

SPECIAL COMMITTEE MEETING OF THE VILLAGE BOARD OF PORT BARRINGTON
LIQUOR CONTROL COMMISSION
February 4, 2026

Liquor Control Commissioner and Village President Vogeler called the Special Meeting of the Liquor Control Commission to order at 6:05 pm. The following members were present; Trustee David Corrigan and Trustee Tuke. Donna Erfort was also in attendance.

There was discussion as to whether or not to keep the Vehicle Tax on business licenses. The consensus was to keep it.

The Business/Liquor License checklist was reviewed. The Commission agreed unanimously that a site map should be added as a requirement for Liquor Licenses applications and renewals. Several examples of requirements for other towns/cities were presented by Commissioner Corrigan.

It was felt that at minimum the following should be included on the map:

- Facility address/es
- Detailed floor plan
- Bar areas
- Seating: tables & chairs
- Storage areas
- Outdoor areas designating where liquor is prepared/sold/served
- Entrances/exits/gates/ all clearly marked
- ADA accesses/seating/washroom facilities
- Parking areas/spaces
- Total occupancy (confirmed by Fire Department)

The Commission would like to include a statement saying that an approved liquor license only covers the area of the premises that lie within the corporate boundaries of the Village of Port Barrington.

There should also be a review to see if there is wording within the signed application that ensures all Village Codes are followed

Various other scenarios and examples were reviewed and discussed.

The Commission reviewed permit fees, as they haven't been altered for a very long time. It was suggested that they be increased as follows:

Class A	\$ 850 (from \$750 currently)
Class AA	\$1500 (from \$1312 currently)
Class B	\$1225 (from \$1062 currently)
Class C	\$ 50 (from \$31 currently)

It was suggested that the example for site map requirements from Minneapolis be used as a starting point as it is one page of clear direction, to be customized to fit Village needs.

All changes should then be given to the Village Attorney for a final ordinance amendment draft.

The meeting was open to the floor. No attendees.

Trustee Corrigan motioned to adjourn the Special Meeting. Trustee Tuke seconded.

The meeting was adjourned at 6:50 pm

Respectfully Submitted,

Donna Erfort, Village Deputy Clerk

AYES 5
NAYS 0
ABSENT 1-Grothendick
ABSTAIN 0
APPROVED March 4, 2026