

**VILLAGE OF VERNON HILLS
ORDINANCE 2025-109**

**AN ORDINANCE AMENDING CHAPTER 10, LICENSES, PERMITS, AND
MISCELLANEOUS BUSINESS REGULATIONS**

WHEREAS, the Village of Vernon Hills is a home rule unit of local government pursuant to Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each Illinois municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fees or penalties as may be deemed proper; and

WHEREAS, Chapter 10, Licenses, Permits, and Miscellaneous Business Regulations, of the Vernon Hills Village Code, describes regulations and procedures relating to business licenses; and

WHEREAS, related amendments to Chapter 7 and Chapter 11, relocating business license regulations to Chapter 10 as described in this Ordinance, have been prepared for consideration in separate ordinances; and

WHEREAS, amendments to the schedule of fees in Chapter 25, related to the changes to Chapters 7, 10, and 11, have been prepared for consideration in a separate ordinance; and

WHEREAS, the Committee of the Whole discussed Staff's recommendation and reviewed the draft code amendments at its meeting on September 2, 2025, with the consensus of the Committee to recommend approval by the Board; and

WHEREAS, the President and Board of Trustees has determined that the requested amendments are in the best interest of the Village of Vernon Hills and hereby adopts this ordinance amending the Vernon Hills Village Code pursuant to its authority to establish reasonable regulations pertaining to the use of land and establish license and permitting requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, COUNTY OF LAKE AND STATE OF ILLINOIS:

SECTION 1. The above recitals are hereby incorporated into and made part of this Ordinance.

SECTION 2. AMENDMENT. Chapter 10, Licenses, Permits, and Miscellaneous Business Regulations, of the Vernon Hills Village Code, is hereby amended as described in **Exhibit A**, “Amendments to Chapter 10, Licenses, Permits, and Miscellaneous Business Regulations, Draft for Board Consideration – September 16, 2025.”

SECTION 3. SEVERABILITY. In the event that any section, clause, provision, or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in any one or more of its several applications, all valid applications that are severable from the invalid applications shall remain in effect.

SECTION 4. REPEAL AND SAVINGS CLAUSE. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions or causes of action which shall have accrued to the Village of Vernon Hills prior to the effective date of this ordinance.

SECTION 5. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

SECTION 6. ORDINANCE NUMBER. This ordinance shall be known as Ordinance Number 2025-109.

Adopted by roll call vote as follows:

AYES: 7 – Marquardt, Oppenheim, Takaoka, Forster, Schenk, Lundeen, Koch

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None


Thom Koch, Jr., Village President

PASSED: 09/16/2025

APPROVED: 09/16/2025

ATTEST: 09/16/2025


Kevin Timony, Village Clerk



EXHIBIT A

Amendments to Chapter 10, Licenses, Permits, and Miscellaneous Business Regulations

Draft for Board Consideration – September 16, 2025

ARTICLE I. IN GENERAL

Sec. 10-1. Persons subject to license or permit. License Required

~~Whenever in this Code a license or permit is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person shall be subject to the requirement if by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation; or solicits patronage therefor, actively or passively; or performs or attempts to perform any part of such business or occupation in the village.~~

~~{Code 1982, § 10-1}~~

~~A. For purposes of this chapter, the term "business" shall mean any entity, including, without limitation, any sole proprietorship, partnership, corporation, joint venture, association, franchisee, or cooperative that leases or owns space within a building, located in the village for the primary purpose of carrying on such business. Businesses that operate from distinct spaces or buildings with separate addresses shall be deemed to be separate businesses regardless if such businesses are owned or operated by the same sole proprietorship, partnership, corporation, joint venture, association, franchisee or cooperative.~~

~~B. Unless specifically listed as exempt in this Chapter, it shall be unlawful for a person or business to conduct, engage in, maintain, operate or manage a business activity either by themselves or through an agent, employee or partner, as the principal use of a property, without first having registered such business with the village and obtaining a village business license.~~

Sec. 10-2. Applications.

Applications for all licenses and permits required by this Code shall be made in writing to the village clerk on a form to be provided by the Village, in the absence of provision to the contrary. Each application shall state the names of the applicant, the permit or license desired, the location to be used, if any, the time covered and the fee to be paid; and each application shall contain such additional information as may be needed for the proper guidance of the village officials in the issuing of the permit or license applied for.

(Code 1982, § 10-2)

Sec. 10-3. Forms. License types and businesses exempt from licensing

~~Forms for all licenses and permits, and applications therefor, shall be prepared and kept on file by the village clerk.~~

~~{Code 1982, § 10-3}~~

~~A. Base license. A base business license is required for each business, as defined in Section 10-1, unless the business is exempt from licensing.~~

~~B. Supplemental licenses. A supplemental license is required for any business offering the following: liquor sales; jewelry/precious metal transactions; tobacco, vape, and similar products; massage; resale; outdoor dining or outdoor merchandise; farmers market; fireworks displays; sign panels on Village-owned signs; donation boxes; chartered transportation; and vending / amusement devices. These supplemental~~

services are subject to regulations listed in Articles II through XIV of this Chapter 10 and Chapter 3 (liquor code).

- C. Temporary License. A business may be granted a license to operate temporarily within the Village. The base license fee shall apply.
- D. Courtesy base license. A business exempt from licensing may request a license if required by a landlord, insurance company, or lender. The base license fee shall apply.
- E. Not-for-profit organization. The base license fee shall not apply to not-for-profit organizations that are required to obtain a license.
- F. Exemptions. The following businesses are exempt from licensing, but remain subject to all requirements of the Zoning Code and Building Code:
 - a. Professional offices: accountant, architect, attorney, insurance agency, land surveyor, real estate agency, professional engineer, social worker, structural engineer
 - b. Personal services: cosmetologist or barber (without retail sales)
 - c. Medical offices: dentist / orthodontist, physician, podiatrist, psychologist, veterinarian
 - d. Government agency
 - e. Religious institution
 - f. Public education facility
 - g. Home occupations, subject to Section 4.7.3 of the Zoning Code
 - h. Daycare facilities

Sec. 10-4. Signatures, License Term and Renewal

~~Each license or permit issued shall bear the signature of the president and clerk in the absence of any provision to the contrary.~~

- A. Term Duration And Renewal: The license year shall commence on May 1 of each year and end on April 30. Every business subject to the regulations of this chapter shall apply to renew the base license and supplemental licenses on or before April 1 of each calendar year.
- B. Full license fee required. The full license fee shall be paid annually, and no fee shall be prorated in the event that a business is granted an initial license in the middle of a license year.

(Code 1982, § 10-4)

Sec. 10-5. Investigations

- a. ~~Upon the receipt of an application for a license or permit where the Code necessitates an inspection or investigation before the issuance of such permit or license, the village clerk shall refer such application to the proper personnel officer for making such investigation within 48 hours of the time of such receipt. The officer charged with the duty of making an investigation or inspection shall make a report thereon, favorable or otherwise, within ten days after receiving the application or a copy thereof.~~
- b. The Lake County Department of Public Health ~~The health officer~~ shall make or cause to be made an investigation in regard to such licenses in connection with the care and handling of food and the prevention of nuisances and the spread of disease, for the protection of health.
- c. ~~and~~ ~~The building commissioner superintendent~~ shall make or cause to be made any such inspections relative to the construction of buildings or other structures. The fire protection district shall provide a review to the building commissioner as needed.
- a. ~~All other investigations except where otherwise provided shall be made by the chief of police or some other officer designated by the president or his designee.~~

(Code 1982, § 10-5)

Sec. 10-6. Building and premises requirements.

No license shall be issued for the conduct of any business and no permit shall be issued for any thing or act, if the premises and building to be used for the purpose do not fully comply with the requirements of the ordinances of the village. No such license or permit shall be issued for the conduct of any business or performance of any act which would involve a violation of the zoning ordinances of the village. Occupancy of a specific structure or portion of a structure shall be subject to the requirements of Section 21.2 of the Zoning Code.

(Code 1982, § 10-6)

Sec. 10-7. Fees.

- (a) In the absence of any provision to the contrary, all fees and charges for licenses or permits shall be paid in advance at the time the application therefor is made to the village clerk. Except as otherwise provided all license fees shall become a part of the ~~corporate-general~~ fund.
- (b) All persons conducting or engaging in any business, occupation, calling or employment for profit shall pay the base fee and supplemental license fees as specified in Chapter 25—Comprehensive Fees and Penalties ~~is hereby required to obtain a license and pay in advance to the village clerk thereof, the amounts set opposite thereto, for the periods hereinafter specified.~~
- (c) Fees shall not be prorated. Temporary businesses and new businesses commencing operation after the start of the license year shall be required to pay the full license fee.

(Code 1982, § 10-7; Ord. No. 90-27, § 1, 7-10-90; Ord. No. 2004-46, §§ I, II, 6-1-04)

Sec. 10-8. Posting of licenses.

The current license shall be displayed at all times in a prominent place on the premises. Upon request of the village building and zoning administrator or designee, the license shall be made available for inspection.

~~It shall be the duty of any person conducting or operating a licensed business in the village to cause to be placed and maintained and posted in a prominent place visible from the adjoining street, on a front display window or front door, a license sticker as provided by the village, showing the business license for the licensed premises, to be in effect.~~

(Code 1982, § 10-8)

Sec. 10-9. ~~Vehicle tag or sticker.~~ Licensing by Outside Agencies.

Whenever the number of vehicles used is a basis of a license fee, the village clerk shall furnish each licensee with a tag or sticker for each vehicle covered by the license, and such tag or sticker shall be posted in a conspicuous place on each such vehicle while it is in use. ~~Businesses subject to licensing requirements by agencies other than the Village of Vernon Hills shall be required to provide said license for inspection at the request of the village building and zoning administrator or designee.~~

(Code 1982, § 10-9)

Sec. 10-10. Change of location.

The location of any licensed business or occupation, or any permitted act, may be changed, provided ten days' notice thereof is given to the village clerk, ~~in the absence of any provision to the contrary and confirmation of compliance with the requirements of the Zoning Code and Building Code.~~

(Code 1982, § 10-10)

Sec. 10-11. Nuisances.

No business, licensed or not, shall be so conducted or operated as to amount to a nuisance in fact.

(Code 1982, § 10-11)

Sec. 10-12. Inspections.

- (a) Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by this Code, or are reasonably necessary thereto to secure compliance with any provision or to detect violations thereof, it shall be the duty of the licensee, or the person in charge of the premises to be inspected, to admit thereto for the purpose of making the inspection any officer or employee of the village who is authorized or directed to make such inspection at any reasonable time that admission is requested.
- (b) Whenever an analysis of any commodity or material is reasonably necessary to secure conformance with any Code provision or to detect violations thereof, it shall be the duty of the licensee of the village whose business is governed by the provision to give any authorized officer or employee of the village requesting the same sufficient samples of such material or commodity for such analysis upon request.
- (c) In addition to any other penalty which may be provided, the president and board of trustees may revoke, per the procedures described in Section 10-14, the license of any licensed proprietor of any licensed business in the village who refuses to permit any such officer or employee who is authorized to make such inspection or take such sample to make the inspection, or take an adequate sample of the commodity or who interferes with such officer or employee while in the performance of his duty in making such inspection, provided that no license shall be revoked for such cause unless written demand is made up on the licensee or person in charge of the premises, in the name of the village, stating that such inspection or sample is desired at the time it is sought to make the inspection or to obtain the sample.
- (d) Property Maintenance. In conjunction with the issuance and renewal of licenses for property management, the Village and fire protection district may inspect common areas and require corrective action including, but not limited to, property maintenance code violations, compliance with property-specific ordinances (Special Use, etc.), development code requirements, and compliance with life safety requirements. Failure to correct deficiencies reported may result in penalties described in this Chapter.

(Code 1982, § 10-12)

Sec. 10-13. Termination of licenses.

All annual licenses shall terminate on the last day of April following the date of issuance, where no provision is made to the contrary. The village clerk shall provide notice mail to all licensees of the village a statement at the time of the expiration of the license held by the licensee; if an annual license, three weeks prior to the date of such

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expiration. Failure to send out such notice, or the failure of the licensee to receive it shall not excuse the licensee from a failure to secure a new license, or a renewal thereof, nor shall it be a defense in action for operating without a license.

(Code 1982, § 10-13)

Sec. 10-14. Denial, Suspension or Revocation.

A. Any business license may be suspended or revoked by the village president after notice and hearing conducted by the village president or his authorized designee for any of the following causes:

1. Any fraud or misrepresentation committed by the licensee;
2. Any false statement made in the application for the license;
3. Any violation by the licensee of any ordinances, laws or regulations relating to the license, the subject matter of the license, or to the premises occupied by the licensee;
4. Conviction of the licensee of any felony or of a misdemeanor involving moral turpitude;
5. Failure of the licensee to pay any fine, penalty, or debt owing to the village;
6. Refusal of the licensee to permit an inspection or take a sample or interference with an authorized village officer or employee while in the performance of his duties in making inspections.

B. Any revocation shall not preclude prosecution and imposition of any other fines or penalties for the violation of village ordinances.

C. Notice of the hearing for revocation or suspension of a license shall be given in writing, setting forth the grounds of the complaint and the time and place of the hearing. Such notice shall be personally served or sent by certified mail, return receipt requested, to the licensee at his last known address at least five days prior to the date set for the hearing except in the case of an emergency.

D. For the purposes of this section, any act or omission committed by a director, officer, partner, agent or shareholder of more than twenty-five percent of stock in the licensee shall be deemed to have been committed by the licensee.

E. The village manager may temporarily suspend a business license if conditions are such that a continuation of the business would constitute a hazard to the health or safety of the public. Such suspension shall continue until the hazard is abated.

F. A licensee shall have the right to appeal a denial of the license application, suspension or revocation of a business license to the corporate authorities. Such appeal shall be taken by filing with the village clerk, within ten days after notice of a denial, suspension or a revocation, a written statement, under oath, setting forth specifically the grounds for appeal. The corporate authorities shall thereupon set the time and place for a hearing on such appeal, and notice of such hearing shall be given to the licensee. The decision of the corporate authorities on such appeal shall be final.

Any license or permit for a limited time may be revoked by the president and board of trustees during the life of such license or permit for the violation of the licensee or permittee of any Code provisions relating to the license or permit, the subject of the license or permit, or to the premises occupied. Such revocation may be in addition to any fine imposed.

~~(Code 1982, § 10-14)~~

Sec. 10-15. Penalty.

Any person who shall violate any of the terms or provisions of this article, or who shall violate, neglect or refuse to comply with any of the foregoing provisions of this article shall upon conviction be fined as specified in Chapter 25—Comprehensive Fees and Penalties.

(Code 1982, § 10-15; Ord. No. 2004-46, § III, 6-1-04)

Sec. 10-16. Reserved.

Editor's note(s)—Ord. No. 2009-037, § I, adopted Aug. 4, 2009, repealed § 10-16, which pertained to regulation of motion picture presentations, other theatrical presentations and derived from Code 1982, § 10-16.

Sec. 10-17. Rules and regulations of the Arbor Theater. Reserved

~~The following rules and regulations apply to the Arbor Theater:~~

- ~~(1) The Arbor Theater site shall be open from dawn until 10:30 p.m., except for late closing for community events as authorized by the board of trustees of the village.~~
- ~~(2) Lighting on the site, will be turned off at closing, except for security and flag lights.~~
- ~~(3) No alcohol will be permitted on site without a permit being heretofore obtained from the village or the board of trustees. This does not pertain to alcohol purchased from a licensed vendor authorized to operate on the site by the board of trustees of the village.~~
- ~~(4) No motor vehicles will be permitted on the site, except located in the parking lot. This provision does not apply to village authorized service vehicles.~~
- ~~(5) No sales shall be permitted on the site, except as authorized by the board of trustees of the village.~~
- ~~(6) No pets shall be permitted within the site, except those on leash. All residents bringing pets to the site shall be subject to the other rules and regulations contained in the Code of Ordinances of the Village of Vernon Hills, pertaining to pet litter control.~~
- ~~(7) No fishing, hunting or trapping shall be permitted within the Arbor Theater property.~~
- ~~(8) No rollerblading, rollerskating, skateboarding, horseback riding or bicycle riding shall be allowed on the paths within the Arbor Theater.~~

~~(Ord. No. 96-47, § I, 7-2-96)~~

Secs. 10-18—10-40. Reserved.

ARTICLE XIV. VENDING MACHINES AND AMUSEMENT DEVICES

Sec. 10-335. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amusement devices means any machine which may be operated by the public for a fee for the use as a game, entertainment or amusement whether or not registering a score and/or providing tickets that may be redeemed for incidental prizes and shall include, but not be limited to, such devices as marble machines, pinball machines, movie and video booths, video games, and all games, operations or transactions similar thereto under whatever name by which they may be indicated. Incidental mechanical grab devices, offering prizes of a value not to exceed \$5.00, shall not be deemed a gambling device and are thereby allowed. Machines which offer tickets that may be redeemed at a central redemption center within the facility for prizes, where the tickets are provided solely based on the skill of an individual in operating the machine, shall be allowed. Card game devices, are deemed gambling devices and therefore are not permitted for use in the village.

Amusement device arcade, an establishment displaying for public use five (5) or more amusement devices.

Juke box means any music vending machine, contrivance or device which, upon the insertion of a coin, slug, token, plate, disc or key into a slot, crevice or other opening, or by the payment of any price, operates or may be operated for the emission of songs, music or similar amusement.

License means a license issued to a person as defined herein for single premises, subject to the requirements of this Article.

Person means the person, firm, corporation or association in whose place of business where an amusement device or vending machine is placed for use by the public; the person, firm, corporation or association having control over such machine; any person, firm, corporation or association engaged in the business of distributing and/or servicing such machines including the distributing, placing, leasing or selling thereof with an agreement to maintain, service or supply such machines; provided, however, that the payment of the fee hereinafter required by any such person, firm, corporation or association enumerated herein shall be deemed compliance with the requirement for payment of fee provided all other conditions hereof are met.

Vending machine means any mechanical device which is used for vending any food, confections, cigarettes, matches, drinks, services or anything else of value and for which a profit accrues, or a fee remits, to the owner, or proprietor, of such machine. This definition shall include, but not be limited to, machines activated by coin, token, slug, lever, remote control, key or payment of any consideration.

Vending machine establishment means any location which keeps or maintains for public use five (5) or more vending machines. A unit within a unified shopping center or mall which displays five or more such machines for public use shall be considered a distinct vending machine establishment.

Sec. 10-336. Gambling devices not permitted.

Nothing in this Article XIV shall in any way be construed to authorize, license or permit any gambling devices whatsoever, or any mechanism that has been judicially determined to be a gambling device, or in any way contrary to law, or that may be contrary to any future laws of the state.

Sec. 10-337. Penalty.

Any person violating any of the provisions of this chapter, upon conviction thereof, shall be fined as specified in Chapter 25, Comprehensive Fees and Penalties. Each day that an offense continues shall constitute a separate offense. Violations of this Article shall be considered violations of the general business license regulations of Chapter 10 regardless of whether the establishment is also required to obtain a vending/amusement license.

In the event of a second violation by any person of any provision of this chapter, the Village Board may consider action to suspend or revoke the vending/amusement license. Such action shall be discussed in a regularly scheduled meeting of the Board.

Sec. 10-338. License Required.

(a) Any establishment displaying for public patronage or keeping for operation five or more vending machines or amusement devices shall be required to obtain a license from the village and to pay the license fee as listed in Chapter 25, Comprehensive Fees and Penalties. Application for such license shall be made to the village upon a form to be supplied by the village clerk for that purpose. Separate fees shall be established for the following establishments as defined in this Article: vending machine establishment, amusement arcade, and accessory arcade.

(b) A license shall not be required for individual machines. Only the establishment shall require a license.

(c) Vending machines lacking electricity which operate for a fee/deposit of \$1 or less (commonly used to dispense unpackaged and individual pieces of gum, candy, nuts; packaged or unpackaged trinkets; or toiletry items) shall not count toward the quantity of devices for determining whether a license is required for the establishment.

Sec. 10-339. Amusement Device Location Requirements and Regulations.

(a) Licenses issued in accordance with this Article shall be subject to the following rules and regulations:

(1) A license is not transferable and is usable only at the place and by the person designated in the license.

(2) The licensee shall be permitted to substitute and/or exchange devices providing the total number of devices does not exceed the number permitted by the license.

(3) No amusement device shall be placed in any required exit path of travel.

(4) An adult manager shall be required to be present on the premises of each licensed facility offering amusement devices.

(5) No person under 21 years of age shall be allowed to play an amusement device in a retail alcoholic liquor establishment, unless accompanied by a parent or guardian, or unless the device is housed in a specifically designated area removed from the liquor service area. It is the intent of this section to deter the presence of unsupervised minors in locations serving alcoholic beverages.

(6) It shall be unlawful for any licensee or attendant to permit gambling on the premises. Any licensee or attendant who observes any gambling on the premises, or has reasonable grounds to suspect that gambling is taking place, shall immediately cause the removal from the premises of such persons as are involved in the gambling activity.

(7) It shall be unlawful for any licensee or attendant to allow a degree of noise to develop which would cause a disturbance to the adjacent or surrounding uses such that the normal use of such adjacent or surrounding uses would be damaged or unreasonably disturbed.

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- (9) All licensees have the affirmative duty to report to the police department any and all incidents or reports of a disturbance of the peace as defined and regulated in this Code, and which take place within the licensed premises or within 100 feet from the entrance. This includes incidents either observed by or reported to the licensee or attendant. Failure to report to the police department shall be deemed sufficient cause to revoke all licenses issued hereunder. Licensees without an entrance leading directly to the outdoors are exempted from the duty to report to police incidents observed by their employees within 100 feet of their entrances.
- (10) All licensees shall permanently and conspicuously post an occupancy limit sign offered by the fire protection district in which it is located and shall adhere to the occupancy limit.
- (11) All licensees shall:
- a. Keep their premises clean and sanitary.
 - b. Provide waste receptacles.
 - c. Provide adequate and orderly parking for bicycles and motor vehicles.
 - d. Ensure that all sidewalks and/or walkways outside the premises are clear and open to pedestrian traffic.
 - e. Post any curfew law in force within the village.
 - f. Open and operate the game room only during the hours that the primary business establishment is open to the public.
 - g. Maintain and keep all machines in good repair and operating condition.
 - h. In the event of a malfunction of a device the operator of the premises, the licensee or attendant shall furnish a refund to the device user.
- (12) A minimum of 40 square feet of floor area shall be devoted to each amusement device. Such area shall include the machine, its immediate area and may include the aisles adjacent thereto.

Sec. 10-340. Application.

- (a) The application for all licenses required by this article shall be incorporated into the Village's business license application on forms supplied by the Village. Such application may require information as needed by the chief of police to conduct a proper investigation for purposes of this chapter.
- (b) Details such as a floor plan demonstrating compliance with the requirements of this Article may be required.
- (c) Any person whose application has been rejected by reason of licensing investigation shall have a right to appeal from such decision to the village board within ten days of date of rejection notice. The board shall establish a time and place for such hearing at which the applicant and his attorney may be present, present witnesses and submit evidence. Following such hearing the village board shall have a right to confirm such rejection or to order the license to be issued.

Sec. 10-341. Annual renewal of licenses.

Licenses shall expire and be renewable each year on May 1. Accurate, current information of the same type required by this article for the issuance of a license shall be provided by the applicant at the time of renewal. The chief of police may recommend denial of the renewal following review of a report on the prior year's operation of the establishment. Appeal of such denial shall be reviewed as described in Section 10-340.

Sec. 10-342. Fees.

An annual fee for each license is required in the amount as specified in Chapter 25, Comprehensive Fees and Penalties.

Sec. 10-343. Display of license.

All licenses issued under this article shall be posted clearly within the premises. Licenses shall be made available on request for inspection by Village staff.

Sec. 10-344. Revocation.

Every license issued under this article is subject to the right, which is hereby expressly reserved, to revoke the same should the licensee, directly or indirectly, permit the operation of any vending machine, juke box or mechanical amusement device contrary to the provisions of this article, the ordinances of the village or the law of the state. The license may be revoked by the board of trustees after written notice to the licensee, which notice shall specify the ordinance or law violations with which the licensee is charged, if after a hearing the licensee is found to be guilty of such violations. Ten days' notice of the hearing shall be given the licensee. At such hearing the licensee and his attorney may present and submit evidence of witnesses to his defense.

[TO BE INSERTED IN ITS ENTIRETY]

ARTICLE XVI. FOOD SERVICE ESTABLISHMENTS

Sec. 10-390. Definitions.

Building commissioner: The building commissioner of the village or his/her designee.

Category II food service facility (as defined in article III of the Lake County Board of Health Ordinance): A [category II] food service facility is a facility that meets one or more of the following criteria (examples of food service facilities may include delicatessens, fast-food restaurants, donut shops):

- (1) Preparing foods for service from raw ingredients that do not require assembly.
- (2) Hot or cold holding is restricted to same day service.
- (3) Foods requiring preparation are obtained (canned, frozen, fresh prepared) from approved processing facilities (i.e. frozen pizza, entrees, etc.)

Category III food service facility (as defined in article III of the Lake County Board of Health Ordinance): A [category III] food service facility is a facility that meets one or more of the following criteria (an example of food service facility may include a full service sit-down type restaurant):

- (1) Preparing and holding hot or cold food more than 12 hours before serving.
- (2) Handling of raw ingredients and hand contact with ready-to-eat foods.
- (3) Reheating potentially hazardous foods that have been previously cooked and cooled.
- (4) Preparing food for off-site service (where time-temperature requirements during transportation, holding and service are a factor).
- (5) Vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level.
- (6) Serving of immunocompromised individuals (where these individuals comprise the majority of the consuming population).

county: The Lake County, Illinois, Health Department.

Department: The village community development department.

Person: An individual, partnership, limited liability company, association, firm, company, corporation, organization, whether tenant, owner, lessee or licensee, or the agent, heir or assignee of any of these.

Reinspection: A follow up inspection conducted on a date specified by the building commissioner, undertaken to verify that an ordered remedial action has been taken and to verify that the noncompliance or violation no longer exists.

Sec. 10-391. Intent, enforcement, and severability.

- (a) It is the intent of the village to enhance the public health, safety, and welfare of the people who live, work, and visit our community by targeting those issues that are commonly associated with the occurrence of food borne illness during the delivery, storage, preparation, and service of food within the village.

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- (b) Except as provided, the building commissioner or his/her designee, together with Lake County Health Department, Countryside Fire District, Lincolnshire/Riverwoods Fire District, and village police department shall enforce the regulations of this chapter and may issue orders and citations to effect correction of violations pursuant to applicable building codes, zoning ordinances, and other ordinances and laws adopted by the village.

Exceptions: Nothing in this chapter shall limit or restrict the rules, regulations, and laws under which the Lake County Health Department, Countryside Fire District, Lincolnshire/Riverwoods Fire District, and Vernon Hills Police Department perform their respective health and public safety enforcement services.

- (c) Each section, paragraph, sentence, clause, word, and provision of this chapter is severable, and if any provisions shall be held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-392. License required and fees.

- (a) Except as provided below, no person, party, firm, corporation, or entity shall operate a category II or category III food service facility as defined in article III of the Lake County Board of Health—Food Service Facilities Ordinance without first obtaining a license therefore from the department, nor shall said entity operate contrary to the terms and conditions of this ordinance or the current edition of the Illinois Department of Public Health Food Services Sanitation Code or article III of the Lake County Board of Health—Food Service Facilities ordinance, which are incorporated herein by reference and made a part of this chapter as if fully set forth herein. Licenses hereunder shall not be issued or renewed by the department unless and until the liquor and license commission and building commissioner determines and certifies the proposed complies with all the applicable terms and conditions of this chapter.

Exception: Government agencies, including public school districts, shall be exempt required license and fees.

- (b) *License fees.* Annual fees for licenses issued pursuant to this section shall be as specified in Chapter 25—Comprehensive Fees and Penalties. In addition to the above scheduled fees, the licensee shall pay and obtain any licenses or permits required by the State of Illinois or county, and submit confirmation of the same to the village prior to the village license being issued.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-393. License period.

The license period for licenses issued pursuant to this section shall be from May 1 through April 30. Those licenses initially issued during the period beginning on April 1 and ending on April 30 expire on April 30 of the following year.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-394. Reserved

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-395. Reserved

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-396. Display of license and Illinois Food Service Sanitation Certificates.

All licensees and Illinois Food Service Sanitation Certificate holders shall immediately post their license(s) and certificate(s) upon some conspicuous part of the room in which the business is carried on, and the license(s) and certificate(s) shall remain posted during the period for which they are in force.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-397. Notification by licensee.

An individual applicant or licensee who resides outside of Illinois or who leaves the state for an extended period of time shall provide the village clerk with the name, address, date of birth, and telephone number of a responsible person or agent within the state upon whom any process, notice or demand required or permitted under this section to be served upon the licensee may be served.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-398. Inspection by the department.

Authorized employees of the department, upon presenting proper identification, shall have the authority and duty to enter any licensed premises during regular business hours to inspect the same. In the event of an emergency, an inspection may be made at any time.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-399. Denial, revocation, or suspension of license and appeals procedure.

The procedures pertaining to appeals of a denial, revocation, or suspension shall be as described in section 10-14.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-400. Temporary orders to cease operations.

Whenever, as the result of an inspection conducted pursuant to this chapter, the building commissioner has reasonable cause to believe that any examined food constitutes, or construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to health, the building commissioner shall notify the county to confirm the violation(s). The building commissioner and/or the county shall issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, require the premises to cease any other operation or method of operation which creates an immediate danger to health. The county and Village of Vernon Hills have separate appeals procedures resulting from the issuance of temporary order to prohibit the sale or movement of food. The county appeals procedure is found in article III of the Lake County Board of Health Ordinance. The appeals procedure for the village is found in section 10-14.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-401. Construction or alteration of licensable food establishments.

- (a) Except as provided in [subsection] (b), no person shall erect, construct, enlarge or alter a food establishment without first submitting to the community development department and Lake County Health Department plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Department approval of submitted plans. Such plans shall include floor plan, equipment plan and specifications, wall, floor and ceiling finishes and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable codes. The building commissioner shall retain approved plans.
- (b) At the option of the building commissioner, plans need not be submitted to execute minor alterations. Minor alterations include, but are not limited to, the replacing or recovering of existing floor, wall, or ceiling coverings, or other cosmetic or decorating activities.
- (c) Any plans approved by the department and county shall not be changed or modified unless the department and county have reviewed and approved the modifications or changes.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-402. Regulations and standards.

- (a) *[Codes adopted by reference.]* The current edition of the Lake County Board of Health Ordinance, article III—Regulation of Food Service Facilities, and Illinois Department of Public Health Food Service Sanitation Code are incorporated herein by reference and made a part of this chapter as if fully set forth herein, unless otherwise exempted therein.
- (b) *[Supervision.]* At least one employee who possesses a current Illinois Food Service Sanitation Certificate shall be on site while the facility is open to the public or employees are taking delivery, storing, or preparing food product.
- (c) *[Prohibitions; protection of food.]* No person shall manufacture, prepare for sale, offer, store, distribute or sell food unless it is securely protected from filth, insects, rodents, dust, or contamination or unclean, unhealthful or unsanitary conditions.
- (d) *Hand-wash facilities.* All hand-wash sinks shall have hot and cold running water, soap, and sanitary single service towels at all times. Facilities whose employees handle unwrapped food shall have an employee hand-wash sink in or adjacent to the food handling area.
- (e) *Food-contact surfaces.* Food-contact surfaces shall be kept clean and shall be smooth, impervious, nonabsorbent and kept in good repair.
- (f) *Floors, walls and ceilings.* All floors, walls and ceilings in food areas shall be constructed of smooth, impervious, easily cleanable materials, and shall be kept clean and in good repair.
- (g) *Control of insects, rodents and other animals.* Effective measures and programs shall be employed to control the presence of insects, rodents, and other vermin on the premises.
- (h) *Exterior premises.* Premises on which food establishments are located shall be well drained and kept in a clean and orderly condition, free from accumulations of trash, garbage, and other sources of contamination.

(Ord. No. 2004-54, § I, 6-15-04)

Sec. 10-403. Penalties.

General penalties. Any person who fails to comply with the provisions of this chapter or any order of the building commissioner or his or her authorized agent issued in accordance with this ordinance shall, upon

conviction thereof, forfeit not less than the amounts specified in Chapter 25—Comprehensive Fees and Penalties. Each day a violation exists or continues shall constitute a separate offense.

(Ord. No. 2004-54, § I, 6-15-04)

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2025-109

AN ORDINANCE AMENDING CHAPTER 10, LICENSES, PERMITS, AND MISCELLANEOUS
BUSINESS REGULATIONS

THE 16th AY OF SEPTEMBER 2025

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
16th day of September, 2025

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2025-109 AN ORDINANCE AMENDING CHAPTER 10, LICENSES, PERMITS, AND MISCELLANEOUS BUSINESS REGULATIONS TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM SEPTEMBER 16, 2025 TO SEPTEMBER 30, 2025.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 16th DAY OF SEPTEMBER, 2025



Notary Public

