRITTEN CONSENT OF THE GRANTEEES HEREUNDER, NO BUILDINGS, STRUCTURES,* OR OTHER OBSTRUCTIONS SHALL BE CONSTRUCTED PLACED, OR PLANTED IN ANY SUCH EASEMENT AREAS, NOR SHALL ANY OTHER USE BE MADE THEREOF WHICH WILL INTERFERE WITH THE EASEMENTS RESERVED AND GRANTED HEREBY.

NORTH SHORE GAS EASEMENT CERTIFICATE

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE NORTH SHORE GAS COMPANY ITS SUCCESSORS AND ASSIGNS, TO INSTALL, CONSTRUCT, RECONSTRUCT, OPERATE, MAINTAIN, INSPECT, REPAIR, RENEW, REPLACE, ALTER, REMOVE, CHANGE THE SIZE OF OR ABANDON IN PLACE PIPELINES, GAS MAINS, SERVICE PIPES, AND SUCH DRIPS, VALVES, VALVE BOXES, FITTINGS, METERS, REGULATORS AND OTHER EQUIPMENT AND APPURTENANCES AS MAY BE NECESSARY OR CONVENIENT FOR SUCH OPERATIONS IN, THROUGH, UNDER, ACROSS AND WITHIN ANY AREAS THAT ARE RESERVED FOR THE PURPOSE OF A UTILITY EASEMENT AND ALL ROADS, STREETS, COMMON AREAS (IF ANY) WITHIN THE SUBDIVISION TOGETHER WITH THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS UNDER THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS THEREON AND ALSO THE RIGHT TO ENTER UPON THE SUBDIVISION PROPERTY FOR ALL SUCH OPERATIONS. NO OBSTRUCTIONS OR STRUCTURES OF ANY KIND SHALL BE PLACED OVER GRANTEE'S FACILITIES WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE, GRANTEE'S FACILITIES, EQUIPMENT AND APPURTENANCES, WHEN INSTALLED, WILL NOT INTERFERE WITH THE MOVEMENT OF TRAFFIC UPON SUCH ROADS, STREETS OR COMMON AREAS.

PRELIMINARY PLAT

RAVINE PARK SUBDIVISION

BEING A RESUBDIVISION
of

LOT 4 IN BLOCK 26 IN HIGHLAND PARK; BEING A SUBDIVISION OF FRACTIONAL SECTIONS 23 AND 24 AND PART OF FRACTIONAL SECTION 14, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 7, 1869 IN BOOK "A" OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS.

THE PREMISES COMMONLY KNOWN AS:
147 CENTRAL AVENUE, HIGHLAND PARK, IL
PARCEL AREA = 178,536 S.F.
(4.10 ACRES)
PIN: 16-23-210-002

** OWNERS CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED IN THE ABOVE CAPTION AND THAT AS OWNERS HAVE CAUSED THE SAID PROPERTY TO BE SURVEYED, CONSOLIDATED, STAKED AND PLATTED AS SHOWN HEREON FOR THE PURPOSE OF HAVING THIS PLAT RECORDED AS PROVIDED BY LAW.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEALS THIS _____ DAY OF _____, A.D. 20____.

BY: _____

ADDRESS: _____

** NOTARY CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE)

I, _____, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH OWNERS APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THIS PLAT AS THEIR OWN FREE AND VOLUNTARY ACT, FOR THE USES AS PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL, THIS _____ DAY OF _____, A.D. 20____, AT _____, ILLINOIS.

MY COMMISSION EXPIRES _____ NOTARY PUBLIC

SCHOOL DISTRICT CERTIFICATE

THIS IS TO CERTIFY THAT _____, AS OWNER OF THE PROPERTY DESCRIBED AS _____ AND LEGALLY DESCRIBED ON THE PLAT OF THE SAME NAME, HAVE DETERMINED TO THE BEST OF MY KNOWLEDGE THE SCHOOL DISTRICT ON WHICH EACH OF THE FOLLOWING LOT LIES.

SIGNATURE OF OWNER _____

LOT NUMBER(S)	SCHOOL DISTRICTS	
1 & 2	ELEMENTARY	HIGH SCHOOL
	112	113

NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

I, _____, NOTARY PUBLIC, DO HEREBY CERTIFY THAT _____ OWNER OF THE PROPERTY COMMONLY KNOWN AS _____ APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THIS STATEMENT AS THEIR FREE AND VOLUNTARY ACT. GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, A.D. 20____.

NOTARY PUBLIC _____

** SURVEYORS CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

THIS IS TO CERTIFY THAT I, BRYAN J. LEE, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, SURVEYED AND CONSOLIDATED THE FOLLOWING DESCRIBED PROPERTY:
LOT 4 IN BLOCK 26 IN HIGHLAND PARK; BEING A SUBDIVISION OF FRACTIONAL SECTIONS 23 AND 24 AND PART OF FRACTIONAL SECTION 14, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 7, 1869 IN BOOK "A" OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS.

AS SHOWN BY THE SUBDIVISION PLAT, WHICH IS A CORRECT REPRESENTATION OF SAID SURVEY AND CONSOLIDATION, ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.

I FURTHER CERTIFY THAT THE PROPERTY AS DESCRIBED ON THE CONSOLIDATION PLAT IS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS.

BASED UPON EXAMINATION OF THE F.E.M.A. MAPS, IT HAS BEEN DETERMINED THAT NONE OF THE PROPERTY SHOWN HEREON IS SUBJECT TO FLOOD RISK (THE PROPERTY FALLS WITHIN A ZONE "X") AS PORTRAYED ON FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 17097C0283L, EFFECTIVE DATE: OCTOBER 5, 2023.

I FURTHER CERTIFY THAT MONUMENTATION HAS BEEN PLACED AT ALL LOT CORNERS. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A SUBDIVISION SURVEY.

DATED IN GRAYSLAKE, ILLINOIS, THIS 23RD DAY OF APRIL, A.D. 2026.

Bryan J. Lee
ILLINOIS PROFESSIONAL LAND SURVEYOR 35-3616
MY LICENSE EXPIRES 11-30-26
PROFESSIONAL DESIGN FIRM NO. 184-002732

GRAPHIC SCALE



(IN FEET)

1 inch = 40 ft
File No. 44-00
P4408 SUB.DWG

COMED AND PHONE EASEMENT BLOCK
EASEMENT PROVISIONS
AN EASEMENT FOR SERVING THE SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC AND COMMUNICATION SERVICE IS HEREBY RESERVED FOR AND GRANTED TO COMMONWEALTH EDISON COMPANY AND
TELEPHONE COMPANY, GRANTEEES, THEIR RESPECTIVE LICENSEES, SUCCESSORS AND ASSIGNS JOINTLY AND SEVERALLY, TO CONSTRUCT, OPERATE, REPAIR, MAINTAIN, MODIFY, RECONSTRUCT, REPLACE, SUPPLEMENT, RELOCATE AND REMOVE, FROM TIME TO TIME, POLES, GUYS, ANCHORS, WIRES, CABLES, CONDUITS, MANHOLES, TRANSFORMERS, FEEDSTAYS, EQUIPMENT CABINETS OR OTHER FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY, COMMUNICATIONS, SIGNALS AND SIGNALS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN WITHIN THE DASHED OR DOTTED LINES (OR SIMILAR DESIGNATION) ON THE PLAT AND MARKED "EASEMENT", "UTILITY EASEMENT", "PUBLIC UTILITY EASEMENT", "P.U.E." (OR SIMILAR DESIGNATION), THE PROPERTY DESIGNATED IN THE DECLARATION OF CONDOMINIUM AND/OR ON THIS PLAT AS "COMMON ELEMENTS", AND THE PROPERTY DESIGNATED ON THE PLAT AS "COMMON AREA OR AREAS", AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHTS TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE OF EACH LOT AND COMMON AREA OR AREAS TO SERVE IMPROVEMENTS THEREON, OR ON ADJACENT LOTS, AND COMMON AREA OR AREAS, THE RIGHT TO CUT, TRIM OR REMOVE TREES, BUSHES, ROOTS AND SAPLINGS AND TO CLEAR OBSTRUCTIONS FROM THE SURFACE AND SUBSURFACE AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES. OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE DASHED OR DOTTED LINES (OR SIMILAR DESIGNATION) MARKED "EASEMENT", "UTILITY EASEMENT", "PUBLIC UTILITY EASEMENT", "P.U.E." (OR SIMILAR DESIGNATION) WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. THE TERM "COMMON ELEMENTS" SHALL HAVE THE MEANING SET FORTH FOR SUCH TERM IN THE "CONDOMINIUM PROPERTY ACT", CHAPTER 265 ILLCS 605/2(C), AS AMENDED FROM TIME TO TIME.
THE TERM "COMMON AREA OR AREAS" IS DEFINED AS A LOT, PARCEL, OR AREA OF REAL PROPERTY, THE BENEFICIAL USE AND ENJOYMENT OF WHICH IS RESERVED IN WHOLE OR AS AN APPORTIONMENT TO THE SEPARATELY OWNED LOTS, PARCELS OR AREAS WITHIN THE PLANNED DEVELOPMENT, EVEN THOUGH SUCH BE OTHERWISE DESIGNATED ON THE PLAT BY TERMS SUCH AS "OUTLOTS", "COMMON ELEMENTS", "OPEN SPACE", "OPEN AREA", "COMMON GROUND", "PARKING" AND "COMMON AREA". THE TERM "COMMON AREA OR AREAS" AND "COMMON ELEMENTS" INCLUDE REAL PROPERTY SURFACED - WITH INTERIOR DRIVEWAYS AND WALKWAYS, BUT EXCLUDES REAL PROPERTY PHYSICALLY OCCUPIED BY A BUILDING, SERVICE BUSINESS DISTRICT OR STRUCTURES SUCH AS A POOL, RETENTION POND OR MECHANICAL EQUIPMENT.
RELOCATION OF FACILITIES WILL BE DONE BY GRANTEEES AT COST OF THE GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.

** COUNTY CLERK CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

I, _____, COUNTY CLERK OF LAKE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, UNPAID CURRENT GENERAL TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST ANY OF THE LAND INCLUDED IN THE DESCRIBED PROPERTY. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK OF LAKE COUNTY, ILLINOIS.

THIS _____ DAY OF _____, A.D. 20____.

LAKE COUNTY CLERK _____

** CITY CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

APPROVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, ILLINOIS THIS _____ DAY OF _____, A.D. 20____.

ATTEST: _____ BY: _____
CITY CLERK MAYOR

** CITY COLLECTOR CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

I, _____, CITY COLLECTOR FOR THE CITY OF HIGHLAND PARK, FIND NO DEFERRED INSTALLMENTS OF OUTSTANDING UNPAID SPECIAL ASSESSMENTS AGAINST ANY OF THE PROPERTY INCLUDED IN THIS PLAT OF CONSOLIDATION.

DATED THIS _____ DAY OF _____, A.D. 20____.

CITY COLLECTOR
CITY OF HIGHLAND PARK

** CITY ENGINEER CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

I, _____, ENGINEER OF THE CITY OF HIGHLAND PARK, DO HEREBY APPROVE THIS PLAT.

DATED THIS _____ DAY OF _____, A.D. 20____.

CITY ENGINEER _____

** PLAN & DESIGN COMMISSION CERTIFICATE **
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

RECOMMENDED FOR APPROVAL BY THE PLAN & DESIGN COMMISSION OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, AT A MEETING, HELD THIS _____ DAY OF _____, A.D. 20____.

SIGNED: _____
CHAIRMAN

ATTEST: _____
SECRETARY

PLAT SUBMITTED BY CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

THE PERSON LISTED IN THE FOLLOWING NOTE IS HEREBY GRANTED PERMISSION TO RECORD THIS PLAT ON BEHALF OF BRYAN J. LEE, ILLINOIS PROFESSIONAL LAND SURVEYOR.

SIGNED: *Bryan J. Lee*
ILLINOIS PROFESSIONAL LAND SURVEYOR 35-3616

THIS PLAT SUBMITTED FOR RECORDING BY:

NAME: _____

ADDRESS: _____

CITY: _____

STATE/ZIP: _____

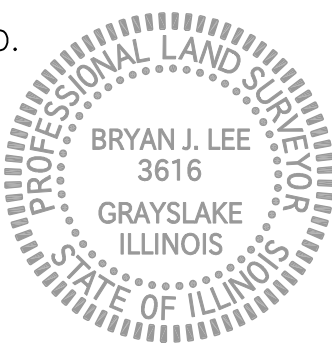
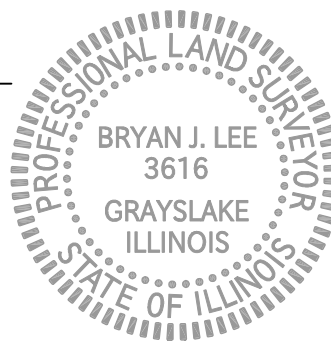
DATE: _____

FIELDWORK COMPLETED: 09-24-2025
CLIENT NAME: Ravine Park Partners, LLC
ADDRESS: 413 N. Carpenter Street, Suite 1E
Chicago, IL 60642

NOTES:
PLAT IS VOID if the Impressed Surveyors Seal does not appear.
Only those Building Lines or Easements shown on a Recorded Subdivision Plat or from a Recorded Document are shown hereon; check local ordinances before building.

Compare your description and site markings with this plat AT ONCE report any discrepancies which you may find.

R.E. ALLEN AND ASSOCIATES, LTD.
PROFESSIONAL LAND SURVEYORS
1015 N. CORPORATE CIRCLE, SUITE C
GRAYSLAKE, ILLINOIS 60030
PHONE: 847-223-0914 FAX: 847-223-0980



Staff Report



Meeting Date: September 14, 2026
Staff Contact: Patrick Hoffmann, Planner II
Department: Community Development Department

Title: An Ordinance Granting a Special Use Permit for a Planned Development (147 Central Ave)

Recommendation:

Staff recommend consideration of the the proposed Planned Development and Plat of Re-Subdivision based on discussion and feedback at the last City Council meeting.



Policy Consideration:

Background & Summary.

- *Proposed Development:* Subdivide one buildable lot into two independent legal lots of record.
- *Subject Property:* 147 Central Avenue The Petitioner / Property Owner: Greg Moyer / Atied Associates, LLC and Gale Rothner, as trustee, Greg Moyer authorized representative.

- *Historic Status:* The entire area of the Subject Property is a Local Landmark, and is therefore Regulated pursuant to Chapter 24 – Historic Preservation of the City Code.
- *Land Use Considerations:* The proposal triggers a Planned Development and Subdivision considerations per Chapter 150 (Zoning Code), and Chapter 151 (Subdivision Code) respectively.

Council Consideration.

After continuing this matter on May 27, and Jun 29 per the applicant's request, on [August 17, 2026](#) the Council voted 5-1 to direct staff to draft approval documents reflecting the Plan and Design Commission's (PDC) recommendation with the following additional condition:

That the Historic Preservation Commission (HPC), during the Certificate of Appropriateness (COA) consideration for the new home on the proposed Lot 2, may be more restrictive in terms of setbacks than the recommended setback restrictions provided by the PDC. Please see Section Three of the Ordinance for details regarding other conditions of approval including acceptance of donation for historic preservation, maximum height limitation, side yard improvements, exterior improvements, driveway easement, certificate of appropriateness, and additional restriction prohibiting additional zoning relief.

Staff seek Council's direction related to Sec. 3(D) of the Ordinance regarding the setback from the western property line of Lot 2 to fill in the specific number of feet (currently blank) in this provision. During its consideration of this item, Council sought to provide Historic Preservation Commission discretion as part of the Certificate of Appropriateness process to require a different setback distance. This provision is in the Ordinance to make clear that the western setback is part of the Certificate of Appropriateness consideration for any new home on Lot 2, and requires a specific finding of the Commission.

It is important to note that any proposed new home on Lot 2 will require an amendment to the Planned Development with Subdivision. Moreover, based on the conditions provided in the proposed Ordinance, and per Chapter 24 of the City's Historic Preservation Code, any new home will require a Certificate of Appropriateness consideration. Please see Attachment 2 for standards of approval for Certificate of Appropriateness considerations.

Core Priorities:

Economic Development & Vibrancy. Allowing development with appropriate controls while preserving historic resources is important to the economic vitality of the City.

Attachments:

1. HP Ordinance Approving PUD (147 Central Ave) v6
2. Ordinance Exhibit A - Legal Description
3. Ordinance Exhibit B - Unconditional Agreement and Consent
4. Attachment 1 - Public Comment 147 Central Ave

5. Attachment 2 - Certificate of Appropriateness Standards for New Construction

City of Highland Park

Ordinance No. _____

**An Ordinance Granting a Special Use Permit
for a Planned Development
(147 Central Avenue)**

WHEREAS, Atied Associates, LLC, an Illinois limited liability company, and Gale Rothner, as Trustee for the Gale Rothner Spousal Trust (collectively, the "**Owner**") are the record title owners of that certain parcel of real property commonly known as 147 Central Avenue, Highland Park, Illinois, located within the R4 Low-to-Moderate Density Residential District of the City ("**R4 District**") and the Lakefront Density and Character Overlay Zone of the City ("**LFOZ District**"), consisting of approximately 178,523 square feet and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is currently improved with a two-story residential structure known as the "**Cornelius Field House**", a carriage house, a shed house, a bridge, and fence; and

WHEREAS, on August 26, 1985, the City Council adopted Ordinance No 34-85, designating the Property as a landmark pursuant to Section 24.025 of "The Highland Park Code of 1968," as amended ("**City Code**"); and

WHEREAS, the Owner desires to subdivide the Property into two buildable lots of record ("**Proposed Development**"); and

WHEREAS, pursuant to Section 150.505(A)(1) of the "City of Highland Park Zoning Ordinance of 1997," as amended ("**Zoning Code**"), the Owner must obtain a special use permit for a planned development in order to implement the Proposed Development because the Property is at least three acres in size, is located in a single-family residential district, and consists of more than a single-family detached residence; and

WHEREAS, pursuant to Articles V and XIV of the Zoning Code, the Owner has filed an application with the City for approval of: (i) a special use permit for a planned development for the Property and (ii) a plat of subdivision for the Property (collectively, the "**Requested Relief**"); and

WHEREAS, a public meeting of the Historic Preservation Commission of the City of Highland Park ("**HPC**") to consider the potential impact of the Proposed Development on historically significant properties, structures, areas, objects, or landscapes, in accordance with Section 150.530(E)(2) of the Zoning Code, was duly noticed on December 22, 2025, held on January 8, continued on February 17, 2026, held on March 12, 2026, and concluded on April 15, 2026; and

WHEREAS, on April 15, 2026, the HPC submitted to the Plan and Design Commission of the City of Highland Park ("**PDC**") a written report of its findings pertaining to the potential impact of the Proposed Development on historically significant properties, structures, areas, objects, or landscapes, in accordance with Section 150.530(E)(2) of the Zoning Code; and

WHEREAS, a public hearing of the PDC to consider approval of the Requested Relief was duly advertised on December 22, 2025 in the Lake County News-Sun, opened on January 6,

2026, continued on February 17 and April 7, 2026, held on April 21, 2026, and concluded on May 5, 2026; and

WHEREAS, on May 5, 2026, the PDC adopted Findings of Fact (Public Hearing No. PUD-2025-00081), recommending to the City Council approval of Requested Relief for the Property; and

WHEREAS, on _____, 2026, the City Council adopted Resolution No. _____, approving the final plat of subdivision for the Property ("**Final Plat of Subdivision**"), pursuant to which Final Plat of Subdivision for the Property has been subdivided into two lots, with the legal descriptions set forth in Exhibit A; and

WHEREAS, the City Council has determined that the Proposed Development complies with the required standards for special use permits and planned developments as set forth in Articles V and XIV of the Zoning Code; and

WHEREAS, consistent with the PDC recommendation, the City Council has determined that it will serve and be in the best interests of the City and its residents to approve the proposed planned development for the Property and to grant certain zoning modifications within the proposed planned development, all in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: APPROVAL OF A SPECIAL USE PERMIT FOR A PLANNED DEVELOPMENT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Four of this Ordinance, the City Council hereby grants a special use permit for a planned development for the Property, in accordance with, and pursuant to, Articles V and XIV of the Zoning Code and the home rule powers of the City.

SECTION THREE: CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Code or any other rights the Owner may have, the approval granted in Section Two of this Ordinance is hereby expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with each and all of the following conditions:

- A. Compliance with Regulations. The redevelopment, use, operation, and maintenance of the Property must comply with all applicable City codes and ordinances, as the same have been or may be amended from time to time, except to the extent specifically provided otherwise in this Ordinance.
- B. Donation for Historic Preservation. The Owner must make a \$2,500.00 donation to the City to promote historic preservation in the City.
- C. Maximum Height Limitation. No structure on that portion of the Property identified as Lot 2 on the Final Plat of Subdivision ("**Lot 2**") may exceed the lesser of the

existing actual height of the Cornelius Field House or the maximum height permitted within the R4 District or the LFOZ District.

D. Side Yard Improvements.

1. No structure may be built on the Property within the side yard setback of Lot 2, as depicted on the Final Plat of Subdivision.
2. Without limitation of its authority set forth in Section 24.030 of the City Code, the HPC may, in its discretion and in accordance with Section 24.030 of the City Code, prohibit the location of structures within the western ____ feet of Lot 2, upon a determination that such a prohibition is necessary to mitigate the visual impact of the scale or mass of the proposed structure and to preserve the open space character of Lot 2.

E. Existing Improvements. The Owner must maintain the existing wrought-iron fence, heritage trees, driveway, and gateposts on the Property in their present conditions and locations.

F. Additional Modifications or Variations Prohibited. The Owner must record, in a form acceptable to the City's Corporation Counsel, a restrictive covenant pursuant to which the Owner agrees not to seek or apply for modifications or variations from the Zoning Code for the development of Lot 2. The covenant must further provide that nothing therein will be construed to require the City to deny any application that the City is required by law to consider or approve, or otherwise to limit the City's lawful zoning authority.

G. Certificate of Appropriateness. If a certificate of appropriateness is required for a future amendment to the planned development for the Property, the HPC must issue its approval or denial of a certificate of appropriateness for any development to be built on Lot 2 of the Property prior to any recommendation by the PDC concerning the proposed amendment to satisfy the requirements of 150.530(E)(2) of the Zoning Ordinance.

H. Driveway Access Easement. The Owner must record, in a form acceptable to the City's Corporation Counsel, a perpetual access easement benefiting that portion of the Property identified as Lot 1 on the Final Plat of Subdivision ("**Lot 1**") and burdening Lot 2, permitting the owner, occupants, and authorized users of Lot 1 to access Lot 1 by means of the existing driveway located on and traveling across Lot 2. The easement must be recorded prior to the recording of the Final Plat of Subdivision and must run with the land.

I. Effect of Subdivision on Landmark Designation. The subdivision of the Property is not to be deemed or construed as a change to any element, feature, characteristic, or condition considered in connection with the landmark designation of the Property pursuant to Section 24.015 of the City Code, and may not be considered as a basis, ground, factor, or condition supporting the removal or termination of the landmark designation of the Property. The landmark designation will continue to apply to the entirety of the Property following subdivision, including Lot 1, Lot 2, and all structures and improvements located on either lot, each of which remain

subject to all applicable requirements, restrictions, protections, and procedures set forth in Chapter 24 of the City Code.

- J. Reimbursement of City Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable City codes, ordinances, resolutions, rules, or regulations, the Owner must pay to the City, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Owner is liable for, and must pay upon demand, all costs incurred by the City for publications and recordings required by in connection with the aforesaid matters.

SECTION FOUR: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded in the Office of the Lake County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein will run with the Property and inure to the benefit of, and be binding upon, the Owner and its respective heirs, personal representatives, successors, and assigns.

SECTION FIVE: FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the City, the approval granted in Section Two of this Ordinance will, at the sole discretion of the City Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the City Council may not so revoke the approval granted in Section Two unless it first provides the Owner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the City Council. In the event of such revocation, the City Manager and Corporation Counsel are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION SIX: AMENDMENTS. Any amendment to any provision of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code for the granting of special use permits.

SECTION SEVEN: EFFECTIVE DATE.

- A. This Ordinance will be effective only upon the occurrence of all of the following events:
1. Passage by the City Council by a majority vote in the manner required by law;
 2. Publication in pamphlet form in the manner required by law;
 3. Recordation of this Ordinance, together with such exhibits as the City Clerk deems appropriate for recordation, with the office of the Recorder of Lake County; and
 4. The filing by the Owner with the City Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit B** attached to and, by this reference,

made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the City for any claims that may arise in connection with the approval of this Ordinance.

- B. In the event that the Owner does not deliver fully executed copies of the Unconditional Agreement and Consent within 30 days after the date of final passage of this Ordinance by the City Council, as required by Section 7.A.4 of this Ordinance, this Ordinance will automatically, and without further action, be and become null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

ORDINANCE NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

EXHIBIT A

Legal Description of the Property

LOT 4 IN BLOCK 16 IN HIGHLAND PARK; BEING A SUBDIVISION OF FRACTIONAL SECTIONS 23 AND 24 AND PART OF FRACTIONAL SECTION 14, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 7, 1869 IN BOOK "A:OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS.

P.I.N.: 16-23-210-002-0000

Commonly known as: 147 Central Avenue, Highland Park, Illinois.

EXHIBIT B

Unconditional Agreement and Consent

TO: The City of Highland Park, Illinois ("**City**"):

WHEREAS, Atied Associates, LLC, an Illinois limited liability company, and Gale Rothner, as Trustee for the Gale Rothner Spousal Trust (collectively, the "**Owner**") are the record title owners of that certain parcel of real property commonly known as 147 Central Avenue, Highland Park, Illinois, consisting of approximately 178,523square feet ("**Property**"); and

WHEREAS, Ordinance No. _____, adopted by the City Council on _____, 202_ ("**Ordinance**"), grants a special use permit in the nature of a planned unit development for the Property; and

WHEREAS, Section 7.A.4 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner has filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Owner does hereby agree and covenant as follows:

1. The Owner hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Owner acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Owner acknowledges and agrees that the City is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's granting of the amendment to the planned development and of the special use permit, or its adoption of the Ordinance, and that the City's approval of the amended special use permit and variations does not, and will not, in any way, be deemed to insure the Owner against damage or injury of any kind and at any time.
4. The Owner hereby agrees to hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the City's adoption of the Ordinance granting the amended planned development and special use permit for the Property.
5. The Owner acknowledges and agrees that the restriction in Section 3.F of the Ordinance is a valid and enforceable restriction on the Property and on the Owner and the Owner's successors and assigns.

[SIGNATURE PAGE FOLLOWS]

Dated: _____, 2026

ATTEST:

ATIED ASSOCIATES, LLC

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

**GALE ROTHNER, AS TRUSTEE FOR THE GALE
ROTHNER SPOUSAL TRUST**

By: _____

By: _____

Its: _____

Its: _____

From: Steve Korol

Sent: Thursday, August 13, 2026 7:08 AM

To: Rotering, Nancy <nrotering@cityhpil.com>; Blumberg, Tony (contact) <aeb@ablumberg.com>; Neukirch, Ghida <gneukirch@cityhpil.com>

Subject: 147 Central Ave.

[EXTERNAL EMAIL]

Good morning

I am writing to express my support of the proposed Ravine Park subdivision and planned unit development plan at 147 Central Ave. I understand this plan has already been reviewed and approved by the Plan Commission and will be reviewed by Council on August 17.

I have lived in Highland Park for the past 37 years and have seen a substantial amount of residential growth, largely through new development. The city has managed the growth process successfully by

balancing the needs of the community with the opportunity to retain and add new residents to this unique and incredible town. While the proposed project at 147 Central is smaller than most of the developments of the past few years, it addresses and respects the historic importance of existing structures while responsibly providing an opportunity for someone to live in a new home on a 'new' parcel within Highland Park.

Since this development is a planned unit development, concerns about the land use on the proposed vacant parcel can be addressed within the PUD framework. By that, I mean there may be an outline of recommended building materials to be used and various architectural details which would potentially be incorporated in the new home. The current home had been on the market for a long time with no buyers. The issue has largely been due to the size of the parcel, age/historic significance of the home, cost to maintain and operate the home and the property. Allowing a subdivision makes the cost of ownership for the historic portion of the property dramatically more economical and affordable and creates a new parcel which allows what would be equal to twice the amount of land for the zoning district.

Thank you for your consideration in supporting this proposed subdivision/PUD.

Steven Korol

Baker Development Corp.

2222 N Elston Ave. Suite 101

Chicago, IL 60614

From: Melinda Strauss
Sent: Friday, August 14, 2026 10:33 AM
To: Neukirch, Ghida <gneukirch@cityhpil.com>
Subject: re: 147 Central Ave.

[EXTERNAL EMAIL]

Dear Ms. Neukirch,

I am writing to object to the proposed subdivision of the landmarked estate at 147 Central Avenue. Although I live in Deerfield, I spend significant time in Highland Park and deeply value its historic architecture. Please forward this message today to the PDC, the City Council, Karl Burhop, and Joel Fontaine to include it in the official record for the May 5 hearing.

As a regular visitor to the neighborhood, I urge the PDC to deny this request. This 4.1-acre property holds undeniable historical significance. Built in 1875 by Cornelius Field, Highland Park's second mayor, the estate has remained completely whole for over 150 years and was officially landmarked in 1985. Furthermore, the Historic Preservation Commission voted unanimously (6-0) in January that splitting this land would cause severe historical damage, aligning with federal protection mandates from 2019.

The developer argues that the split lots meet minimum size codes, but technical compliance is not historic preservation. Code compliance does not justify destroying the integrity of a landmark. People invest in Highland Park precisely because the city protects its unique character. Once this land is carved up, the damage is irreversible. You cannot recreate a 150-year-old estate layout once it is broken apart. Please vote no and protect this irreplaceable piece of our history.

Sincerely,
Melinda Strauss
1745 Portage Pass
Deerfield, IL 60015

Melinda Strauss, LCSW
she/her/hers
Intake Coordinator
The Ark
6450 N. California Avenue
Chicago, IL 60645

PANTRY LINK: <https://app.pantrysoft.com/login/arkchicago>

From: Jeff Annenberg
Sent: Friday, August 14, 2026 3:33 PM
To: Mayor and City Council <council@cityhpil.com>
Subject: 147 Central H.P.

[EXTERNAL EMAIL]

Dear Members of the City Council,

I am writing in strong support of the proposed subdivision of the Cornelius Field House property. I have lived in Highland Park for over 50 years, currently residing at 144 Ravine Drive in a home that was built in 1906. Given my long history in this community, I care about preserving its historic character, which is exactly why I support this proposal. The historic home itself will remain fully intact on a large piece of land, and the subdivision does not impact the existing structure in any way. The property owner should have the ability to subdivide the property. They continue to protect the historic character of the home, which this plan does.

I urge the council to approve this subdivision.

Jeff Annenberg
144 Ravine Drive

From: Lisa Statland
Sent: Thursday, August 13, 2026 10:06 PM
To: Neukirch, Ghida <gneukirch@cityhpil.com>
Subject: Deny Case No. PUD-2025-00081

[EXTERNAL EMAIL]

I am writing to express my interest in the denial of this case.

The historic character of Highland Park, and protection of it, is extremely important to me and one of the things I value most about living here.

Approval of this application sets a dangerous legal precedent for the benefit of a few wealthy developers and fails to protect the historic character of our community.

Thank you,
Lisa

From: Kelsey Gonzalez

Sent: Friday, August 14, 2026 2:32 PM

To: alblumberg@cityhpil.com; Meckler Bruckman, Barisa <bbruckman@cityhpil.com>; Center, Jon <jcenter@cityhpil.com>; Lidawer, Annette <alidawer@cityhpil.com>; Ross, Yumi <yross@cityhpil.com>; Tapia, Andres <atapia@cityhpil.com>

Cc: Rotering, Nancy <nrotering@cityhpil.com>; Neukirch, Ghida <gneukirch@cityhpil.com>

Subject: Fwd: Oppose Subdivision — 147 Central Avenue, Case No. PUD-2025-00081 (August 17 hearing)

[EXTERNAL EMAIL]

Please see public comment below. Note that I made a mistake in suggesting the application requested the minimum West side setback as 15 ft. I believe that is the general minimum and 20 ft was what PDC approved. Either way, it's irrelevant to my core argument about setting a dangerous precedent for landmarked properties. Thank you for taking the time to read my additional input.

Kelsey Gonzalez

Begin forwarded message:

Mayor Rotering and Members of the City Council,

I am writing to again oppose the proposed subdivision of 147 Central Avenue, ahead of the August 17 hearing on Case No. PUD-2025-00081.

This isn't about whether an owner can do what they want with their property. It's about whether a 40-year landmark designation can be undone once someone has a development deal and asks hard enough. **147 Central Avenue's landmark designation was never limited to the house and the private owner purchased the estate knowing it was protected.** The City's own Staff Determination memo (May 5, 2026) confirms that "the entire parcel... was always, and continues to be, a Local Historic Landmark," consistent with how the property was nominated to the National Register in 1982 as a full 3.8-acre estate.

The public protection here covers the land as a cohesive whole, not just house. And it isn't only a large-lot question: none of the City's nine landmark-designation criteria turn on acreage, so whatever standard is applied here applies equally to any of Highland Park's 76 landmarks.

The application before you has moved through three different justifications as each has run into difficulty:

1. The applicant first sought to formally “de-landmark” the portion of the landmarked property that doesn’t contain a house. The Historic Preservation Commission rejected that unanimously, 7–0, on March 12, 2026.
2. The argument has since shifted to claiming a new house can be built without "disturbing" the landmark because of setback distance. But the HPC's actual recommendation on this subdivision was denial, on the record, because the plan would "irreversibly alter the property's historic site setting”, which is, in fact, part of the landmark designation itself. The 80-foot setback sometimes cited wasn't the HPC's ask, it was offered only as a fallback "should the Planned Development be approved" over the HPC's objection. Even that fallback is being cut to some 30 feet (25 feet toward the rear and 15 feet between the existing home and new construction) in what's moving to Council.
3. The application also claims hardship, based on roughly one year of marketing. Marketing difficulty at a preferred price-point is not legal hardship, and alternatives such as a preservation easement or extended, targeted marketing, do not appear to have been explored.

If any of these arguments is sufficient to unwind 40 years of landmark protection on this property, then no landmark in Highland Park is actually protected in its entirety, regardless of size. I ask the Council to follow its own Historic Preservation Commission's unanimous recommendation and deny this application.

Approval would set a dangerous precedent for every single landmark in Highland Park...a precedent that will almost certainly lead to further destruction of historic properties and historic districts and the character that defines Highland Park.

Highland Park's own Historic Preservation Plan states that the purpose of its preservation ordinance includes "fostering civic pride" in the City's landmarks and continuing "to preserve its distinct character." Highland Park has 76 landmarks and 163 National Register contributing properties. What happens to this one tells every property owner and every future Council what those designations are actually worth.

I'd also ask the Council to address process concerns: specifically, repeated last-minute continuances well outside of the 48-hours required by the Illinois Open Meetings Act without a stated reason on the record. Additionally, I ask that any Council member who has had private contact, including texts, calls, meetings, and visits with the applicant, applicant's counsel, or prospective purchasers regarding this property disclose that on the record before any vote.

Respectfully,
Kelsey Gonzalez
126 Central Avenue

From: David Nankin

Sent: Friday, August 14, 2026 9:20 AM

To: Rotering, Nancy <nrotering@cityhpil.com>; Blumberg, Tony <ablumberg@cityhpil.com>;
Neukirch, Ghida <gneukirch@cityhpil.com>

Subject: 147 Central Avenue, Highland Park

Dear Mayor Rotering, Common Member Blumberg and City Manager Neukirch:

I am writing to express my support of the proposed subdivision of 147 Central Avenue

Like the Historic Preservation Committee, I believe this historic home is an important part of our community's heritage and should be preserved. We share the same goal. Where we differ is in how best to accomplish it.

I speak from personal experience. As the owner of a historic home in this community, on Vine Avenue, I understand the responsibility, expense, and long-term commitment required to properly maintain and restore these properties. This experience has taught me that successful preservation depends on making these homes both desirable and financially sustainable for future owners.

Preserving a historic home does not require preserving every acre that has historically surrounded it. The purpose of historic preservation is to protect the historic resource itself—not to permanently freeze every acre that has been associated with it. If the home's historic setting and character are preserved, then its historic significance remains intact.

Placing this home on a more manageable parcel may actually improve its long-term prospects. A historic home requires a significant financial commitment. Requiring ownership of 4+ acres only narrows the pool of potential buyers. A smaller parcel is more likely to attract an owner who will invest the substantial time and resources needed to restore and maintain this remarkable property.

I would also ask the Council to consider this: if preserving a historic home requires that every surrounding acre remain forever untouched, we risk making preservation so burdensome that fewer historic homes are preserved at all. I don't believe that is the intent of historic preservation, nor is it the best outcome for our community.

This proposal represents thoughtful planning. Because the property is located along the lake, very few neighboring properties will be affected. The subdivision would allow for one or two additional homes in a community with a limited housing supply while modestly expanding the City's tax base. Those are meaningful public benefits achieved without sacrificing the historic character of this property.

This is not a choice between preservation and progress. It is an opportunity to accomplish both—to protect an important historic home while allowing a reasonable and responsible use of the surrounding land.

I respectfully ask you to approve the proposed subdivision.

Thank you.

David A. Nankin

Managing Member

[LV Property Management, LLC](#)

1949 Saint Johns Avenue, Suite 202

Highland Park, IL 60035

From: james sayegh

Sent: Monday, August 17, 2026 9:01 AM

To: Rotering, Nancy <nrotering@cityhpil.com>; Blumberg, Tony <ablumberg@cityhpil.com>;
Neukirch, Ghida <gneukirch@cityhpil.com>

Subject: 147 Central, Highland Park

[EXTERNAL EMAIL]

Honorable Mayor Rotering, Mr. Blumberg and Ms. Neukrich,

I write to respectfully support permitting the proposed subdivision of 147 Central.

I have no dog in this race or personal relationship with any of the interested parties.

As a bona fide preservationist, with three (3) historic preservation awards to my name including one from HP for my home at 175 Ravine Dr, I simply believe that this proposal represents how these types of properties should evolve to ensure future viability.

1. The proposal does not diminish the grandeur, stateliness or historic impact of the subje property. If I felt differently, I would not support the proposal. Non-negotiable.
2. The proposal removes unnecessary tax burden from the property, opening the possibility responsible ownership and stewardship to a broader field of potential buyers.
3. With respect, I think the proximate neighbors that are choosing to remonstrate are bei unreasonable and hyperbolic. I cannot imagine any impact, good or bad, on their property values, peaceful enjoyment or quality of life.

In a market where most homes seem to sell rather quickly, older homes have genuine impediments. While I would only buy an old home, I am in the vast minority. Most young buyers do not prefer an old home. If the home requires any work whatsoever, which most do, the field shrinks to a needle in a haystack. Layer on a gilded age era real estate tax bill, and the property now heads to its current unproductive place.

I recently toured Thornycote at 215 Prospect. It has been languishing on the MLS for months, maybe years. Many of the same dynamics govern, but there is no path to relief. In this instance, there is a path which is a great thing.

My last impulse is that as a matter of public policy, the City should encourage as much density and rooftops whenever and wherever it can. We need housing. Every rooftop matters. In this location, I like to see East Highland Park democratized as much as possible. Let another family enjoy what my family is lucky enough to enjoy every day.

Sincerely,
Jim Sayegh
175 Ravine Drive, HP

From: Julie Ehrlich

Sent: Saturday, August 15, 2026 2:48 PM

To: Neukirch, Ghida <gneukirch@cityhpil.com>

Subject: Aug. 17th City Council vote on subdivision of landmark property at 147 Central Avenue

[EXTERNAL EMAIL]

Dear Ghida,

Please share and forward to City Council.

We bought our house in Highland Park almost solely because of the stunning collection of historic architecture here. It is literally heartbreaking to see historic building after building destroyed with generic virtually identical mega-buildings built in their place. Highland Park's reputation as a premier North Shore community rests on one thing competitors cannot replicate: authentic historic character. This reputation is at risk of being destroyed.

Many years ago the City of Highland Park created the Historic Preservation Commission to consider and decide which buildings meet sufficient criteria to be deemed historic and worthy of landmark designation. This is a painful and pain-staking process process (I was on the HPC for years and can promise you the process is taken very seriously because we recognize that landmark designation cannot be taken lightly.) if this subdivision is approved, every landmark property owner in Highland Park with a large lot now has a roadmap to subdivide. The precedent affects 76 local landmarks and 163 National Register contributing properties. Of course there may be circumstances that might dictate subdivision of landmark property, such as tornado, flood or fire damage. That is not the case in this instance. This is **purely for financial gain** and should **not** be allowed.

The Cornelius Field House is the oldest home in Highland Park, built in 1875 by the city's second mayor, **landmarked since 1985**, and recognized as a significant property on the **Illinois Historic State Survey**. The Historic Preservation Commission voted 6-0 in January that subdivision would significantly damage the property's historic significance, and found that the estate's original gateposts, iron fencing, and carriageway on the proposed new lot independently qualify for landmark protection.

Please vote no to setting a harmful precedent. Protecting this property protects Highland Park's brand. The city has a responsibility to protect the treasure trove of designated historic buildings.

Thank you,
Julie Ehrlich
196 Central Avenue
Highland Park IL 60035

From: Roberta Mocogni
Sent: Friday, August 14, 2026 9:42 PM
To: Neukirch, Ghida <gneukirch@cityhpil.com>
Subject: August 17 Hearing: 147 Central Avenue Subdivisions

[EXTERNAL EMAIL]

Dear Ms. Neukirch,

Please share and forward today to PCD and City Council and Karl Burhop and Joel Fontaine.

The Historic Preservation Commission voted unanimously that the subdivision of 147 Central Avenue would significantly harm the property's historic significance. The Commission identified the historic gate posts, original wrought-iron fencing, the carriageway driveway, and the estate setting on the proposed new lot as independently satisfying landmark criteria. Staff's own January memo concluded the entire 4.1-acre parcel is a "Regulated Historic Structure in its entirety."

The facts are straightforward. The Cornelius Field House, built in 1875 by Highland Park's second mayor, is the oldest home in the city. It has been landmarked since 1985, intact on its original 4.1 acres for 150 years, and is a contributing property to a federally listed National Register Historic District. In 2019, the Federal Highway Administration formally committed to protecting this specific property from adverse effects.

The applicant's attorney is now arguing that only the building and parts of the estate like fence posts, not the land, was ever protected. That argument requires the Commission to disregard its own January findings, forty years of city practice, and staff's own written conclusions.

Highland Park competes for residents and investment against dozens of North Shore communities. What differentiates this city is its preserved historic fabric, intact estate properties, and the credibility of its landmark protections. Subdividing 147 Central Avenue damages all three.

The PDC should decline to do so. Granting this subdivision tells every potential buyer, investor, and business considering Highland Park that landmark designation is negotiable when an owner finds the property inconvenient to sell. That precedent costs the city far more than one subdivision gains.

Please vote to deny on August 17..

Respectfully,
Roberta Mocogni
330 Temple Ave
Highland park IL

My Take on the proposed subdivision of the Cornelius Field House

The historic Cornelius Field House is an 1875 Victorian estate, built for early Highland Park Building Company director Cornelius Field. It was designated as a local historic landmark in 1985, protecting the structures and grounds. There is a gracious feeling about the grounds of this property which perfectly complements the house and evokes the feeling of 1870s Highland Park -- the very origins of our city. Additionally, it complements the approach to Central Park, which borders the property on the east. Moreover, a significant portion of the property is a steep slope. This subdivision would be detrimental to the historic and aesthetic character of this beautiful and historic landmark. It would be a shame to subdivide and develop this beautiful property. The addition of another structure on this property would be in direct conflict with its designated landmark status

Elliott Miller

Former Chair of the Highland Park Historic Preservation Commission

Former President of the Board of the Highland Park Historical Society

From: Mary Seyfarth
Sent: Monday, August 17, 2026 1:44 PM
To: Neukirch, Ghida <gneukirch@cityhpil.com>
Subject: 147 Central Ave. HP

[EXTERNAL EMAIL]

Hi Ghida,
For the 2nd, 3rd, or 4th time I oppose the subdivision of 147 Central Ave.
...the original proposal was to sub-divide the historic property for a for a 15,000sq. foot building! How many
Stupey cabins would fin into the new house/structure????

The whole proposal negates/destroys the recognition of HISTORICAL LANDMARK recognition, protection,
incentive.

We, HP HISTORIC COMMISSION, saved the Becker Estate!

Thank you.

Mary Seyfarth

Section 24.030(C) of the City Code provides criteria for Certificate of Appropriateness for new construction.

Since the newly created lot (Lot 2) will maintain its Landmark status, an application for a Certificate of Appropriateness for Construction of new Structure within a Historic District [Landmark] shall conform to the standards set forth below.

“(1) *Height.* The height of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.

(2) *Proportion of front façade.* The relationship of the width to the height of the front elevation of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.

(3) *Proportion of openings.* The relationship of the width to height of windows and doors of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visually related.

(4) *Rhythm of solids to voids in front façades.* The relationship of solids to voids in the front façade of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.

(5) *Rhythm of spacing and structures on streets.* The relationship of the proposed new Structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.

(6) *Rhythm of entrance porches, storefront recesses and other projections.* The relationship of entrances and other projections of the proposed new Structure to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.

(7) *Relationship of materials and texture.* The relationship of the materials and texture of the façade of the proposed new Structure shall be visually compatible with the predominant materials used in the structures to which it is visually related.

(8) *Roof shapes.* The roof shape of the proposed new Structure shall be visually compatible with the structures to which it is visually related.

(9) *Walls of continuity.* Façades and property and site structures, such as masonry walls, fences, and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects, and places to which such elements are visually related.

(10) *Scale of a structure.* The size and mass of the proposed new Structure in relation to open spaces, windows, door openings, porches, adjacent structures, and balconies shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which they are visually related.

(11) *Directional expression of front elevation.* The proposed new Structure shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.

(12) *Destruction or alteration of historic features.* The distinguishing historic qualities or character of a Property, Structure, site or Object and its environment shall not be destroyed. The Alteration of any historic or material or distinctive architectural features should be avoided when possible.

(13) *Archaeological and natural resources.* Every reasonable effort shall be made to protect and preserve archaeological and natural resources affected by, or adjacent to any project.