



City Council Work Session

Crest Hill, IL

March 23, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

1. Fiscal Year 2026-2027 Draft Budget Presentation
2. Discussion Regarding City Treasurer Requests

ECONOMIC DEVELOPMENT DEPARTMENT

1. Discuss 3-year (2026-2028) Code Abatement and Vegetation Control Contract
2. Plan Commission Recommendations on a Special Use permit for a Massage Establishment Business Known as Muscle Methods LLC at 2206 Weber Road

ENGINEERING DEPARTMENT

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

1. Approving an Ordinance for Construction on State Highway for Permit Work to be Performed by Employees of the City of Crest Hill in Lieu of Surety Bond

PUBLIC COMMENT(Limit 3 minutes per person)

ADJOURNMENT

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



Agenda Memo

Crest Hill, IL

Meeting Date:	March 23, 2026
Submitter:	Glenn Gehrke, Finance Director Ashley Monroe, Assistant City Administrator/HR Director Blaine Wing, City Administrator
Department:	Finance & Administration
Agenda Item:	Fiscal Year 2026-27 Draft Budget Presentation

Summary

The City annually conducts a budget process in order to then present the Mayor and City Council with a budget that proposes how resources will be spent. The purpose of this process is to provide transparency and assurance that all resources will be disbursed in the most efficient and effective manner possible. (In future years, the Finance Committee will also play a role. However, for this upcoming year's fiscal budget, there unfortunately wasn't sufficient time to integrate the Committee into the process.)

The annual budget serves as a financial plan, an operations guide, and a communications device. As a financial plan, the document is the City's primary tool for maintaining sound fiscal practices, efficiency, and collective choices regarding the distribution and allocation of available resources. As an operations guide, it articulates departmental action goals and demonstrates how these goals will be accomplished. As a communications device, it contains information pertaining to key issues facing the City and priorities on how the City's resources will be used. The presented draft budget is consistent with Generally Accepted Accounting Principles (GAAP) and has been prepared in accordance with all applicable federal, state, and local laws.

The City is required to pass an appropriation ordinance (budget) prior to the beginning of the upcoming fiscal year. Crest Hill's Fiscal Year begins on May 1. As such, the public hearing notice will be made by April 1, 2026, with the public hearing scheduled for April 20, 2026.

Draft Budget Fiscal Year 2026-2027

Staff will be pleased to present the draft budget for the 2026-2027 Fiscal Year and will review proposed General Fund Highlights, Revenues, Expenditures, and Capital Projects at the March 23, 2026, Work Session. Currently, the General Fund is projected to have a small surplus, while available resources are able to account for proposed capital and other expenditures. Additional details will be provided as part of the soon to be provided draft presentation, which will be emailed to City Council and posted to the City's website shortly.



Agenda Memo

Crest Hill, IL

Meeting Date:	March 23, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Discussion Regarding City Treasurer Requests

Summary: Over the past several weeks the City Treasurer has made several requests, including wanting a copy of each bill that is being paid by the City delivered to her office. During this time, a few of the requests were refined to have a printed copy of each invoice, as it comes in, copied and placed into a file and then sent to her. And if that becomes too much work, then she no longer wants her digital signature used on City-issued checks.

The Treasurer in an email to me advised that “I know that making a copy of each bill received is not what staff is used to doing, however, I need to do things my own way. This is why I am requesting a copy of all bills received in a week, sent down to me. If this is something that they are unable to do, then I don’t wish to have my signature stamped on a check.” In other correspondence the Treasurer also noted that she is not a fan of the City’s current financial software (Caselle).

Following the Treasurer’s requests, I talked with staff in the Finance Department, and I was told that currently there is no extra staff capacity to make a copy of each invoice for the Treasurer. I was also told several times that the Treasurer and other elected officials have access to every invoice through the Caselle software and they can not only see but can also print any invoice if they want a hard copy.

I then investigated the Treasurer’s alternative request, which was to have her digital signature removed if it was not possible to get hard copies of each invoice delivered to her weekly. I learned that only one (1) signature is needed to make a check valid, but it is a best practice to have two (2) signatures. As the City Clerk’s digital signature is already on file, I asked the City Clerk if she would be okay with hers being the other digital signature. I also reviewed the City Code, policies, and the state statutes and there is nothing that I could find that requires the Treasurer’s signature on City-issued checks.

Next, I informed the Treasurer that her request for weekly copies of all invoices was overly burdensome, especially as she has access to those documents through the City’s financial software and can print and/or save specific items as she deems necessary. Additionally, I advised her that, per her earlier request, I was looking into how to remove her digital signature from future City-issued checks and that I would advise her once I had an update.

As City Council changed the responsibilities of the Finance Department and placed it under the City Administrator in June of 2025, I felt it relevant to report to the Mayor and City Council that I planned to grant the City Treasurer's request to have her digital signature removed and to replace it with the City Clerk's unless City Council wanted to discuss the Treasurer's requests. I heard back from more than half of the City Council, and there was interest in discussing the requests at a work session.

To ensure that City Council has all the reasons why the City Treasurer has made her requests, I have asked her to provide her comments, thoughts, and reasons. Following that request, the City Treasurer agreed to meet with me and our new Assistant City Administrator/HR Director on Monday (March 23rd) in the morning to discuss her requests and allow her to fully explain why she is seeking to have every invoice copied weekly or to have her digital signature not used.

This afternoon (March 20th) the Treasurer shared via email more specifics.

As for her thoughts on the copies of the bills, she acknowledges that she has not been trained as an Accounts Payable Clerk; however, the Treasurer feels that as she previously asked questions when she reviewed bills in the past, that she is comfortable suggesting the following:

“My thought was, when the bills come in to process them as she normally does, then place them in a folder, when she was done processing them, copying the bills put them in an envelope with my name on it, so no confusion set in, and have Dallas bring them to me at public works then she can file them in her folders behind her. This will add 1 step to her day; I am in no way trying to reinvent the wheel and making her take additional time out of her day. It is up to her if she wishes to put them in the envelope daily, weekly, or whatever is easier for her. After a couple of months, I will know what to expect, and when to expect them.”

While there is not an exact way to quantify the possible costs of the City Treasurer's requests, I attempted to do so by using the following methodology. The City's Accounts Payable Clerk is paid approximately \$29 per hour, and if she works 30 minutes of overtime each day to make copies of the invoices, that will equate to 2.5 hours per week @ \$43.50 per hour (or \$108.75 per week). Annually, that would equate to \$5,655. There would also be costs associated with additional wear and tear on the City's copy machine, as well as the cost of paper and toner used for copying. Alternatively, the City could hire a part-time employee at \$15 per hour to come in each day for 30 minutes and make copies. That person would be paid \$90 per week, which would equate to \$4,680 per year. As this person would not be the Accounts Payable Clerk, there may also be organizational costs incurred along with the previously mentioned paper, toner, and wear and tear on the copy machine. Finally, this could also increase the time frame to process payments, which could also result in late charges and/or fees.

Recommended Council Action: With the currently known information, and as the City's Treasurer position in the City of Crest Hill is no longer responsible for the Finance Department, I recommend granting the City Treasurer's request to have her digital signature removed from future City-issued checks and not incur any additional costs to have copies made, nor change the operations of the Finance Department.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Not budgeted

Estimated Costs: Between \$5,180 to \$6,155 annually



Work Session Memo

Crest Hill, IL

Meeting Date:	March 23, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Discuss 3-year (2026-2028) Code Abatement and Vegetation Control Contract

Summary: The City has various ordinances related to property maintenance requirements. These ordinances occasionally require the City to act quickly to abate issues on private property. The most common is overgrown grass and weeds in violation of the City Code Sec. 7.08.030 C. However, there are other occasional issues that come up, like tree trimming, weed prevention, garbage/debris removal, plowing, and more. After an initial violation notice and timeframe, the city can utilize a contractor to abate certain property violations. These costs are charged to the owner, and a property lien is obtained if not paid within a certain timeframe, per state statute. To ensure the city is utilizing a contractor that meets the city's documentation requirements, is responsive, professional, and has reasonable pricing, we utilize a public RFP process to select the most qualified vendor.

A public RFP was posted and noticed on 1/13/2026 and closed on 2/10/2026. The RFP was sent to known area landscaping companies via mail, posted in the newspaper, and was available on the City's website. A total of two on-time and complete submittals were received by Precision Property Pros and EC Mowing. Additionally, a partial and late submittal was received the next day by the city's current contractor, Rapid Landscaping.

Staff reviewed all three submittals and graded based on the established Evaluation Criteria. Precision Property Pros was rated highest overall by all graders and is staff's recommendation. They appear well-equipped to assist the Community Development department with all possible issues and concerns, including providing access to a work order tracking system. They are highly professional and will represent the City well. They are a licensed business located in Crest Hill at 520 Pasadena Avenue. Selecting a Crest Hill business meets the City's Purchasing Policy preference of utilizing qualified local businesses where possible.

Funding/Financial Impact: Code abatement services and grass cutting are budgeted annually. Most costs are eventually paid back via fines or liens.

Recommended Council Action: Move the three-year contract (2026-2028) as proposed with Precision Property Pros for Vegetation Cutting and Code Abatement Services to the April 6, 2026, City Council meeting for approval.

**CITY OF CREST HILL – REQUEST FOR PROPOSAL (RFP)
COMMUNITY DEVELOPMENT DEPARTMENT
VEGETATION CUTTING AND CODE ABATEMENT SERVICES (2026-2028)**

The City of Crest Hill is looking to receive Proposals from qualified firms that specialize in the cutting and removal of vegetative material, debris/garbage removal, and other code compliance abatement activities.

The city is looking for a single contractor. Services are typically related to yard maintenance of private properties that have overgrown weeds and/or grass (this is most of the work that will be performed). However, occasionally services may include the removal of debris, junk, or garbage. Additional code abatement activities, such as dead tree removal, tree trimming, snow plowing, mosquito treatment, or other work, may also be requested. The lot size is typically a residential lot in the range of 5,000 - 8,000 sq. ft, but may include commercial, industrial, or undeveloped lots as well that are larger. The typical growing/busy season for code abatement activities is April through October. There has been an average of 56 properties needing to be cut per year, with some properties needing to be cut multiple times in a year.

STATEMENT OF QUALIFICATIONS

The SOQ submitted electronically must be a single PDF file and should address the following:

1. **Firm Experience and Qualifications:** Include general background of the firm, experience, and expertise. Also include the identification, experience, and qualifications of any/all subcontractors who will work as part of these requested services.
2. **Project Understanding and Approach:** Demonstrate a clear understanding of the scope of services. Describe the firm's familiarity with the type of work and working with municipalities. Describe any key elements expected to play a meaningful role in performing these services.
3. **Past Performance:** Provide a description of similar services completed by the firm or work similar to the scope of work described below, as to why you feel your firm is qualified to perform the work requested in the RFP, including a minimum of five (5) client references who can attest to the firm's performance.

CERTIFICATIONS

Provide a statement that certifies the following:

- That no City of Crest Hill elected official, officer, or employee who participates in the procurement, management, or administration of services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed service contracts or subcontracts.
- The firm has no suspension and debarment actions as specified in the State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

SCOPE OF WORK PROPOSAL

Submit a proposal describing how your firm would fulfill the scope of work for each task as follows:

- Grass and weed cutting within 48 hours of receipt of notice from the city to a length of 3.5 inches or less
- Removal of all visible clippings from the site; all clippings to be recycled.
- Blowing off all hard surfaces. Gutters, sidewalks, and streets shall be kept free of clippings.
- Trimming around any structures.
- Removal of debris from the lawn area to mow.
- Cutting down weeds in planting beds.
- Trimming of overgrown bushes, shrubs, or trees.
- Removal of garbage, debris, or junk on site.
- Other miscellaneous code abatement activities that may be needed from time to time, such as plowing, mosquito treatment, dead tree removal, etc.

Payments: Payments are made based on the submittal of separate invoices on a per lot/property basis. Invoices shall be sent to the Crest Hill Building Department to be processed.

FEE SCHEDULE

Proposals are being sought for a three-year period. Alternatives to a set three-year period will be considered but should still include contract and service options for up to three years and be specific about how any changes in services or costs will be determined.

Please respond on company letterhead, and include either an hourly rate or pricing for lawn cutting for the following lengths from the ground:

- 6-12 inches
- 13-18 inches
- 19-24 inches

Please also include an hourly rate or other pricing structure for the following services:

- Debris, garbage, junk removal
- Other code abatement services

EVALUATION CRITERIA

- | | |
|-------------------------------------------------------------------|-----|
| 1. Firm Experience | 20% |
| 2. Key Personnel Expertise/Experience, including Sub-consultants. | 15% |
| 3. Technical Approach to Scope of Work. | 30% |
| 4. Fee Schedule | 35% |

Each proposal will be scored independently, and the firms with the highest score will be eligible for selection by the city. The City reserves the right to reject all proposals as well as reject any bids that are incomplete or irregular. The City reserves the right to award the contract to a contractor that does NOT have the lowest fee schedule. However, the cost is the most important factor.

Please submit any questions or clarifications on the RFP before February 3, 2026, at 1:00 pm. A response will be posted online with the bid packet to any questions or clarification received by February 5, 2026, 1:00 pm.

Timeline

1. RFP Posted – 1/13/2026 1:00 pm
2. Any Questions or Clarifications submitted via email due 2/3/26 1:00 pm
3. Answers to Questions or Clarifications posted to website 2/5/26 1:00 pm
4. RFP Closed and Submittals Due 2/10/2026 4:00 pm

Proposal Contact and Submittal Requirement

Two (2) copies of a written response to this RFP shall be submitted to the City of Crest Hill on or before February 10, 2026, at 4:00 pm. Proposals submitted after the deadline shall not be considered. Faxes and e-mails will not be accepted as a formal submittal. Proposals may be mailed or hand-delivered in an envelope clearly marked with the following information:

RFP: VEGETATION CUTTING AND CODE ABATEMENT SERVICES
 Attn: Daniel Ritter, Community & Economic Development Director
 City of Crest Hill
 20600 City Center Blvd, Crest Hill, IL 60403

Other contact info:
 Office No. 815-741-5106
 Email: buildingdepartment@cityofcresthill.com



Precision Property Pros Inc.
520 Pasadena Avenue
Crest Hill, IL
(815) 321-1800
info@precisionpropertypros.com

RFP - Vegetation Cutting & Code Abatement Services
Attn: Daniel Ritter, Community & Economic Development Director
City of Crest Hill
20600 City Center Blvd.
Crest, IL 60403
buildingdepartment@cityofcresthill.com

Statement of Qualifications

Precision Property Pros is a full-service landscaping and property maintenance contractor established in 2016, providing comprehensive commercial and residential services throughout the region. We specialize in reliable, high-volume property maintenance and municipal support services, with a strong focus on safety, compliance, and timely execution.

Our core services directly aligned with municipal mowing and code abatement include:

- Routine and large-scale mowing
- Weed control and overgrowth removal
- Lot clearing and vegetation management
- Spring and fall clean-ups
- Debris and illegal dumping removal
- Shrub and tree trimming
- Fertilization and turf health programs
- Drainage and erosion concerns
- Bulk material hauling and disposal
- Demolition and site clearing
- Snow removal and ice management for commercial and residential properties

In addition to maintenance and abatement, our company also performs concrete installation, hards construction, landscape installation and renovation, and swimming pool construction. This broad scope allows us to address properties with complex site conditions and long-term improvement needs beyond basic mowing.

Precision Property Pros maintains professional crews, commercial grade equipment, and experienced field supervision to ensure properties are kept in compliance with local ordinances, safety standards, and appearance requirements. We are accustomed to working with municipalities, property managers, and code enforcement departments to respond quickly to violations, emergency conditions, and seasonal demands.

Our commitment is to provide dependable and well-documented services that protect community appearance, public safety, and property values. We take pride in being a single-source contractor capable of handling routine maintenance as well as large-scale abatement and cleanup operations with professionalism and accountability. .

A few of our commercial accounts that we provide full lawn maintenance include Joliet Forensic Science Center, LW Vipers Baseball Academy, Toyota, Stonegate Association, Volflex Inc, and Pactiv. In addition to our 18 commercial accounts, we have 25 local residential customers.

Client References

Todd Arthur
LW Vipers LLC
815/598-5150
lwwipersoffice@gmail.com

Michael Cox
IL State Police – Forensic Science
815/740-2658
michael.a.cox@illinois.gov

Pamela Baker
Homeowner - Residential
630/272-7808
pamnqueenbee@aol.com

John Pady
Homeowner - Residential
708/829-6985
johnpady@att.net

David Tomczyk
Continental Toyota
630/352-9013
dtomczyk@continentalmotors.com

Jim Parulski
Homeowner - Residential
815/685-7325
netparulski@sbcglobal.net

Scope of Work Proposal

Upon receipt of notice from the City, our crews will be dispatched, mobilize and complete the following services within forty-eight (48) hours or less:

- Grass and weed cutting to a maintained height of 3.5 inches or less using commercial-grade mowing equipment.
- Removal and collection of all visible grass clippings from the site with proper recycling or disposal in accordance with local regulations at our facility trash and recycling receptacles
- Blowing and cleaning of all hard surfaces, including sidewalks, driveways, curbs, gutters, and adjacent streets, leaving them free of clippings and debris with using commercial-grade blowers.
- Trimming and edging around all structures, fences, sidewalks, and obstacles to ensure a neat and

compliant appearance using commercial-grade clippers, cutters, and/or equipment needed to prop
address the concern.

- Removal of debris, litter, and loose materials from lawn areas prior to and following mowing operations
clippings from the site
- Cutting and removal of weeds within planting beds and landscaped areas.
- Trimming and reduction of overgrown shrubs, bushes, and trees as required to meet code compliance
and safety standards.
- Removal and proper disposal of garbage, debris, and junk located on the property.

Please note: All Debris will be disposed of in accordance with local regulations at our facilities trash and
recycling receptacles

All work will be performed by trained crews under the supervision of experienced field managers. We
utilize commercial-grade equipment, maintain proper insurance, and follow all safety, environmental,
and municipal regulations. Detailed service documentation and before-and-after photos can be provided
upon request for code enforcement records and billing verification.

Mowing Fee Schedule

Lot Size (SF)	Lot Size (Acres)	Standard (6-12")	Overgrown (13-18")	Neglected (19-24")
3,000 – 4,000	0.07 – 0.09	\$55	\$90	\$140
5,000 – 6,000	0.11 – 0.14	\$65	\$105	\$165
7,000 – 8,000	0.16 – 0.18	\$85	\$130	\$210
9,000 – 10,000	0.21 – 0.23	\$110	\$160	\$260

Hourly/Per-Service Rate

Weed Control/Overgrowth - \$77.10 per hour or \$50-\$125 per Treatment

Lot Clearing - \$77.10 per hour or project quote depending on equipment needed

Spring/Fall Clean-up - \$77.10 per hour

Debris Removal - \$83.75 per hour, disposal fees apply depending on scope

Shrub/Tree Trimming - \$77.10 per hour

Fertilization/Turf - \$77.10 per hour plus materials

Drainage/Erosion - \$77.10 per hour plus materials

Bulk Hauling - \$83.75 per hour plus disposal/dumpster fees.

Demolition - \$125.75 per hour for equipment driver

Snow Removal - \$90.00 per hour (plowing or shoveling) or per push price available upon request

Item 1.

Payment

Precision Property Pros Inc. will invoice the Crest Hill Building Department after each service that has been dispatched to us is complete. Separate invoices will be processed per lot/property basis. Payment is due within 30 days (Net 30) from the invoice date. We accept cash, check, or credit card. *Please note that credit card payments will incur a 3.5% processing fee.*

Certificate of Insurance

See attached.

Compliance Statement

We hereby certify and affirm that no City of Crest Hill elected official, officer, or employee who participates in the procurement, management, or administration of service contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed service contractor or any related subcontracts.

We further certify that the firm is not subject to any suspension or debarment actions and is in full compliance with applicable State of Illinois and federal regulations, including but not limited to **2 CFR Part 1200** and **2 CFR Part 180**.

This statement is made in good faith and is true and accurate to the best of our knowledge.

Signature: *Katie Feeman*
Title: *Project Coordinator*
Date: *1/27/2026*

Contact Information

Justin Vrba Owner 815/614-8688 jvrba@precisionpropertypros.com	Mike Bracken Field Supervisor 630/247-3735 mbracken@precisionpropertypros.com
Brooke Vrba Accounts Payable 815/735-5779 office@precisionpropertypros.com	Katie Feeman Project Coordinator 815/671-9810 info@precisionpropertypros.com



Work Session Memo**Crest Hill, IL**

Meeting Date: March 23, 2026**Submitter:** Daniel Ritter, AICP, Community Development Director
Atefa Ghaznawi, AICP, LEED AP, City Planner**Department:** Community Development**Agenda Item:** Plan Commission recommendation on application of Melissa Polchlopek LMT for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC (Case # SU-26-2-3-1) with respect to real property located at 2206 Weber Road in Crest Hill, Illinois**Summary:**

Melissa Polchlopek LMT (the “Applicant”) has requested approval of a Special Use permit for a Massage Establishment known as Muscle Methods LLC. No variations have been requested as part of this application, and no exterior site improvements have been proposed.

Melissa Polchlopek is an experienced licensed massage therapist and the founder and owner of Muscle Methods LLC. Muscle Methods LLC provides a variety of customized therapeutic massage services ranging from relaxation to chronic pain relief since 2017, and currently operates in Joliet. Melissa has also worked as a massage therapist at facilities in Romeoville, Tinley Park, Carol Stream, and Chicago. The proposed hours of operation of this location will be Monday and Wednesday, 9 a.m. – 9 p.m., and Friday and Saturday, 9 a.m. – 4 p.m. Muscle Methods LLC is looking to expand its business in the City of Crest Hill and lease 2206 Weber Road, a 1,400 SF commercial office space, as its new business location.

Overall, the proposed Massage Establishment is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-2 Zoning District. Operations will occur entirely within an enclosed building, with no outdoor activities, amplified sound, excessive parking needs, or exterior storage. The business will comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. Because the proposed Special Use is compatible with the B-2 Zoning District’s intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinder the development, improvement, or reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

Figure 1: Location Map of 2206 Weber Road (the Subject Property)



The Plan Commission conducted the required public hearing for this application at its March 12, 2026, meeting and unanimously recommended approval of the requested Special Use permit for a Massage Establishment known as Muscle Methods LLC, subject to the one (1) condition referenced in the Staff Report. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

Council Action Requested: Direction to include the draft approval Ordinance for Special Use Permit for a Massage Establishment Business Known as Muscle Methods LLC on the April 6, 2026, Regular City Council Agenda for final consideration.

Attachments:

- Attachment A – March 12, 2026, Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving Special Use Permit for a Massage Establishment Business Known as Muscle Methods LLC with Respect to Certain Real Property Located at 2206 Weber Road in Crest Hill, Illinois - Application of Melissa Polchlopek LMT (with associated Exhibits)

MINUTES OF THE
CREST HILL PLAN COMMISSION

The March 12, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, Commissioner John Stanton and Commissioner Jeff Peterson.

Also present were: Community & Economic Development Director Dan Ritter, City Planner Atefa Ghaznawi, and Administrative Clerk Linda Riha.

Absent were: Commissioner Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas mentioned that after receiving the draft of the February 12, 2026, minutes, he worked with Linda Riha to correct a spelling mistake and added the two motions that were made so that the minutes in the packet are all up to date.

Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on February 12, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve the minutes from the Plan Commission meeting held on February 12, 2026.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89-acre, B-2 General Business District zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing.

(#2) Motion by Commissioner Carroll seconded by Commissioner Butler, to open a public hearing case number SU-26-2-3-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Butler, Peterson, Stanton, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the case to the Commission, explaining that Melissa Polchlopek had requested approval of a special use permit for a massage establishment known as Muscle Methods LLC at 2206 Weber Road. She emphasized that no variations had been requested as part of the application and no exterior site improvements had been proposed.

City Planner Ghaznawi provided background on the applicant, describing Ms. Polchlopek as “an experienced licensed massage therapist and the founder and owner of Muscle Methods LLC.” She detailed that the business provides various customized therapeutic massage services ranging from relaxation to chronic pain relief since 2017 and currently operates in Joliet. She noted Ms. Polchlopek's experience working at facilities in Romeoville, Tinley Park, Carol Stream, and Chicago.

City Planner Ghaznawi explained that Ms. Polchlopek was looking to expand her business to Crest Hill by leasing the 1,400 square foot commercial office space at 2206 Weber Road as her new business location. City Planner Atefa Ghaznawi reported that the Crest Hill Police Department had reviewed the request and found no concerns or issues with either the applicant or the business.

City Planner Ghaznawi characterized the proposed massage establishment as “a low intensity service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-2 zoning district.” She detailed that operations would occur entirely within an enclosed building with no outdoor activities, amplified sound, or exterior storage.

City Planner Ghaznawi assured the commission that the business would comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. She noted that adequate on-site parking was available to prevent overflow into residential streets, and hours of operation would be limited to reasonable daytime and evening hours to ensure compatibility with nearby residences and commercial uses.

Concluding her presentation, City Planner Atefa Ghaznawi stated that because the proposed special use was compatible with the B-2 zoning district's intent for small and medium scale commercial activities, it would support continued economic vitality without creating conditions that would hinder development, improvement, or reasonable use of surrounding properties. Staff recommended approval of the special use application subject to the project being implemented in substantial conformance with the one condition for approval and application documents referenced in the March 12 plan commission staff report.

Chairman Bill Thomas called the applicant to the podium and administered the oath. There were initial technical difficulties with the microphones, with staff directing Ms. Polchlopek to try different microphones until one was working properly for the audience to hear.

Melissa Polchlopek explained that she has been a massage therapist for eighteen years. Her massage practice is mostly comprised of chronic pain relief, joint mobilization, and range of motion issues. She stated that she wanted to expand the amount of office space that she has to hire an employee in the future. Ms. Polchlopek looks forward to having a stretching room, massage room, waiting room and a front desk. The front desk would be a benefit so she wouldn't have to manage all of her business in one ten-by-twelve suite, as she is currently.

Commissioner Carroll inquired about Melissa's training, asking "Where did you learn all these things?" referring to the six different types of massages she offered. Ms. Polchlopek explained that as part of her massage license, continuing education is required every two years to retain the license. She shared that she had just returned from Houston where she was studying myoskeletal alignment techniques by Erik Dalton that helps people with hip misalignments, shoulder impingements, and nerve impingements. She mentioned her prenatal certification and stated that she had many certifications.

Commissioner Stanton followed up asking about capacity and staffing, "How many patients will you have at one time and how many staff members do you have in your facility?" Ms. Polchlopek said that there's typically no more than two people at a time with her. She explained that she provides care for teenagers, which requires a parental presence at all times. Sometimes a husband will drive his wife to her appointment and wait in the office. When asked about parking requirements, she confirmed there would be minimal need.

Commissioner Peterson complimented Ms. Polchlopek, saying "I just have a comment. I did Google you. You're very impressive. And you do holistics also I noticed." Ms. Polchlopek confirmed she was certified in holistic health.

Chairman Thomas continued the questioning, asking if Ms. Polchlopek still had an office in Minooka. Ms. Polchlopek clarified that her previous Minooka office was her first office and was the steppingstone to her current office on Essington in Joliet. In Joliet, she worked with Brightmore Physical Therapy, who referred their patients to Ms. Polchlopek. When asked if she would keep her Joliet office, she stated that she would not be keeping the Joliet office.

Chairman Thomas praised her online reviews, noting that it's an incredible list of five-star ratings with outstanding comments. He asked how she obtains clients. Ms. Polchlopek explained that some have found her by simply googling 'massage near me' and that she had an excellent clientele word-of-mouth business. She mentioned receiving referrals from Brightmore and a podiatrist in Joliet as well. She proudly shared that she had just received a business trade award, massage therapist of the year too.

Community & Economic Development Director Dan Ritter provided additional context for the commissioners, noting they "probably haven't seen many massage businesses come through here."

He explained that massage is "a fairly unique special use because it really doesn't typically have parking issues, noise, smells, a lot of the things that can be attached to other special uses."

Director Ritter addressed the elephant in the room: "Obviously with massage, there's a stigma attached to it that could be for right or wrong. That stigma that's attached to it. This process often helps weed out the bad apples." He explained that since he and City Planner Atefa Ghaznawi started working in Crest Hill, they've had calls for massage establishments, and when informed about the process, they typically don't hear back from the people. Director Ritter detailed their due diligence process in that they collaborate with the police department for the background checks. Ms. Polchlopek worked with the City of Crest Hill and gave the information the police needed to complete the background checks and the police department gave the thumbs up. They never found any issues or concerns regarding the business or the applicant.

Director Ritter concluded by explaining the rationale for the special use requirement: "Just to give you a little background on why a massage parlor is a special use. It's just really, again, the moral, ethical, legal issues that can sometimes accompany it. We want to make sure it's when we have massage here in Crest Hill, it's obviously a good thing. We wanted to make sure it's a legitimate business."

Chairman Thomas asked if there was anyone in the audience to comment on the case. Seeing no one, he thanked Melissa Polchlopek and invited her to sit down. Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Carroll, to close the public hearing for petition SU-26-2-3-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:14 p.m.

Chairman Thomas asked if there was any other discussion needed before proceeding to the motion. He then addressed Ms. Polchlopek directly, reviewing the conditional approval requirements: "Let me go back to some of the paperwork and just remind you and then look for an agreement that any recommendation that we would make for approval will be conditional that prior to adding any additional licensed massage therapists to the massage establishment as you talked about maybe in your future plans that you must notify the City and shall require getting the required licenses and approvals and I'm assuming you agree with that as a condition to an approval." Ms. Polchlopek agreed to the condition.

Chairman Bill Thomas asked for a motion to approve the petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89-acre, B-2 General Business District

zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois contingent on the condition just discussed.

(#4) Motion by Commissioner Peterson seconded by Commissioner Flynn, to recommend to the City Council the conditional approval of the petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89 acre, B-2 General Business District zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Plan Commission unanimously recommends City Council's conditional approval of a Special Use permit for a Massage Establishment known as Muscle Methods LLC, subject to the conformance with the condition for approval and application documents referenced in the March 12, 2026, Plan Commission Staff Report for Case # SU-26-2-3-1. The approval would be conditional that prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licensures and approvals.

Chairman Thomas congratulated Melissa Polchlopek and expressed the city's appreciation, "On behalf of the City, I want to thank you for having confidence in the City of Crest Hill to want to move your business to the City and we wish you nothing but success."

Director Ritter informed Ms. Polchlopek about next steps, explaining that the case is anticipated to be presented to the City Council on March 23rd, but there is a chance it could end up being on March 30th since the City is in budget season. City Planner Atefa Ghaznawi stated that she will communicate the next steps so Ms. Polchlopek will know the next meeting date.

Chairman Thomas reiterated their gratitude: "So we'll let you know. And again, thank you very much for trusting in the City to support your business based on your recommendations and approvals that you're getting. We're going to be glad you're here. So, thank you very much."

Chairman Bill Thomas presented the 2026 Crest Hill Zoning Map Adoption and asked Community & Economic Development Director Dan Ritter to present the specifics of the zoning map adoption. Community & Economic Development Director Dan Ritter explained this was their "annual adoption of a zoning map which by state statute should happen before the end of March each year." He noted that when he looked back, he didn't see that the zoning map was presented to the Plan Commission, but he thought that it was appropriate that the Plan Commission review it.

Director Ritter clarified that the 2026 zoning map didn't have any zoning changes to it, but a new map will reflect any of the changes that have happened in the prior year. Director Ritter stated that

since the Plan Commission hears the new business cases, he thought it was appropriate for Plan Commission to see the 2026 zoning map before bringing it to the City Council on Monday.

Director Ritter explained the simple process, “That's it. We sent it out to you guys. All I need is really just a straw poll or a voice vote. There doesn't need to be a formal motion or anything. It's really just for in case we miss something or you guys catch something. And then just so you guys see the new updated map and have a copy of that as well.”

Chairman Thomas commented on the map's interest value, stating, “it's pretty interesting to see where all of these different things are located.” He then polled the commissioners for questions or comments. All indicated they had no concerns.

Chairman Thomas then mentioned their final review process, “City Planner Atefa Ghaznawi and I did one last audit of all six of these special uses. We found one typo. We have corrected that typo so that if you were to look online in the packet, the packet is now updated. And the City Council packet is updated too.” City Planner Atefa Ghaznawi confirmed this was correct.

Director Ritter confirmed that “I think you could just do a voice vote or a straw vote” rather than a formal motion. Chairman Bill Thomas asked for a straw vote to approve the request of City Staff as stated in the March 12th, 2026, City of Crest Hill Staff Report to approve the adoption of the updated 2026 Crest Hill Zoning Map. Request approved 6-0.

Director Ritter noted that “next year will be a little more interesting since we might have some actual rezonings, an annexation in there or two. So next year it could be a little more significant.”

OTHER BUSINESS: Chairman Bill Thomas asked if there was any other business.

Community & Economic Development Director Dan Ritter thanked everyone who attended the comprehensive plan and city council workshop meeting on March 9, 2026, describing it as “a fairly succinct meeting but it was good. It was a lot of good information that our consultant got. That's really just the initial kickoff. We'll keep everybody up to date.”

He provided information about the project website, “There is a website for any of you that want to right now, it's really just a survey that's up on it, but we'll be updating as we have more information and events. And that is www.cityofcresthill.com/compplan, and that'll bring you to the project website for that.”

Director Ritter updated the plan commission on recent approvals, stating that the City Council passed both the Seasons apartments and Quik Trip projects.

Regarding Quik Trip, Director Ritter reported, “Quik Trip, we have a scheduled closing with them in a couple of weeks. And then they're planning to get to demo the old city hall pretty quickly after that. We're looking forward to that coming down so it's not sitting up there as an eyesore. And then they want to start doing site work fairly quickly after that.”

For the Seasons project, “Seasons is also full swing into already getting us work on plans and looking for feedback and comments on engineering, and architectural. So, both of those projects, I think you'll see movement on them pretty quickly as the weather breaks here.”

Director Ritter announced a new initiative. “Lastly, I just wanted to mention too, we started to kick off on a pathway/pedestrian plan. We did jump ahead with the comprehensive plan. Its feedback we already knew we were going to get is walkability is a concern in this town. We've heard from the residents, employees, and people that visit here.”

He explained the scope, “We are starting a phase 1 study, which is really just a high-level overview of where can stuff go, what are the key points we're trying to get to, what are some of the big hurdles. So, it's not a design level plan or anything, but it is just a high-level phase 1 plan. But that will start us going in the right direction quicker than waiting until we're done with the comprehensive plan and then doing that.”

Director Ritter assured the commission of continued involvement, “Just wanted to let you guys know that as we get kind of drafts and we wrap that up too, we'll make sure to include everybody on the plan commission as well on that.”

Chairman Thomas expressed enthusiasm for the pedestrian plan, “You know, I made the comment on Monday night that a pathway system throughout the City is near and dear to my heart.”

PUBLIC COMMENTS: There were no public comments.

There being no further business before the Commission, a motion for adjournment was in order.

(#5) Motion by Commissioner Peterson seconded by Commissioner Flynn, to adjourn the March 12, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Stanton, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 7:25 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN

ORDINANCE NO. _____

AN ORDINANCE APPROVING SPECIAL USE PERMIT FOR A MASSAGE ESTABLISHMENT BUSINESS KNOWN AS MUSCLE METHODS LLC WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 2206 WEBER ROAD IN CREST HILL, ILLINOIS (APPLICATION OF MELISSA POLCHLOPEK LMT)

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the “Code”) authorizes the corporate authorities to vary the application of its local Zoning Requirements “in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;” and

WHEREAS, the Code states that special use requests shall be permitted only upon the finding of certain requirements listed in the Code; and

WHEREAS, the City has enacted procedures, requirements, and standards for special uses in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

WHEREAS, Melissa Polchlopek LMT (the “Applicant”) is the tenant of real property located at 2206 Weber Road in the City of Crest Hill, Illinois, bearing PIN 11-04-32-103-071-0000, which is legally described in Exhibit A-1 (the “Property”), and has filed an application requesting approval a Special Use permit for a Massage Establishment business known as Muscle Methods LLC on the Property (the “Application”), and the owner of the Property has signed off and consented to the filing of the Application; and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on March 12, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission recommended unanimous but conditional approval of the requested Special Use permit at its March 12, 2026, meeting:

- A. The Special Use is in harmony with the general purpose and intent of the Zoning Ordinance; and
- B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- C. The establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and

D. The Special Use, if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

WHEREAS, the Plan Commission’s recommendation to approve the Special Use permit was made subject to the project being implemented in substantial conformance with the one (1) condition for approval and application documents referenced in the March 12, 2026, Community Development Department Staff Report attached hereto as Exhibit A-2 of the Attached Exhibit A (the “Staff Report”); and

WHEREAS, the City Council has examined the March 12, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the Owner in an open meeting regularly scheduled; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the project being implemented in substantial conformance with the one (1) condition for approval and application documents referenced in Exhibit A-2; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

SECTION 3: The Special Use permit is hereby granted and approved subject to the project being implemented in substantial conformance with the following one (1) condition for approval and application documents referenced in Exhibit A-2, as follows:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licensures and approvals.

SECTION 4: The City Clerk is hereby authorized and directed to record a copy of this Ordinance against the Subject Property, and further to annotate the Special Use permit granted hereby on the Crest Hill Official Zoning Map.

SECTION 5: This Ordinance shall take effect upon its passage according to law.

[Left Intentionally Blank]

PASSED THIS 6TH DAY OF APRIL, 2026

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Aldersperson Tina Oberlin	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Ray Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 6TH DAY OF APRIL, 2026.

Raymond R Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

**FINDINGS AND DECISION OF THE
PLAN COMMISSION AS TO CASE NO. SU-26-2-3-1
THE APPLICATION OF MELISSA POLCHLOPEK LMT FOR A SPECIAL USE PERMIT FOR
A MASSAGE ESTABLISHMENT BUSINESS KNOWN AS MUSCLE METHODS LLC AT
PROPERTY LOCATED AS 2206 WEBER ROAD IN THE CITY OF CREST HILL, ILLINOIS.**

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on March 12, 2026, being fully advised on the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

- A. That the applicant, Melissa Polchlopek LMT, is the tenant of real property located at 2206 Weber Road in the City of Crest Hill, Illinois, bearing PIN 11-04-32-103-071-0000, and the owner of the Property has consented in writing to the filing of the Application;
- B. That the application seeks approval of a Special Use permit for a Massage Establishment business known as Muscle Methods LLC for the property described in the application, commonly known as 2206 Weber Road in Crest Hill, Illinois (the "Property"), with PIN 11-04-32-103-071-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;
- C. That the Property is zoned B-2;
- D. That the application for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC was properly submitted and notice of the application and the public hearing were properly made;
- E. That no interested parties filed their appearances herein;
- F. That the public hearing was opened and called to order on March 12, 2026, and the applicant presented evidence and arguments in support of its application on March 12, 2026.
- G. That the rules adopted by the Plan Commission for the conduct of Public Hearings by the Plan Commission were duly followed and observed;
- H. That the proposed Special Use permit for a Massage Establishment business known as Muscle Methods LLC, as considered under section 12.7 of the Zoning Ordinance, meets the six (6) standards for special use under section 12.7-6;

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF PRELIMINARY AND FINAL PLAT OF SUBDIVISION, SPECIAL USE AND VARIANCES, AS FOLLOWS:

1. That the approval of the application of Melissa Polchlopek LMT for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC for Property located at 2206 Weber Road in Crest Hill, Illinois with PIN 11-04-32-103-071-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC be granted subject to the project being implemented in substantial conformance with the following one (1) condition for approval and application documents referenced in the March 12, 2026, Community Development Staff Report for this request, as follows:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licensures and approvals.

[Left Intentionally Blank]

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 12TH Day of March 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Ken Carroll	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Cheryl Slabozeski	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Commissioner Gordon Butler	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Marty Flynn	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Jeff Peterson	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner John Stanton	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Approved:

Bill Thomas, Chairman

Attest:

Christine Vershay-Hall, City Clerk

DRAFT

EXHIBIT A-1
LEGAL DESCRIPTION

PROPERTY ADDRESS: 2206 WEBER ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-32-103-071-0000

LEGAL DESCRIPTION:

LOTS 3 IN CRESTWOOD SUITES SUBDIVISION, BEING A RESUBDIVISION OF LOT 154 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 10, 2001 AS DOCUMENT NUMBER R2001-119512, IN WILL COUNTY, ILLINOIS.

DRAFT

EXHIBIT A-2

March 12, 2026 Community Development Department Staff Report

DRAFT



To: Plan Commission

From: Daniel Ritter, AICP, Community and Economic Development Director
Atefa Ghaznawi, AICP, LEED AP, City Planner

Date: March 12, 2026

Re: 2206 Weber Road, Special Use Application for a Massage Establishment known as Muscle Methods LLC (Case # SU-26-2-3-1)

Project Details

Project:	Special Use for a Massage Establishment known as Muscle Methods LLC
Applicant:	Melissa Polchlopek LMT
Requests:	Special Use for a Massage Establishment
Location:	2206 Weber Road (the "Subject Property")

Site Details

Lot Size:	Approximately 0.89 acre
Existing Zoning:	B-2 General Business District
Existing Improvements:	Approx. 8500 SF existing commercial office building, and existing parking lot and driveway

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcel	Commercial Office Building	Local Commercial	B-2
North	Commercial Office Building	Local Commercial	B-2
South	Truck and Trailer Repair, and Limited Industrial	Local Commercial, and Natural/Preserve Areas	M-1
East	Single-Family Attached Residence	Single-Family Attached	R-3
West	Commercial Office Building, Single-Family Detached Residence, and Truck and Trailer Repair	Local Commercial, Single-Family Detached, and Light Industrial	B-2, R-1, and M-1

Staff Analysis

Overall, the proposed Massage Establishment is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-2 Zoning District. Operations will occur entirely within an enclosed building, with no outdoor activities, amplified sound, or exterior storage. The business will comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. Adequate on-site parking is available to prevent overflow into residential streets, and hours of operation will be limited to reasonable daytime and evening hours to ensure compatibility with nearby residences and commercial uses.

The business will occupy an existing 1,400 SF tenant space without requiring substantial structural alterations, expansion, or site modifications that constrain adjacent properties. Because the proposed Special Use is compatible with the B-2 Zoning District's intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinder the development, improvement, or reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

Given the limited operational impacts, compliance with applicable City regulations and standards, and the nature of the use, the proposed special use is not expected to interfere with the reasonable use and enjoyment of nearby properties or adversely affect the character or orderly appearance of the neighborhood.

Staff feedback on specific aspects of the requested approval

Staff reviewed the proposed Massage Establishment with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Massage Establishments as Special Use in the B-2 General Business District. No variation has been requested as part of this application.

The Crest Hill Police Department has reviewed the request and has found no concerns or issues with the applicant or business.

Special Use Approval Standards and Findings

Section 12.7-6 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a Special Use only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
The establishment, maintenance, and operation of the proposed massage establishment will not be detrimental to or endanger the public health, safety, or general welfare. The use is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-2 Zoning District. Operations will occur entirely within an enclosed building, with no outdoor activities, amplified sound, or exterior storage. The business will comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. Adequate on-site parking is available to prevent overflow into residential streets, and hours of

operation will be limited to reasonable daytime and evening hours to ensure compatibility with nearby residences.

Security measures, including proper lighting, clear visibility at entrances, and adherence to all state and local regulations governing massage establishments, will further promote a safe environment for clients, employees, and surrounding property owners. As a professional wellness service, the use is consistent with other small-scale commercial activities in the neighborhood and will not create conditions that threaten public health, safety, or the general welfare of the community.

2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed massage establishment will not be injurious to the use and enjoyment of other properties in the immediate vicinity for the purposes already permitted, nor will it substantially diminish or impair property values within the neighborhood. The use is a low-impact, service-oriented business that operates entirely within an enclosed building and does not involve outdoor activities, noise generation, odors, hazardous materials, or late-night operations. Client visits are typically scheduled and staggered, resulting in minimal traffic and parking demand compared to many other permitted commercial uses in the B-2 Zoning District.

The character of a professional massage establishment is consistent with other personal service and small-scale commercial uses commonly found in the neighborhood. With appropriate signage, lighting, and code compliance, the business will maintain a quiet, orderly, and well-maintained appearance that is compatible with surrounding properties. As such, the proposed special use will not interfere with neighboring properties' lawful use and enjoyment and is not expected to have any measurable adverse impact on property values within the neighborhood.

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

The establishment of the proposed massage establishment will not impede the normal and orderly development or improvement of surrounding properties for uses permitted within B-2 Zoning District. The use is a low-intensity, indoor personal service that is consistent with the residential and commercial character of the neighborhood and comparable in scale and impact to other permitted commercial and office uses in B-2 Zoning District.

The business will occupy an existing tenant space without requiring substantial structural alterations, expansion, or site modifications that constrain adjacent properties. It will not introduce excessive traffic, noise, lighting, or environmental impacts that discourage reinvestment or redevelopment of nearby parcels. Parking will be accommodated on-site, and operations will be conducted during reasonable business hours to maintain compatibility with nearby residential and commercial uses.

Because the proposed Special Use is compatible with B-2 Zoning District's intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinders the development, improvement, or reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

The proposed massage establishment will not require additional utilities, access roads, or drainage. The existing utilities, access roads, drainage, and/or other necessary infrastructure can adequately serve the proposed massage establishment.

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Adequate measures have been taken to ensure that ingress and egress to the proposed massage establishment minimizes traffic congestion on adjacent public streets. The business will operate within an existing building served by established driveways and access points that meet applicable City regulations and standards. No new curb cuts, access drives, or changes to traffic flow are proposed.

The nature of the use is low-intensity and appointment-based, resulting in staggered client arrivals and departures rather than concentrated peak-hour traffic. Trip generation is expected to be modest and comparable to, or less than, other permitted personal service or office uses within the B-2 Zoning District.

On-site parking is available in accordance with zoning requirements to prevent overflow parking onto nearby residential streets. Internal circulation patterns allow for safe vehicle maneuvering without backing into the public right-of-way. As a result, the proposed special use will not create undue traffic congestion and will maintain safe and efficient movement of vehicles to and from the site.

6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.

The proposed massage establishment will, in all respects, conform to the applicable regulations of the Crest Hill Zoning Ordinance and all other relevant City codes and requirements. The business will obtain and maintain all required licenses and permits, including any local and state approvals specific to massage establishments, and will operate in compliance with established operational standards.

The subject property will comply prior to issuance of a certificate of occupancy with applicable zoning requirements, including but not limited to parking, signage, lighting, and accessibility. The building will meet all building, fire, health, and life-safety codes, and inspections will be completed as required by the City.

No variations from the Crest Hill Zoning Ordinance and Code of Ordinances are requested other than the Special Use approval itself. Accordingly, the proposed Special Use will remain fully consistent with the intent and requirements of the Crest Hill Zoning Ordinance and all other applicable City regulations governing properties within B-2 Zoning District.

Condition of Approval

The proposed Massage Establishment shall be in substantial compliance with the application documents approved by the City Council and identified below:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licensures and approvals.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommend the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommend any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council conditional approval of a Special Use permit for a Massage Establishment known as Muscle Methods LLC, subject to the conformance with the condition for approval and application documents referenced in the March 12, 2026, Plan Commission Staff Report for Case # SU-26-2-3-1.

EXHIBIT A

Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*
2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*
5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*
6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*

EXHIBIT B

RECEIVED

FEB 13 2026



BUILDING DEPARTMENT

Application for Development

For Office Use Only: Case Number: SU-26-2-3-1

Project Name: 2206 WEBER RD.

Owner: MIKE ABUZIR Correspondence To: Muscle Methods LLC Melissa Palchipek

Street address: 6787 159th St. Street address: 1733 Fieldstone Dr. N

City, St., Zip: JENLEY PARK, IL 60417 City, St., Zip: Shorewood, IL 60404

Phone: [Redacted] Phone: [Redacted] Email: [Redacted] Email: [Redacted]

Property Address: Street address: 2206 WEBER Rd Property Information: Lot Width: [Redacted]

City, St., Zip: CREST HILL, IL 60403 Lot Depth: [Redacted]

PIN: 11-04-32-103-071-0000 Total Area: [Redacted]

*Submit an electronic version of the legal description only in a Word document to: buildingdepartment@cityofcresthill.com

Existing Zoning: Existing Land Use:

Requested Zoning: Proposed Land Use:

Adjoining Properties Zoning and Uses: North of Property: COMMERCIAL UNITS (OWNED BY MIKE ABUZIR) WOODS + TREES

South of Property: INN AUTO TRUCK + TRAILER REPAIR SHOP

East of Property: APARTMENTS

West of Property: COMMERCIAL UNITS

Purpose Statement (intended use and approval sought): Massage Therapy

Development Request: Please check all that apply and describe:

Rezoning: _____

Special Use: Massage Therapy

Variance: _____

Planned Unit Development: _____

Annexation: _____

Plat: _____

Other: _____

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

Civil Engineer: _____ Phone: _____

Company: _____ Email: _____

Contractor: _____ Phone: _____

Company: _____ Email: _____

Architect: _____ Phone: _____

Company: _____ Email: _____

Builder: _____ Phone: _____

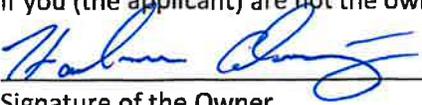
Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Signature of the Applicant

Date

If you (the applicant) are not the owner of record, please provide the owner's signature.


Signature of the Owner

2/11/2026
Date

EXHIBIT C
2206 Weber Road - LEGAL DESCRIPTION

PROPERTY ADDRESS: 2206 WEBER ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-32-103-071-0000

LEGAL DESCRIPTION:

LOTS 3 IN CRESTWOOD SUITES SUBDIVISION, BEING A RESUBDIVISION OF LOT 154 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 10, 2001 AS DOCUMENT NUMBER R2001-119512, IN WILL COUNTY, ILLINOIS.

EXHIBIT D

Proof of Ownership Letter

Date: February 11, 2026

To Whom it May Concern,

I, Haitham (Mike) Abuzir, am the legal owner of the property located at:
2206 Weber Rd. Crest Hill, IL 60403

This letter confirms that I own the above-mentioned property an that:

Melissa Polchlopek currently resides at this address as a tenant.

The tenant began residing at this property on 2/1/2026 and is authorized to occupy the premises under a rental agreement.

If you require any additional information or verification, please feel free to contact me or my general manager at

Mike Abuzir

Jim Manuel (General Manager)

Cell: [REDACTED]

Cell: [REDACTED]

E-mail: [REDACTED]

E-mail: [REDACTED]

or [REDACTED]

Sincerely,

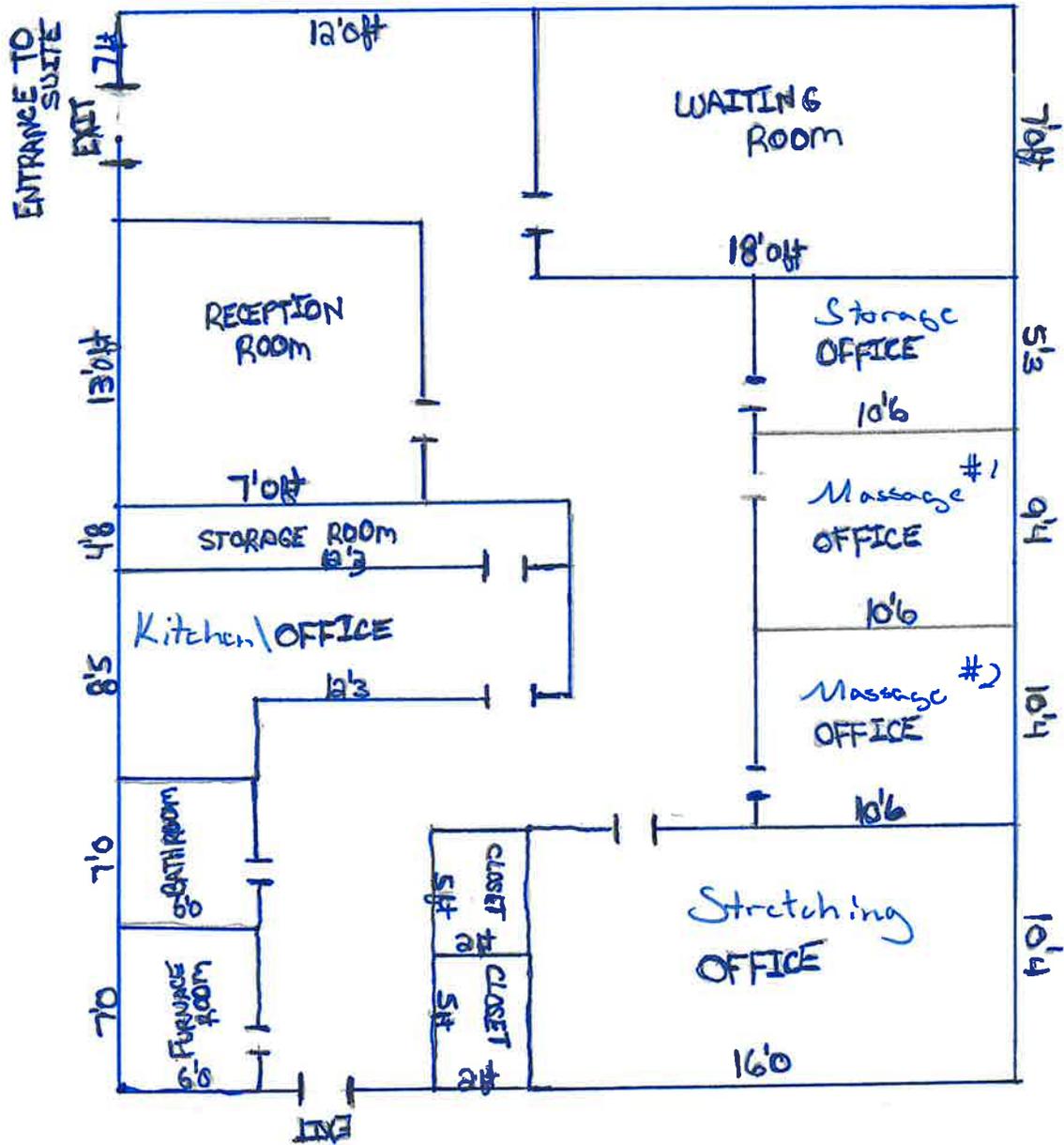


Owners Signature:



Printed Name:

EXHIBIT E - PROPOSED FLOOR PLAN



2206 WEBER RD
CREST HILL, IL 60403

PROPOSED FLOOR PLAN DIAGRAM

EXHIBIT F

Project Narrative

Muscle Methods LLC/Melissa Polchlopek, LMT

Solopreneur Licensed Massage Therapist. Founder and owner of

"Muscle Methods LLC"

IL License #



NPI #



Company Mission-

Providing customized, therapeutic massage in the City of Crest Hill to encourage prioritizing overall well-being.

Hours of Operation-

- Monday 9am-9pm
- Tuesday Closed
- Wednesday 9am-9pm
- Thursday Closed
- Friday 9am-4pm
- Saturday 9am-4pm
- Sunday Closed

Massage Modality Services Offered-

- Swedish- Relaxation
- Deep Tissue- Muscle/pain recovery
- Myofascial- Fascial Release, chronic pain and range of motion limitations
- Lymphatic Drainage- Post operative, Edema
- Prenatal- Pregnancy
- Stretching- Increase mobility



Business Within this Complex by "2206 Weber Rd."

- AAA Insurance Agency – locator.acg.aaa.com
- SJM Identogo – No Link
- National Dart Association – ndadarts.com
- Children Road to Success – childrensroadtosuccess.com
- Hall of Fame Barber Shop – No Link
- Essence Salon Suites – No Link
- Adil Pediatrics – doctors.silvercross.org
- Shwetha Manjunath – No link

ATTN: Atefa Ghaznawi

2/20/2026

RE: Business License Application

Muscle Methods LLC

Melissa Polchlopek LMT

[REDACTED]

[REDACTED]

Operating Background

6/2024- Present

1000 Essington Rd. Joliet, IL 60435

Lincolnshire Business Center/Regus

Hours of operation:

Monday 9am-9pm, Wednesday 9am-9pm, Friday 9am-4pm, Saturday 9am-4pm

Closed Tuesday, Thursday, Sunday

Services include: customized therapeutic massage modalities ranging from relaxation to chronic pain relief

7/2019-Present

Tuesday and Thursday Hours vary

Onsite contractual agreement as "Injury Prevention Therapist" specializing in repetitive motion injury relief techniques on the employees for Maker's Pride/Hearthside Food Solutions

Locations include

720 Center Ave. Carol Stream, IL 60188

Safety Manager: Michael Velarde [REDACTED]

1001 Crossroads Pkwy Romeoville, IL 60446

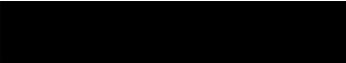
Safety Manager: Susana Acosta [REDACTED]

6/2017

Heidi's Fabulous Fatigue Fighters

Providing Onsite care for traveling professional singers, athletes and performers

Locations per request include: United Center, Tinley Park Amphitheater, Rialto, Chicago Theatre, etc.

Heidi Froehlich, HFFFWW LLC NY, NY 

I thank you for your consideration and am looking forward to the opportunity of expansion in my professional wellness business.

Respectfully, Melissa Polchlopek LMT

Muscle Methods LLC



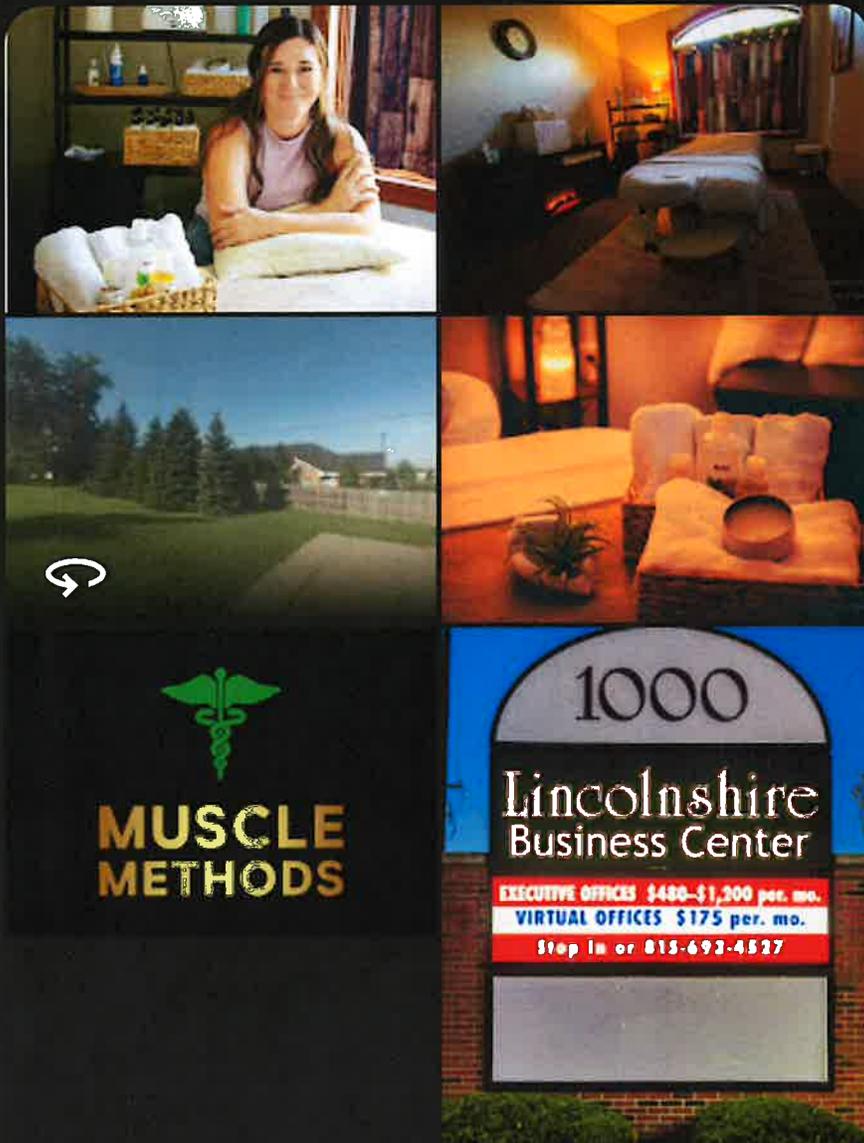
5.0 ★★★★★ (33)

Massage therapist in Joliet, Illinois · [Open](#)

- Overview
- Reviews
- Photos**
- Services
- About

- All**
- By owner
- Street View & 360°

All



Q muscle methods llc photos

Overview

Reviews

Photos

Services

Abc

Google review summary



5.0



(33)



Reviews

All

atmosphere 2

expertise 2

message 2

knowledge 2

+2

Sort by

Most relevant

Newest

Highest

Lowest



Lauren Bayci

9 reviews



★★★★★ a year ago

Melissa gave me one of the best deep tissue massages I've ever had. She knows what she is doing. She is friendly and kind and listened very well when I explained the areas I needed work on. I highly recommend her and will be going back.



Andy Grod

2 reviews



★★★★★ a year ago

Q muscle methods llc reviews

Overview **Reviews** Photos Services About



Rachel Szykowny

3 reviews · 1 photo



★★★★★ a year ago

I am extremely satisfied with my full body massage by Melissa. I highly recommend!

Moms! If you need to feel pampered go experience how amazed and relaxed your ... [More](#)

❤️ 🙏 1



Muscle Methods LLC (Owner)

a year ago



Joe Olson

Local Guide · 24 reviews · 1 photo



★★★★★ 3 weeks ago **New**

She got me in right away. Professional and clean facilities. Definitely going back.

❤️ Press and hold to react



Muscle Methods LLC (Owner)

3 weeks ago

Thank you Joe!



Jennifer

1 review



★★★★★ a year ago

Melissa is the best massage therapist in the area. She listens to your concerns and makes sure to tailor a service to your specific needs. I am someone who

Overview

Reviews

Photos

Services

About



Andy Grod

2 reviews



★★★★★ a year ago

Had a 90 minute massage with Melissa today. I thought she did an amazing job and listened to my needs. The room space was clean and calming. Once my massage was done i immediately scheduled another appointment with her. My body was relaxed ... [More](#)



Muscle Methods LLC (Owner)

a year ago

Thank you Andy!



Katie Baker

4 reviews



★★★★★ a year ago

I've gotten massages from Melissa at Muscle Methods several times now and each time has been a great experience. I have long suffered from shoulder and neck pain that causes frequent migraines. When I moved to IL, I searched a community FB ... [More](#)



Muscle Methods LLC (Owner)

a year ago

Thank you so much Katie!

← Muscle Methods LLC Services

Massage Therapist

Swedish-

Relaxation. Benefits can include- Reduced tension, stress, pain. Increased circulation, flexibility, sleep, immune function, posture, mood

Deep Tissue

60 minutes minimum per upper/lower body recommended. Benefits can include- Decreased pain, stress, scar tissue. Improve flexibility, circulation, sleep, immune system, speed recovery due to injury

Myofascial Release

Minimal to no lotion, 30 minutes minimum per upper/lower body recommended. Benefits can include- release of trigger points, increase circulation, range of motion, flexibility, reduce inflammation, pain, risk of injuries, improve posture

Prenatal

Benefits can include- Reduced tension, pain, swelling, stress, anxiety, depression. Regulate hormone balance, boost immune system, sleep, digestion, reduce constipation

Lymphatic Drainage

Promotes the flow of lymph fluid. Benefits can include- Removal of waste products, toxins and excess fluid. Reduced swelling due to lymphedema, injury or surgery. Increase circulation, immune function. Improve skin tone and appearance of cellulite.

Stretching

Benefits can include- Improved flexibility, posture, circulation, joint health, cognitive function, mood, sleep

R.H. GRANATH
SURVEYING SERVICE, P.C.
PH: (708) 371-4478
FAX: (708) 371-3922

EXHIBIT G

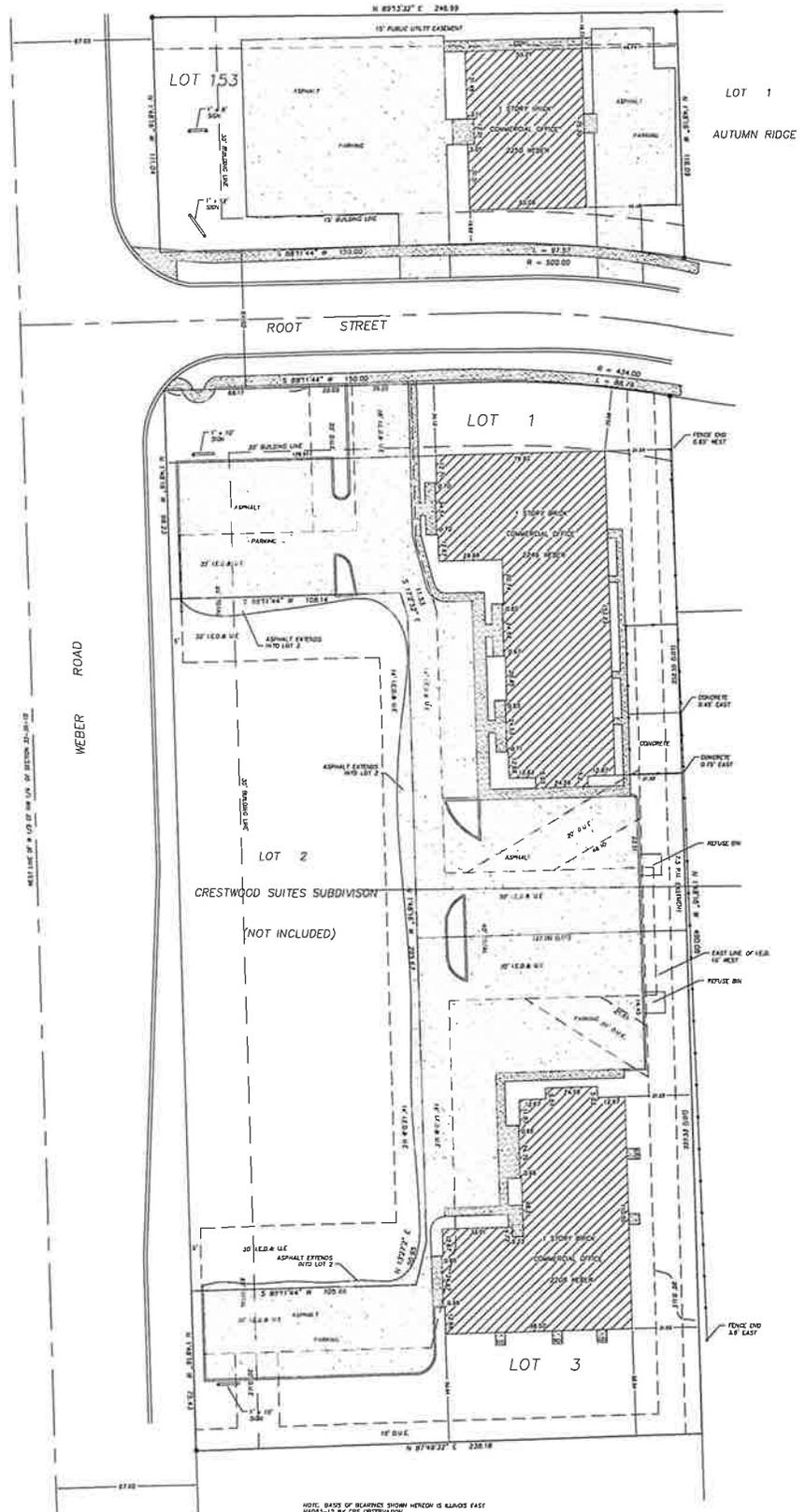
PLAT OF SURVEY

R.H. GRANATH
SURVEYING SERVICE, P.C.
6006 W. 159th STREET
OAK FOREST, IL 60432

Item 2.



of
PARCEL 1: LOTS 1 AND 3 IN CRESTWOOD SUITES SUBDIVISION, BEING A REDIVISION OF LOT 154 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 35 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ILL. COUNTY, ILLINOIS.
PARCEL 2: LOT 153 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 35 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ILL. COUNTY, ILLINOIS.



STATE OF ILLINOIS } ss
COUNTY OF COOK } ss
I, STEVEN R. GRANATH, Surveyor, do hereby certify that the foregoing is a true and correct representation of the same. This plat of survey conforms to the current Illinois Minimum Standards of Practice per Title 68 Chapter 16, Subchapter 1, Section 1210.35 in the Rules for the Illinois Professional Land Surveyor Act. All dimensions are in feet and decimal fractions thereof.

Steven Granath
1511 W. 159th Street, Oak Forest, IL 60432
Tel: (708) 371-4478
Fax: (708) 371-3922
STEVEN R. GRANATH L.P.L.S. No. 3189
VALID ONLY IF EMBOSSED SEAL IS AFFIXED

NOTE: SHIMS OF BEARINGS SHOWN HEREON IS ALWAYS EAST UNLESS OTHERWISE INDICATED.
NOTE: D.U.E. INDICATES DRAINAGE AND UTILITY EASEMENT.
NOTE: I.E.D. & U.E. INDICATES INGRESS, EGRESS, DRAINAGE AND UTILITY EASEMENT.

COMPARE ALL DIMENSIONS BEFORE BUILDING AND REPORT ANY DISCREPANCIES AT ONCE. REFER TO DEED OR FILE POLICY FOR BUILDING LINES OR EASEMENTS.

R.H. GRANATH SURVEYING SERVICE	
DATE: SEPTEMBER 20, 2020	DRAWN BY:
DWG NO: CAD 0020-09-017	CAD/SRG
PROJECT: 1500-725P WEBER ROAD	
LOCATION: CREST HILL, ILLINOIS	
CLIENT:	HAITHAM ABUZIR

EXHIBIT A**PARCEL 1:**

LOTS 1 IN CRESTWOOD SUITES SUBDIVISION, BEING A RESUBDIVISION OF LOT 154 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 10, 2001 AS DOCUMENT NUMBER R2001-119512, IN WILL COUNTY, ILLINOIS.

PARCEL 2:

LOT 153 IN AUTUMN RIDGE, A PLANNED UNIT DEVELOPMENT BEING A SUBDIVISION OF PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, LOCKPORT TOWNSHIP, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 31, 1995 AS DOCUMENT R95-63935 AND CERTIFICATE OF CORRECTION RECORDED NOVEMBER 28, 1995 AS DOCUMENT R95-91894, IN WILL COUNTY, ILLINOIS.

PARCEL 3:

LOTS 3 IN CRESTWOOD SUITES SUBDIVISION, BEING A RESUBDIVISION OF LOT 154 IN AUTUMN RIDGE, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 10, 2001 AS DOCUMENT NUMBER R2001-119512, IN WILL COUNTY, ILLINOIS.

Commonly known as: 2200-2208 Weber Road; 2240-2248 Weber Road; 2250 Weber Road, Crest Hill, IL 60403

PIN: 11-04-32-103-069-0000; 11-04-32-103-071-0000; 11-04-32-102-001-0000



Agenda Memo

Crest Hill, IL

Meeting Date: March 23, 2026
Submitter: Gary Richardson, Public Works Director
Department: Public Works
Agenda Item: Approving an Ordinance for Construction on State Highway for Permit Work to be Performed by Employees of the City of Crest Hill in Lieu of Surety Bond

Summary:

The attached ordinance pertains to construction and maintenance on State highways. The State mandates a surety bond for any construction, maintenance, and emergency work conducted on State-maintained rights-of-way. However, municipalities have the option to pass an ordinance that serves as a substitute for the surety bond. These ordinances are valid for a two-year period and streamline the permit issuance process. The previous ordinance on file was Ordinance 1585, which Illinois Department of Transportation is now requesting to extend or replace this ordinance.

Recommended Council Action: Recommend that the City Council approve the Ordinance for Construction on State Highway for Permit Work to be Performed by Employees of the City of Crest Hill in Lieu of Surety Bond.

Financial Impact: N/A

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachments: Ordinance Approving Construction on State Highway for Permit Work to be Performed by Employees of the City of Crest Hill in Lieu of Surety Bond.

ORDINANCE NO.

AN ORDINANCE FOR CONSTRUCTION ON STATE HIGHWAYS FOR PERMIT WORK TO BE PERFORMED BY EMPLOYEES OF THE CITY OF CREST HILL IN LIEU OF SURETY BOND

WHEREAS, the City of Crest Hill located in the County of Will, State of Illinois hereinafter referred to as the MUNICIPALITY; and

WHEREAS, the MUNICIPALITY desires to undertake, in the years of 2026 and 2027, the location, construction, operation and maintenance of driveways and street returns, water mains, sanitary and storm sewer, street lights, traffic signals, sidewalk, landscaping, etc., on State Highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as DEPARTMENT; and

WHEREAS, an individual working permit must be obtained from the DEPARTMENT prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person or firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of the permit to be granted by the DEPARTMENT, and to hold the State of Illinois harmless during the prosecution of such work, and assume all liability for damages to person or property due to accident or otherwise by reason of the work which it to be performed under the provision of said permit.

SECTION 2: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

SECTION 3: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

[Left Intentionally Blank]

PASSED THIS 23rd DAY OF MARCH, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 23rd DAY OF MARCH, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk