

**PUBLIC MEETING NOTICE AND AGENDA  
VILLAGE OF HUNTLEY  
LIQUOR COMMISSION HEARING**



**THURSDAY, SEPTEMBER 8, 2022  
7:00 P.M. or soon thereafter**

1. Call to Order
2. Public Comments
3. Items for Consideration
  - A. Consideration – Ordinance Approving the Issuance of a Class “E” Liquor License, Waiver of Fee and Sign Request for St. Mary Catholic Church Knights of Columbus Casino Night October 22, 2022
4. Executive Session (if necessary)
5. Possible Action on Any Closed Session Item
6. Other Business
7. Adjournment

**MEETING LOCATION**  
Village of Huntley Municipal Complex  
10987 Main Street  
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.

David J. Johnson  
Village Manager

To view Board Meetings live online, click on the link as noted on the Village website at  
[www.huntley.il.us](http://www.huntley.il.us)



**VILLAGE OF HUNTLEY  
AGENDA SUMMARY**

September 8, 2022  
Liquor Commission Hearing

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**Agenda Item:**                    **Consideration – Ordinance Approving the Issuance of a Class “E” Liquor License, Waiver of Fee and Sign Request for St. Mary Catholic Church Knights of Columbus Casino Night October 22, 2022**

**Department:**                    **Village Manager’s Office**

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INTRODUCTION

The Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

A Class “E” Liquor License is being requested at this time. Pursuant to the Village of Huntley Liquor Control Ordinance, a Class “E” Liquor License is a temporary license, not to exceed three days, issued to not-for-profit organizations with a license fee of \$75.00. The Class “E” license authorizes the retail sale of beer and wine or other alcoholic liquor specifically approved at the time of license application for consumption upon the premises where sold or offered as specified in the license. No Class “E” license shall be issued until the Liquor Commission has:

1. Established the location upon the premises where beer and wine, or other approved alcoholic liquor is to be sold;
2. The hours of operation, which shall not be extended beyond those provided in §110.09;
3. The manner in which the licensee will manage crowd control and refuse pickup;
4. Proof of insurance as required by this chapter or state laws;
5. A list of members of the corporation who will be selling beer and wine or other approved alcoholic liquor, at the location pursuant to the license; and
6. Proof of permission from the owner of the premises authorizing the sale of beer and wine or other approved alcoholic liquor, during the time requested in the permit and such other requirements as the President and Village Board or Liquor Control Commission deem appropriate in the case of each particular permit.

STAFF ANALYSIS

The Liquor Commission is being presented with a request from St. Mary Catholic Church Knights of Columbus (KOC) for the issuance of a Class “E” Liquor License. The request is to sell alcoholic beverages for a casino night being held in the community room at St. Mary Church, 10307 Dundee Road, on October 22, 2022. The KOC is requesting the license to sell alcoholic beverages in the community room from 6:00 pm – 10:00 pm with serving ending at 9:30 pm. The KOC has hired an outside vendor to supply, sell and serve the alcoholic beverages. The outside vendor will need to provide paperwork showing proper insurance requirements.

An application has been placed on file with the Village. The application is being presented with the outstanding conditions listed below.

1. Outside liquor vendor must show required insurance documents.
2. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class “E” Liquor License becomes effective.



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The KOC is also requesting permission to place a snipe sign at the intersection of Huntley-Dundee Road/Haligus Road and Kreutzer Road/Haligus Road two weeks prior to the event. They will also be placing a banner on church property.

**FINANCIAL IMPACT**

St. Mary Church is requesting waiver of the payment of the \$75.00 fee. The Commission has waived the fee in the past.

**LEGAL ANALYSIS**

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

**ACTION REQUESTED**

A motion of the Liquor Commission for an Ordinance Approving the Issuance of a Class "E" Liquor License to St. Mary Catholic Church Knights of Columbus, Waiver of Fee and Signage for the October 22, 2022 Casino Night subject to the following conditions of approval:

1. Alcohol can only be sold and consumed in the community room on premise.
2. Outside liquor vendor must show required insurance documents.
3. Anyone serving or selling alcohol must be BASSET trained.
4. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class "E" Liquor License becomes effective.

**SUPPORTING DOCUMENTS**

1. Draft Ordinance

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF  
A CLASS "E" LIQUOR LICENSE, WAIVER OF FEES AND SIGNAGE  
ST. MARY CHURCH KNIGHTS OF COLUMBUS CASINO NIGHT**

**Ordinance (O)2022-09.\*\***

WHEREAS, the Liquor Commission is being presented with a request from St. Mary Church, Knights of Columbus (KOC), 10307 Dundee Road for the issuance of a Class "E" liquor license for a Casino Night; and

WHEREAS, the KOC is requesting the license to sell alcoholic beverages during the hours of 6:00 pm to 10:00 pm on October 22, 2022 with serving ending at 9:30 pm and a waiver of fees; and

WHEREAS, the alcoholic beverages will be served in conjunction with a casino night being held in the community room at St. Mary Church; and

WHEREAS, the outside vendor secured to serve the alcohol, is Basset trained; and

WHEREAS, the KOC is also requesting to place a snipe sign at the intersections of Huntley-Dundee Road / Haligus Road and Kreutzer Road / Haligus Road two weeks prior to the event; and

WHEREAS, the Code of Ordinances of the Village of Huntley provides for the issuance of a Class "E" liquor license for temporary events provided that certain criteria set forth therein are met; and

WHEREAS, all of the required documentation submitted by St. Mary Church Knights of Columbus meets the code requirements.

NOW THEREFORE, BE IT ORDAINED BY THE CHAIRMAN AND THE LIQUOR COMMISSION of the Village of Huntley as follows:

SECTION I: A Class "E" liquor license is hereby issued to the St. Mary Church Knights of Columbus, a waiver of fees and signage for a Casino Night taking place in the community room at St. Mary Church 10307 Dundee Road on October 22, 2022 subject to the following conditions of approval:

1. Alcohol can only be sold and consumed in the community room on premise.
2. Anyone serving or selling alcohol must be BASSET trained.
3. Outside liquor vendor must show required insurance documents.
4. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class "E" Liquor License becomes effective.

SECTION II: It is the consensus of the Liquor Commission to waive the fee.

SECTION III: All other provisions of the Liquor Control Ordinances of the Village of Huntley shall remain in full force and effect, including, but not limited to, the obligation of all individuals serving alcohol to be BASSET trained.

SECTION IV: This Ordinance shall be in full force and effect from its date of passage.

	Aye	Nay	Absent	Abstain
Commissioner Goldman	_____	_____	_____	_____
Commissioner Holzkopf	_____	_____	_____	_____
Commissioner Kanakaris	_____	_____	_____	_____
Commissioner Kittel	_____	_____	_____	_____
Commissioner Leopold	_____	_____	_____	_____
Commissioner Westberg	_____	_____	_____	_____

PASSED and APPROVED this 8<sup>th</sup> day of September 2022.

APPROVED:

\_\_\_\_\_  
Timothy J. Hoeft, Village President

ATTEST:

\_\_\_\_\_  
Rita McMahon, Village Clerk

