

MEETING AGENDA



Planning and Zoning Commission

Village of Homewood

March 09, 2023

Meeting Start Time: 7:00 PM

Village Hall Board Room

2020 Chestnut Road, Homewood, IL

Commission Meetings will be held as in-person meetings. In addition to in-person public comment during the meeting, members of the public may submit written comments by email to pzc@homewoodil.gov or by placing written comments in the drop box outside Village Hall. Comments submitted before 4:00 p.m. on the meeting date will be distributed to all Commission members prior to the meeting.

Please see end of agenda for virtual meeting information.

1. Call to Order

2. Roll Call

3. Minutes:

Approve minutes of the February 23, 2023 Planning and Zoning Commission meeting.

4. Public Comments

5. Regular Business:

Case 23-03: Public Hearing for Special Use for Massage Therapy at 1131 175th Street, Unit A

6. Old Business:

A. Working List of Considerations for Future Zoning Text Amendments

B. Memo: Right-Sizing Meeting Minutes

7. New Business:

8. Adjourn

The public is invited to the meeting using the link below to join Webinar:
<https://us06web.zoom.us/j/99184811606?pwd=UkU5TjBQcityOTd0QXkxektpaGRYdz09>

To listen to the Meeting via phone: Dial: 1-312-626-6799
Webinar ID: 991 8481 1606 Passcode: 573812

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING: **February 23, 2022**

PLANNING AND ZONING COMMISSION

7:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chairman Sierzega called the meeting to order at 7:01 PM.

ROLL CALL:

Members attended: Bransky, Cap, Castaneda, Johnson, O'Brien, and Chairman Sierzega. Member Alfonso was absent. Present from the Village were Village Attorney Chris Cummings, Director of Economic and Community Development Angela Mesaros, Village Planner Valerie Berstene, and Building Department Secretary Darlene Leonard. There was one person in the audience and 1 person on zoom. The public was able to listen and watch the meeting via Zoom webinar.

APPROVAL OF MEETING MINUTES:

Chairman Sierzega asked if there were any changes or corrections to the minutes of February 9, 2023.

Member Cap noted that none of the comments made by Member O'Brien at the end of the last meeting, including talking points evaluating the new zoning ordinance process, appeared in the minutes and asked why they were not included. Village Attorney Cummings stated the purpose of the minutes is to revisit the actions the zoning board takes. It is not a verbatim transcript.

Member Cap stated the zoning ordinance was part of the agenda and the action was a discussion. He agreed that the point is not to have a verbatim transcript, but that concise comments be included. The fact that Bill's sentences were not included in the minutes was surprising and shocking.

Member O'Brien stated something is going on, but he wants to move forward from it. The December 8 minutes had all the changes except one from Member Castaneda. At the last meeting there were 8-10 items and corrections from something in the code, he had spoken to the consultant, and certain things were not in process. Only 1 of the items is in the minutes and he doesn't understand it.

Village Planner Berstene stated she also listened to the minutes and understands the details wanted and stated that the recording of the meeting is posted online.

Village Attorney Cummings stated comments can be submitted to staff ahead of time to get specific information into the minutes instead of the day of or at the meeting.

Staff Liaison Mesaros stated a lot of discussion occurred at the meeting, and she thinks the minutes are very detailed, but if there are ever any items that the commission wants in the minutes, let her know and she will include them.

Member Bransky stated on page 4 in the middle of the page, it should be discussed before the case is presented and that the context is missing and a lot of discussion was in the middle of the case.

Member Bransky stated there will always be questions about the minutes. If something is not clear or pertinent then it should be asked beforehand.

Member Cap stated the quality of the minutes is the best they have ever been, and asked who makes the decision on what appears and what doesn't.

Village Attorney Cummings stated ultimately it's the Commission, but said to give comments to staff in time so they can get them in the draft Minutes. It is the Planning and zoning Commission minutes so they can put in whatever they want.

Member Johnson stated the problem can be addressed because there is a recording of all the meetings on the website, which are available to everyone. Member Johnson stated the fact is staff summarizes comments and what they think is relevant, but some may think it is not so they have to be discussed. It makes it easier for staff and they don't have every little thing in the minutes. The focus is on the summary. Member Johnson stated if he has a list of things, he does not expect everything to be taken down, just a summary. Member Johnson stated if there are corrections to be made or added let staff know

Staff Liaison Mesaros stated there is a lot of detail, but the staff tries to capture the spirit. For these minutes, the discussion of the zoning case was more detailed because it was a public record of a hearing and the rest of the meeting was a discussion.

Member Johnson stated the options are to have a stenographer or to summarize the meeting.

Member O'Brien clarified that he was raising a question not a criticism. He continued that this trend of content in the meeting minutes has happened in the last few meetings. He offered to adapt his comments to begin with a subject first so that the topic can be included in the minutes as a point of discussion. Village Planner Berstene stated that would be very helpful.

Member Johnson stated the Commission shouldn't expect verbatim minutes. Member O'Brien stated he isn't expecting verbatim. Member Johnson suggests maybe having a basic one page summary of what was discussed. Chairman Sierzega stated in some cases there has to be details in it. Member Johnson stated there is the recording.

Member Bransky stated it's going down a rabbit hole and asked if it really all needed to be in the minutes. There is some information that has to be in there because it is relevant to the case.

Member Johnson stated at the end of the day they need to find a way to shorten the minutes because they have the recording. He added that they may have to think about it.

Member Bransky suggested that if commission members take good notes they can be submitted to staff.

Member Cap asked if the recordings are archived. Staff Liaison Mesaros stated they are on the website.

Member O'Brien asked if the minutes can be distributed early. Village Attorney Cummings stated yes, they can get them early to review and can submit a statement or corrections and to be brought up at the meeting.

Member Bransky stated on page 4 the intention of the list is so staff would have the maintenance of the list, and asked that the sentence be flip-flopped.

A motion was made by Member O'Brien to approve the minutes of February 9, 2023, as corrected; seconded by Member Cap.

AYES: Members Bransky, Cap, Castaneda, O'Brien, and Chairman Sierzega

NAYS: None

ABSTENTIONS: Member Johnson

ABSENT: Member Alfonso

REGULAR BUSINESS:

Commissioner Training Refresher and Zoning Discussion

Staff Liaison Mesaros introduced the next agenda item of Commissioner Training, to be led by Village Attorney Cummings and Village Planner Berstene.

Village Planner Berstene noted that there was a member of the public in the audience and asked if there were any comments before starting the presentation. The member of the audience, Mr. Montgomery, stated not yet.

Village Planner Berstene addressed the three topics listed in the agenda, starting with an overview of the new applications and changes to the Staff Memo.

Commission members asked that applicants be required to submit plans with clearly labeled dimensions. Staff agreed to adjust this requirement on the application form and work with applicants to provide that information to the commission.

Chairman Sierzega asked about a handwritten signature. Village Attorney Cummings stated electronic signatures are very common and stated that since the applicant is at the meeting the commission can ask if the application was filled out by them and added that wet signatures are going away.

Member Bransky suggested adding a box to be checked saying something along the lines of "the information provided is true and correct."

Village Planner Berstene proceeded with the presentation, attached herein. Village Attorney Cummings contributed his expertise. Members raised questions and discussed best practices, as introduced by the presentation.

Member O'Brien asked about the requirement for an accurate plat, weighing the necessity for accurate information with the cost and time to homeowners. Staff Liaison Mesaros replied that Staff works with applicants to determine and obtain the required information based on the scope of a proposed project.

OLD BUSINESS:Working List of Considerations for Future Zoning Text Amendments

Member O'Brien turned the discussion to basketball hoop regulations. Staff Liaison Mesaros addressed that the new regulations were introduced to the draft ordinance about 1-1/2 months before it was approved. Regarding a previous zoning case for a basketball hoop variance (Case 21-39), Staff Liaison Mesaros clarified that it was found that the pole did not need a variance so it was withdrawn, and per the procedures of the Commission, no further action was needed.

Staff Liaison Mesaros addressed that there are questions about basketball hoops and how they are regulated. A big change was the adding of the setbacks as there were no specific requirements in the old code. She then asked if the Planning and Zoning Commission want to regulate them in a specific way.

Member Cap stated it would then raise more questions about batting cages, tennis, golf, etc.

Member Johnson noted that when considering laws/regulations it's impossible to anticipate every situation and that is not what a code is designed to do. It is addressed when it is a problem on a larger scale to change the code. He added that they spent 18 months on the code and agreed on December 8, 2022. Items that couldn't be discussed in total can be handled via amendment.

Member Bransky suggested that members have the option to say they aren't voting in favor of a case and state that the findings of are not "in the spirit of" the ordinance when it is not otherwise clearly addressed in the text. Village Attorney Cummings stated it would be a reason, but they have to be good to the specific standards, e.g. too loud, too many lights, etc.

Chairman Sierzega stated he had questions about fences, but none about basketball hoops.

A member of the audience, Mr. Montgomery shared that since the object is to increase density in the downtown, there will be a lot of changes that will have to be made for bikes and the reduction in parking spaces. People will want more outside seating and more walkability and more scooters will show up. It's going to be an active town.

Content of Meeting Minutes

Member Johnson asked if they still want to address the question of the minutes; maybe go back or have a discussion on how they might be improved. Staff Liaison Mesaros stated it can be old business at the next meeting and they can collect other items.

Chairman Sierzega asked when the next meeting would be and if there was anything on the agenda for it. Village Planner Berstene stated March 9 and a massage therapy business.

Chairman Sierzega asked if there will be time to discuss amendments at the next meeting. Village Planner Berstene stated yes, she will have it on the agenda. Member Cap added other sports. Staff Liaison Mesaros stated yes, they are listed in the old code and the new code and they can do recreation at the meeting.

Chairman Sierzega asked if they will hold off discussing the minutes or have it on the agenda too. Staff Liaison Mesaros stated they can discuss it. Member Johnson asked if there is a good way to summarize and reduce the minutes. Staff Liaison Mesaros stated it can be researched. Staff summarized that they will bring more information on different approaches to meeting minutes and work with the Commission to determine the right balance of information to be included.

ADJOURN:

Chairman Sierzega asked for a motion to adjourn the meeting. Member O'Brien moved to adjourn the meeting at 9:24 p.m., seconded by Member Cap.

AYES: Members Bransky, Cap, Castaneda, Johnson, O'Brien, and Chairman Sierzega

NAYS: None

ABSTENTIONS: None

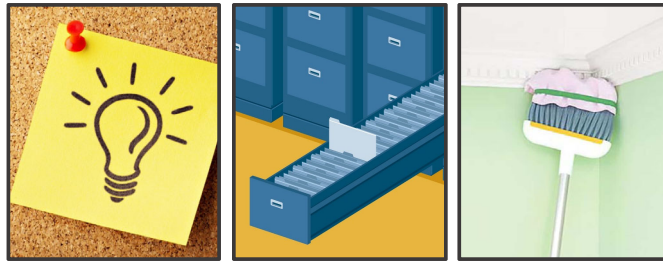
ABSENT: Member Alfonso

Respectfully submitted,

Angela Mesaros

Director of Economic and Community Development

Planning and Zoning Commission COMMISSIONER TRAINING REFRESHER

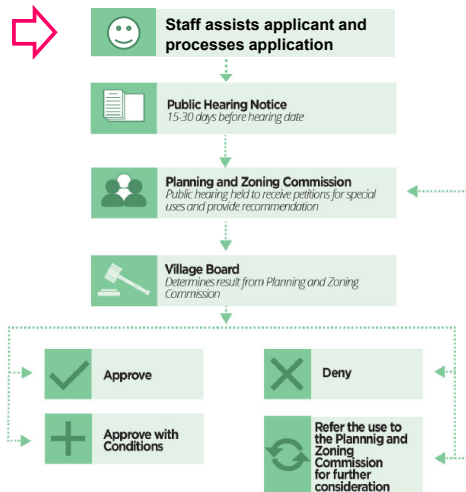


February 23, 2023

Planning and Zoning Commissioner Training Refresher

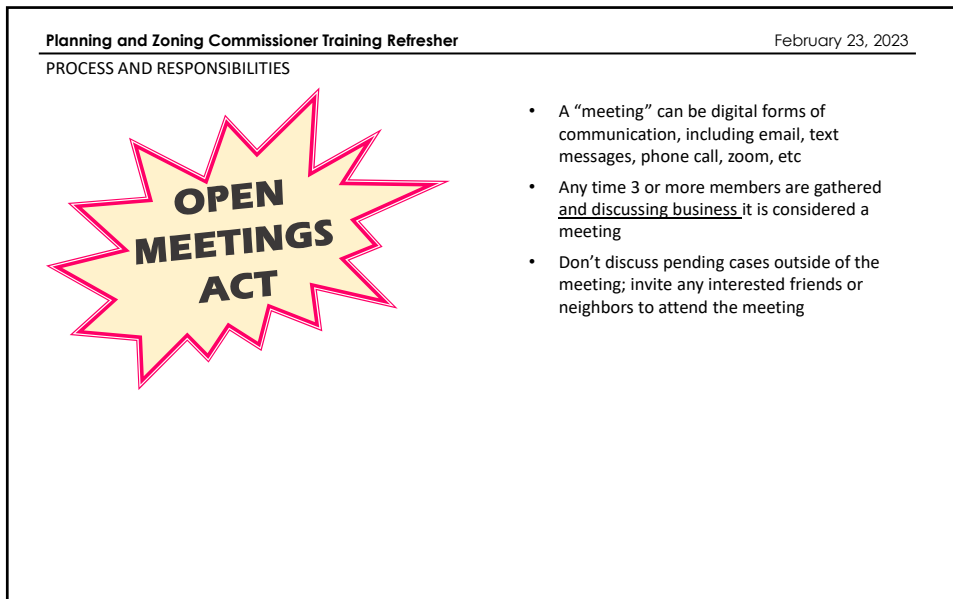
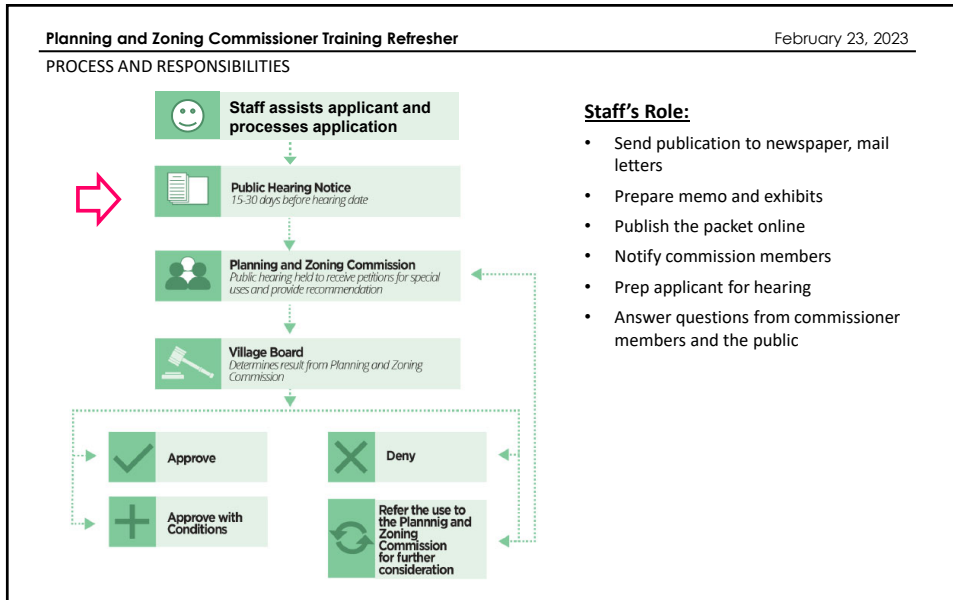
February 23, 2023

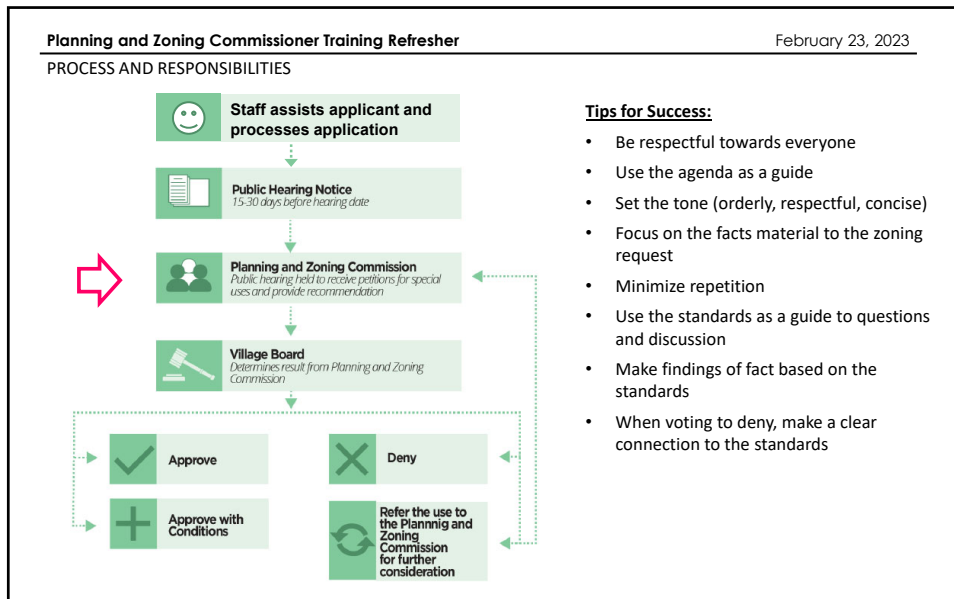
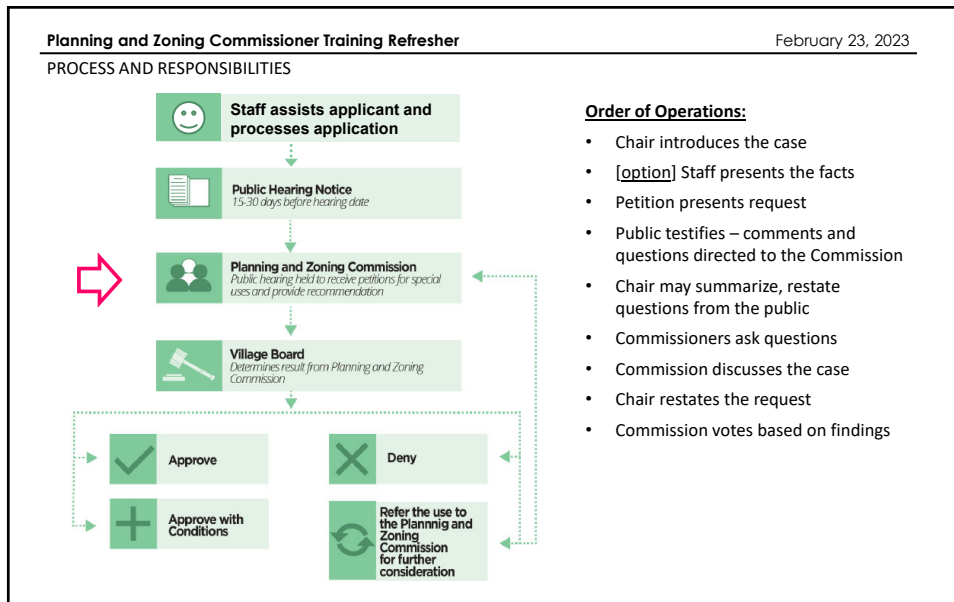
PROCESS AND RESPONSIBILITIES

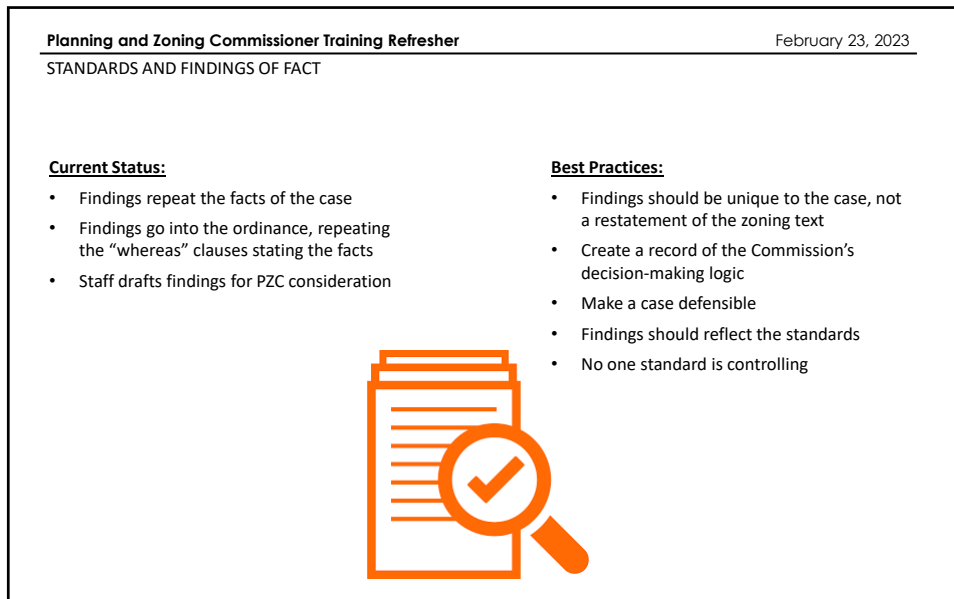
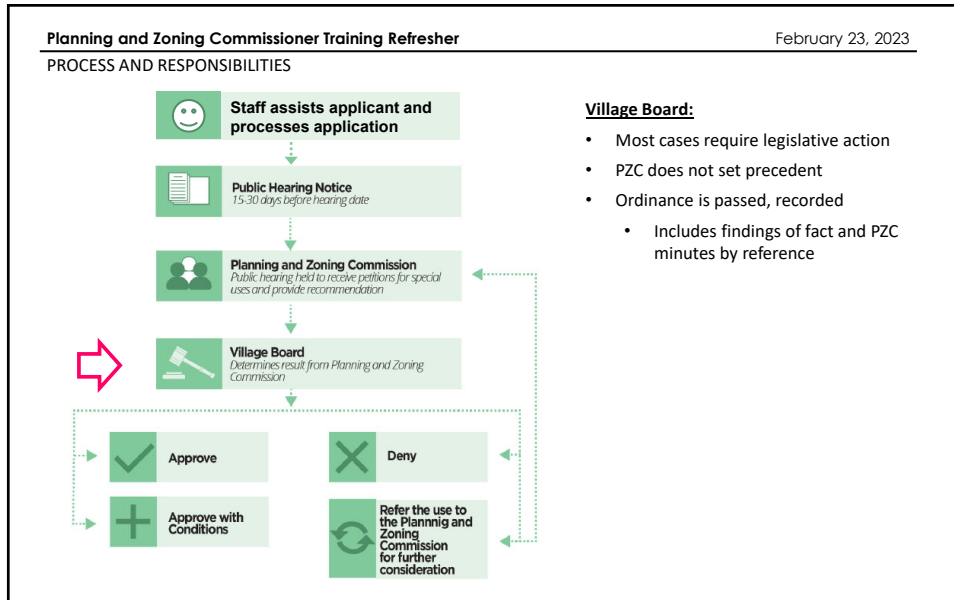


Staff's Role:

- Meet applicant, learn about request
- Explain required entitlements and process
- Provide applications, requirements
- Preliminary review of zoning
- Look into history of the property







VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: March 9, 2023

To: Planning and Zoning Commission

From: Valerie Berstene, Village Planner

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Case 23-03, Special Use Permit for Massage Therapy



APPLICATION INFORMATION

APPLICANT	Jing Wang
ACTION REQUESTED	Special Use Permit for Massage Therapy
ADDRESS	1131 175 th Street, Unit A
PIN	29-32-200-029-0000

ZONING & LAND USE

SUBJECT PROPERTY	ZONING	LAND USE
CURRENT	M-1 Limited Manufacturing District	Vacant, formerly dental office
PROPOSED	M-1 Limited Manufacturing District	Massage Therapy
SURROUNDING	N: East Hazel Crest	Detached Dwelling Units
	E: M-1 Limited Manufacturing District	Warehouse, Distribution
	S: M-1 Limited Manufacturing District PL-1 Natural Area Preserve	Vacant Izaak Walton Preserve
	W: M-1 Limited Manufacturing District	Light Manufacturing, Assembly, Fabrication

LEGAL NOTICE

Legal notice was published in *Daily Southtown* on February 22, 2023. Letters were sent to 19 property owners, residents, and businesses within 250'.

DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Application	2	Jing Wang	02/06/2023
Response to Standards for Special Use	2	Jing Wang	02/01/2023
Conceptual Floor Plan	1	Jing Wang	-
Narrative	1	Jing Wang	02/07/2023

Landlord Authorization Letter	1	Mitchell H. Simborg	02/08/2023
Staff Exhibits	4	Valerie Berstene	03/09/2023

BACKGROUND

The applicant, Jing Wang, is requesting a Special Use Permit to operate a Massage Therapy Establishment in the M-1 Limited Manufacturing District at 1131 175th Street, Unit A. The proposed location, approximately 1,120 sf, is a tenant space within a multi-tenant building (Homewood Business Center). A multi-tenant shopping center is defined as:

“a group of 3 or more commercial establishments, including but not limited to: restaurant, personal services, professional office, and retail uses; planned, constructed, and co-located on a single site. Multi-tenant shopping centers contain individual tenant spaces for each commercial establishment that have a separate exterior entrance and are separated by a party wall. Off-street parking provided on-site is often shared between the uses located on the site.”

The other tenants in the building include: a Cannabis Dispensing Organization; Professional Offices (financial services, real estate management company); Adult Day Care; and two vacant tenant spaces.

HISTORY

The subject property is an 18,600 sf building housing multiple tenant spaces (1131-1153 175th Street). The building was constructed in the 1980s. The tenant space at 1131 175th Street, Unit A was formerly occupied by a parts storage facility for IBM Corporation.

DISCUSSION

The subject property is currently a vacant tenant space. The applicant requests a special use permit for a massage therapy establishment. The establishment will consist of 3 treatment rooms; a waiting area; and a kitchen for treatment providers. The business will have three employees on-site at one time and anticipates between an average of 11 and a peak of 17 clients in one day. The hours of operation will span from 10:00 am to 9:00 pm, providing 11 hours of operation each day.

As the subject property is a tenant space in a multi-tenant shopping center, the zoning ordinance requires 1 parking space per 300 gross square feet (GSF). The multi-tenant shopping center totals approximately 18,600 GSF, thereby requiring 62 parking spaces. The off-street parking provided on the sites totals 63 spaces, ensuring adequate parking for the proposed business.

The Homewood Zoning Ordinance classifies massage therapy as a special use in the M-1 Limited Manufacturing District to allow the Planning and Zoning Commission to evaluate each requested special use permit individually and to consider the impact of the proposed use on neighboring properties and the public need for the proposed use at the subject location. The Village may impose conditions or restrictions that mitigate any potential negative impact and assist the proposed use in meeting the special use standards as set forth in the zoning ordinance.

Standards for Special Use

The responses to special use standards, completed by the applicant, are attached for review by the Planning and Zoning Commission.

When reviewing an application for a special use permit, the Planning and Zoning Commission uses the Standards for a Special Use in evaluating the appropriateness of the proposed use at the subject property. The Standards are a tool for making a determination with a rational basis that is reasonably related to public health, safety, and general welfare. The recommendation to approve, approve with conditions or deny the requested permit must be rooted in this rational basis so as not to be arbitrary nor capricious.

In conducting the public hearing, the Planning and Zoning Commission is tasked with focusing on the facts pertinent to the Zoning Ordinance and the Special Use Standards. Largely, these relate to external impacts the proposed business may have on the health, safety, and welfare of neighboring properties and the public. Such impacts may include access, circulation, and parking; hours of operations; the intensity of use, such as the number of people anticipated in the space at one time, or light and noise emitted; environmental impacts such as odors or fumes emitted from the business; and adequate provision of public utilities at the location. A determination should be made based on how the proposed business has an external impact rather than on the details around the activities that take place within the use itself or the impacts to the prosperity of other businesses.

FINDINGS OF FACT

The staff has prepared the draft findings of fact in accordance with the standards set forth in Section 44-07-11 of the Zoning Ordinance. The findings of fact, as proposed or as amended, may be entered into the record.

1. The subject property at 1131 175th Street, Unit A is zoned M-1 Limited Manufacturing District, and Massage Therapy is a special use in the zoning district.
2. The proposed business will operate within an existing multi-tenant shopping center that is adequately served by utilities, access, and on-site parking.
3. The proposed business will not have a negative impact on other surrounding businesses or properties.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

If the Commission finds that the request meets the standards for special use, the Planning and Zoning Commission may consider the following motion:

Recommend approval of Case 23-01 to grant a Special Use Permit for a Massage Therapy Establishment to Jing Wang for 1131 175th Street, Unit A in the M-1 Limited Industrial District; and

Incorporate findings of fact into the record.



VILLAGE OF HOMEWOOD

APPLICATION: NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 1131 175th Street, Unit A Homewood, IL 60430

Property Index Number(s): 29-32-200-029-0000

Lot Size: 60,000 sq. ft. 1.38 acres
If the subject property is multiple lots, provide the combined area.

Zoning District:
 R-1 R-2 R-3 R-4 B-1 B-2 B-3 B-4 M-1 M-2 PL-1 PL-2

Complete this section to determine your required review(s):

Is the subject property more than one lot held in common ownership?

yes no

→ If yes, lots held in common ownership should be consolidated

A Planned Development is required for development of lots >25,000 sf or located in the B-1 or B-2 Zoning Districts.

REQUESTED USE

Requested Use: Special Use Permit for Massage Therapy

Gross Floor Area: 1,120 sq. ft. **Parking Provided:** 63

Existing Use: vacant

The requested use is:

- Permitted
- Limited
- Special
- Other:

SITE OR BUILDING CHANGES

Existing Development: _____

Proposed Development *Check all that apply. Provide a description and metrics below.*

New Construction Addition Site Alterations Exterior Building Alterations

Development Metrics	Existing	Proposed
Gross Floor Area (sq. ft):	_____	_____
Parking Spaces	_____	_____
Lot Coverage	_____	_____
Impervious Area (sq. ft.)	_____	_____
Impervious Coverage (%)	0.0%	0.0%

New construction?

yes no

→ If yes, requires Site Plan Review

Floor area increase is 20% or more?

yes no

→ If yes, requires Site Plan Review

Does the applicant elect to proceed as a Planned Development?

yes no

Is site circulation or parking impacted?

yes no

→ If yes, requires Site Plan Review

Is site landscaping impacted?

yes no

→ If yes, requires Site Plan Review

Exterior building alterations?

yes no

→ If yes, requires Appearance Review

ZONING RELIEF OR CHANGES

Zoning Variance or Amendment *Describe any requested zoning relief or changes below.*

The applicant requests:

- Variance
- Administrative Exception
- Zoning Text Amendment
- Zoning Map Amendment

APPLICANT

Name Wang Jing
 Company _____
 Address _____
 Phone _____
 Email _____
 Role _____

PROPERTY OWNER

Name Mitch Simborg
 Company Simborg
 Address _____
 Phone _____
 Email _____

Check box if the applicant is the property owner

With this application, I am requesting:

Use Type:

Permitted Limited Use Permit Special Use Permit Temporary Use Permit

New Construction, Addition, Alterations:

None Planned Development Site Plan Review Appearance Review

Zoning Relief or Change:

None Administrative Exception Variance Text Amendment Map Amendment

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » I agree to pay all required fees;
- » No work may be done without first obtaining a Building Permit. All work shall be completed in accordance with Village Codes and Ordinances.

Jing Wang
 Applicant Name

[Signature]
 Applicant Signature

2.6.2023
 Date

Staff Notes

Do not write below this line.

CASE NO: _____ Fee: _____ Paid Date Received: _____

Request: _____ **Action:** _____ **Comments/Conditions:** _____ **Date:** _____

This application has zoning approvals and may proceed to obtain Building Permits or a Certificate of Occupancy.

Name: _____ Signature: _____ Date: _____



STANDARDS FOR:
SPECIAL USE

2020 Chestnut Road, Homewood, IL 60430

Street Address:	1131 175Th St, _____ Homewood, IL 60430	Area:	1,280 00,000 sq. ft.
Requested Use:	Massage Therapy _____	Date:	February 1, 2023 _____
Business Name:	Veelii Spa LLC _____		
Applicant Name:	Wang Jing _____		

Provide responses to each question below using complete sentences and specific to the proposed business and selected location.

The Planning and Zoning Commission and Village Board shall consider the following responses to the Standards for a Special Use in evaluating the application. No one is controlling.

1. Is the special use deemed necessary for the public convenience at this location?

Describe why this location is best-suited for your business to serve the community.

Location is suitable for our business as it is accessible to larger number of people and it is in commercial business area. Lot of people are having very busy & hectic lifestyle & also going through tensions and body pain. Those who want to have relaxation and pain relief around the area can use our services like body massage, cupping, hot stone massage etc..

2. Is the special use detrimental to the economic welfare of the community?

Will the business have a negative impact on other businesses?

No our business will not have negative impact on other business. Increase foot fall for our neighbour may happen hence increasing their business.

3. Will the special use be consistent with the goals and policies of the Comprehensive Plan?

Describe how your business fits with the goals and policies summarized on the attached sheet.

It will be retail development in accordance to objective 1.1

4. Is the special use so designed, located, and proposed to be operated, that the public health, safety, and welfare will be protected?

Describe any negative impacts, external to your business, that may result from it operating at this location.

No there wont be negative impacts by running our business in this area. Public health, safety and welfare will be protected

5. Is the special use a suitable use of the property, and will the property will be substantially diminished in value without the special use?

Describe why your business is best-suited for your this property.

Our business will be ground floor and easily accessible to customers. Good parking facility is available.

6. Will the special use cause substantial injury to the value of other property in the neighborhood in which it is located?

Will your business decrease the value of other properties?

Our services may help in getting more foot fall to other businesses in the area. So value of other properties will increase as their business prospers

7. Will the special use be consistent with the uses and community character of the neighborhood surrounding the property?

Describe how your business is compatible with its neighbors.

No other business in the area is similar to our service business so it is compatible with the other business

8. Will the special use be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the zoning district?

Describe any negative impacts, external to your business, that may result from it operating at this location.

No there wont be any damage or noise that will incur by running our spa. So Neighborhood will be enjoying their stay and our business will cause no negative impacts.

9. Will the special use impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district?

Describe any negative impacts, external to your business, that may result from it operating at this location.

No, there would not be negative impact to any surrounding or external businesses.

10. Does the special use provide adequate measures of ingress and egress in a manner that minimizes traffic congestion in the public streets?

Describe how will customers get to and from your business.

Business center has entry and exit for the building and dedicated parking is available in front of the shop. As our business mainly works on prior appointment basis, costumer wont come at the same time to the spa. It wont cause any traffic congestion.

11. Is the special use served by adequate utilities, drainage, road access, public safety and other necessary facilities?

A new business going into an existing development, may answer 'no.'

No

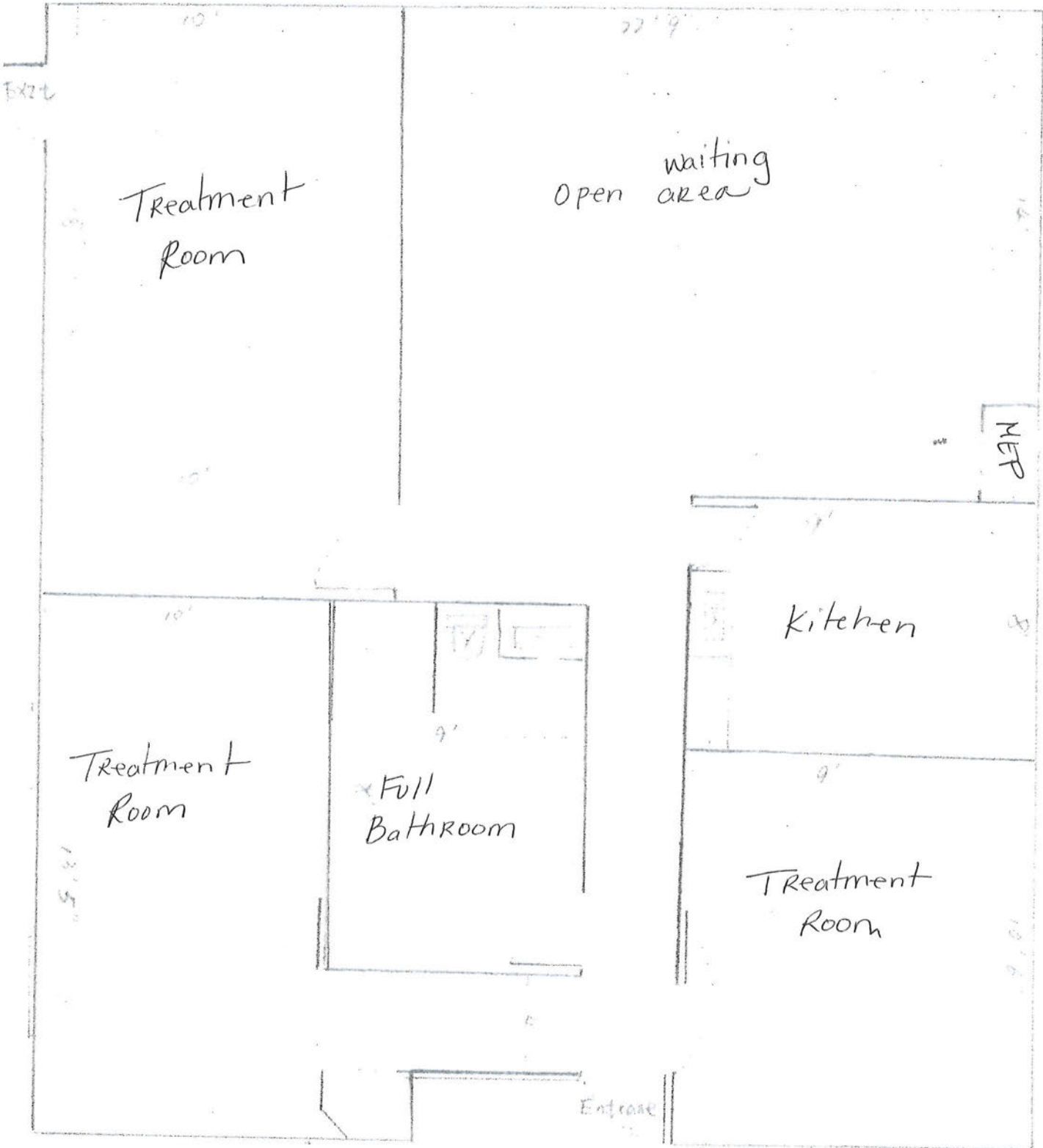
12. Will the special use substantially adversely affect one or more historical, archaeological, cultural, natural or scenic resources located on the parcel or surrounding properties?

A new business going into an existing development, may answer 'no.'

No, it's an existing development.

10'-0"

22'-9"



11'

8'

15'-6"

1131A 175th Homewood IL 60430

VEELII SPA LLC

Massage is tool to help heal. Whether it's stress, illness or simply to pamper, the benefits of massage can be life changing. Space will be used to provide Body Massage treatment includes Deep tissue, couple massage etc., we also provide Cupping, Hot stone therapy, stretching and muscle relaxation after exercise, Swedish massage, Reflexology. Our trained therapists will explain the treatments we provide and what customer can expect to gain from it.

Total number of employees will be three.

Our opening hours will be from 10 AM to 9 PM seven days a week. We expect average customers per day around 11 (eleven) and at peak around 17 (Seventeen) customers per day.

**SIMBORG INDUSTRIAL REAL ESTATE, INC.
SIMBORG DEVELOPMENT, INC.**

1133 W. 175th Street, Homewood, IL 60430 Telephone (708)799-4900

February 8, 2023

Ms. Valerie Berstene, AIA/AICP/LEED AP
The Village of Homewood
2020 Chestnut Road
Homewood, IL 60430

Re: Veelii Spa LLC – unit 1131 A -1120 Sq. Ft.

Dear Ms. Berstene,

Kindly accept this letter of authority to allow Veelii Spa LLC, to apply for a non-residential zoning review for our location at 1131 Unit A., W. 175th Street in Homewood, Illinois, 60430.

If you should need anything further, please contact my Office Manager, Nina Ortegon.

Please advise, thank you.


Mitchell H. Simborg, Managing Member





Tenant Use	Metric	Ratio	Parking Spaces
Multi-Tenant Shopping Center	18,600 gsf	/ 300	62
TOTAL REQUIRED			62
TOTAL PROVIDED			63





Multi-tenant Shopping Center (18,600 GSF)

Vacant (formerly Professional Office)

Adult Day Care

Cannabis Dispensary

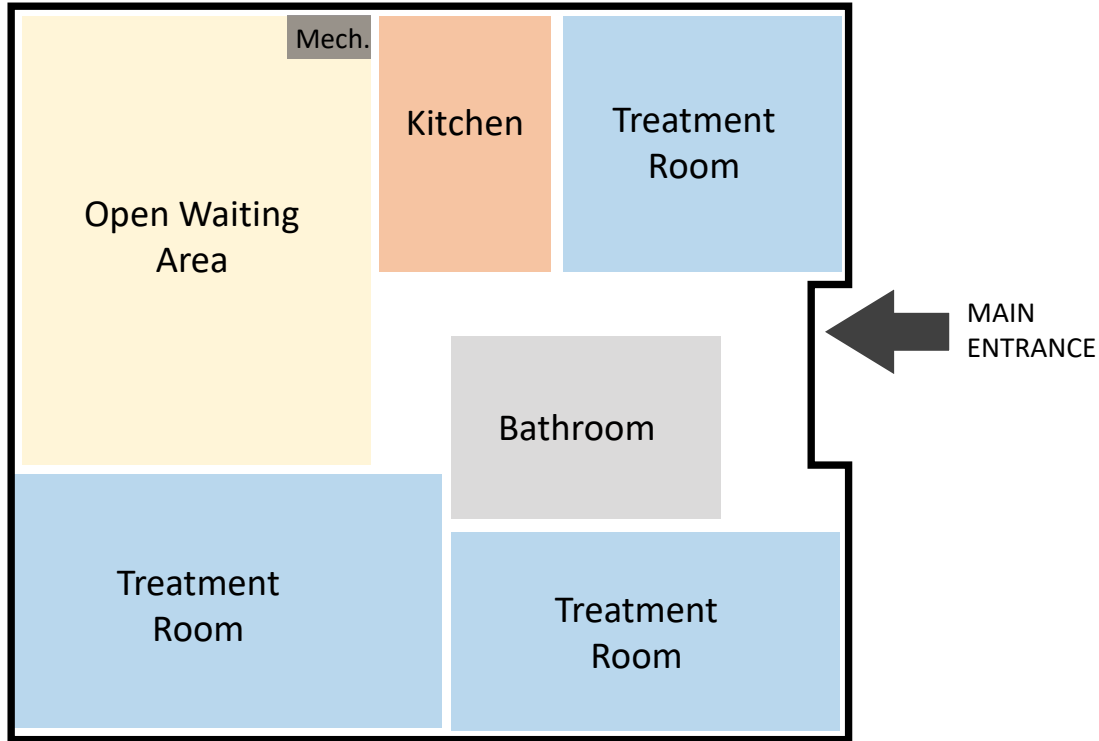
Professional Office (Financial Planning)

Professional Office (Real Estate Management)

Massage Therapy

Vacant (formerly Medical Office)





Tenant Operations:

- Approximately 1,120 sf
- 3 employees
- 11-17 customers per day
- Open 10:00 am – 9:00 pm



MAIN ENTRANCE



VILLAGE OF HOMEWOOD



MEMORANDUM

DATE: March 9, 2023

To: Planning and Zoning Commission

Through: Angela Mesaros, Director of Economic and Community Development

From: Valerie Berstene, Village Planner

Topic: Working List of Considerations for Future Zoning Text Amendments

TOPICS FOR FURTHER CONSIDERATION

As discussed at the December 8, 2022 meeting of the Planning and Zoning Commission in conjunction with the Public Hearing and motion for Case 22-40 Comprehensive Zoning Text and Map Amendments, Staff will maintain a working list of topics for consideration for future zoning ordinance amendments. This list will be populated by concerns from Planning and Zoning Commission members and Village Staff.

1. Review and further clarify definitions and application of personal services, salons and spa establishments, and massage therapy uses.

Current Status: Testing the new zoning text through consideration of requests for permitted, limited, and special use permits to better assess the benefits and challenges of the recently adopted language.

Many contemporary businesses provide services that fall into more than one clearly defined zoning use. This multi-channel or multi-faceted approach is a strategy many businesses employ to be viable and competitive in today's marketplace. By offering a range of services, experiences, and/or products to the customer, businesses have more potential streams of revenue and ways to keep their business open and successful. However, this can create issues with zoning determination less clear.

One way to address this may be to develop policy guidelines for applying the Zoning Ordinance. This can establish clarity while we continue to test the new regulations. Staff can prepare such guidelines to be circulated to the Planning and Zoning Commission.

2. Review regulations for basketball hoops and sports courts.

Current Status: The new regulations introduced a 5' setback from side property lines and a 10' setback from the front property line for basketball equipment. The 2022 update to the Zoning Ordinance sought to clean up inconsistencies but did not explore further regulations for sports courts. This topic requires further discussion.

Staff has created a redlined version of sections of the zoning ordinance that relate to "household recreational facilities" to identify changes in the new code (see attached). In particular, the revisions are related to (1) site development standards for recreational facilities, (2) outdoor/exterior lighting, (3) permitted encroachments, and (4) definition of accessory structure/building.

The staff would ask for input on whether or not the Commissioners wish to allow permanent basketball hoops, if so, with what restrictions (setbacks, limits on number of hoops, etc.) and a discussion of the potential impacts of other recreational facilities, such as basketball courts.

3. Review new regulations and diagrams for front yard fences.

Current Status: The new regulations for fences allows for 6'-high fences on corner lots, behind the front line of the house. New diagrams provided with the ordinance text clearly indicate 4'-high fences are allowed in the front yard up to the property line. While the text of the previous code may have been written to allow front yard fences, the interpretation of the previous zoning ordinance made this an uncommon occurrence.

Staff would ask the Planning and Zoning Commission to discuss whether or not the ordinance should allow 4'-high fences enclosing the front yard- to the property line, in front of the front of the building.

~~SECTION 8 -- SITE DEVELOPMENT STANDARDS~~

Article 4. Use-Specific Standards

~~8.2~~ Accessory Structures, Buildings and Uses ~~40-04-14. Accessory Use Standards~~

B. Accessory Structure/Building

~~F.~~ 5. Household Recreational Facilities

- ~~a.~~ All household recreational facilities shall be less than seventeen (17) feet in height and shall be located on the lot to create as little as possible visual and noise impacts on adjacent properties. Such facilities shall comply with the following requirements:
- ~~b.~~ The household recreational facility and any accessory equipment shall not be located in the front yard setback except basketball equipment, which shall be located five feet (5') from interior side and ten feet (10') from front lot lines.
- ~~1.~~ The facility and any accessory equipment shall not be located between the principal building and the street.
- ~~2.~~ Any exterior lighting shall be shielded from adjacent properties.
- ~~3.~~ Pumping and filtering equipment for pools and spas shall be located at least ten (10) feet from the side and rear lot lines and no water shall drain onto adjacent properties.
- ~~4-c.~~ Trampolines shall be located no less than ten (10) feet from side and rear lot lines and all principal and accessory buildings and accessory structures.
- ~~5-d.~~ Any noise generated by the activity shall comply with the regulations of this Ordinance and Chapter 50-9344-301(g) of the Homewood Municipal Code.

~~M 7.~~ Swimming Pools and Spas

- ~~a.~~ Pools are ~~not~~ permitted in front or side yards. Pools are permitted in rear yards only and shall conform to all requirements of Section ~~4.3 (Yard Standards)44-143~~ of the Homewood ~~Zoning Ordinance and Section 22 of the Homewood~~ Municipal Code.
- ~~b.~~ Pumping and filtering equipment for pools and spas shall be located at least ten (10) feet from the interior side and rear lot lines and no water shall drain onto adjacent properties.

Article 3. District Standards

8.3 — Permitted Encroachments 44-03-03. Permitted Encroachments in Required Yards For Residential Uses

See Table 8.1.

TABLE 8.1: PERMITTED ENCROACHMENTS Table 44-03-03. Permitted Encroachments For Residential Uses

Type of Structure or Use Encroachment	Yards where permitted		
	Front Yards	Side Yards	Rear Yards
Air conditioning window units projecting not more than 18 inches into any required yard	Y	Y	Y
Arbors and trellises (see Section 8.2(D))	N	N	Y
Awnings (less than 10% of front yard depth, less than 50% rear yard depth, and less than 50% width of side yard)	Y	Y	Y
Balconies projecting not more than 5 feet from an exterior wall	N	N	Y
<u>Basketball equipment, at least 5 feet from interior side lot line and 10 feet from front lot line</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Bay windows which are no more than 1 story in height, do not project more than 3 feet into a required yard, and occupy no more than 33% of the exterior length of the adjoining wall	Y	Y	Y
Chimneys projecting no more than 20% into a required yard and at least 2 feet from front and rear lot lines	Y	Y	Y
Compost pile/structures	N	N	Y
Decks	N	N	Y, provided they meet the requirements of Section 8.2

Type of Structure or Use Encroachment	Yards where permitted		
	Front Yards	Side Yards	Rear Yards
Eaves or gutters	Y, provided they do not project more than 3 feet into a required front yard	Y provided they do not project more than 2 feet into a required side yard	Y, provided they do not project more than 3 feet into a required rear yard
Fences or walls, subject to Section 22-95 of the Municipal Code and Section 8.2	Y	Y	Y
Fire escapes (open)	N	Y	Y
Fixed outdoor fireplaces, subject to Section 8.2(K)	N	N	Y
Flag poles, no more than 17 feet in residential districts and 50 feet in all other zoning districts	Y	Y	Y
Garages, detached, subject to Section 8.2(A)	N	Y	Y
Gazebos, 3 feet from lot line (see Section 8.2(E))	N	N	Y
Ground-mounted air conditioning, heating, ventilating, compressors (see Section 8.2(H))	N	Y	Y
Handicapped Accessible Ramp (see Section 8.2(C))	Y, 10 feet from front lot line	Y, 2 feet from side lot line	Y, 2 feet from rear lot line
Landings, no greater than 5 feet by 5 feet	Y	Y	Y
Laundry drying equipment (clothes lines and poles)	N	N	Y
Outdoor barbecues and grills, portable	Y	Y	Y
Ornamental lighting standards and permanently anchored lawn furniture and decorations such as benches, statues, bird baths, sculptures, etc.	Y	Y	Y
Parking, open and off-street, subject to the provisions of Section 8.2(B)	N	Y, see applicable district regulations and Section 11 Off-Street Parking and Loading	Y, see applicable district regulations and Section 11 Off-Street Parking and Loading

Type of Structure or Use Encroachment	Yards where permitted		
	Front Yards	Side Yards	Rear Yards
Playground, household recreational facilities and basketball equipment, cabanas and playhouses, excluding equipment located on park/playground, school, or child care center sites (see Section 8.2(G)) <u>44-04-14(B)(5)</u>	N, except basketball stanchions and backboards	N	Y, 3 feet from any lot line
Satellite dish antennae, subject to the standards of Section 8.2(A)	N	Y	Y
Signs, subject to Chapter 86 of the Municipal Code	Y	Y	Y
Sheds, <u>Cabanas, Greenhouses, Playhouses, Gazebos, and Decks at least 3 feet from lot line</u> (see Section 8.2(E) <u>44-04-14(B)(7)</u>)	N	N	Y
Steps, not exceeding the height of street level of the building	Y	Y	Y
Swimming pools and spas, subject to Chapter 22 of the Municipal Code and Section 8.2(G) of the ordinance	N	N	Y, provided they are located no closer than 10 feet from all lot lines and all buildings
Tennis courts, excluding those located on park/playground or school sites (see Section 8.2(G))	N	N	Y, provided they are located no closer than 10 feet from any property line
Patios, subject to provisions of Section 8.2(F) and 3 feet from all lot lines	Y	Y	Y
Walkways and driveways, subject to provisions of Section 8.2(B)	Y	Y	Y
Transformers	N	Y, in non-residential districts only	Y

~~Note:
Unless otherwise indicated, all Section numbers refer to this ordinance~~

44-05-12. Outdoor Lighting

- A. **Fixture Classification.** All outdoor lighting fixtures, with the exception of wall mounted accent lighting, shall either have a fixture cutoff classification of "Full Cutoff" or be fully shielded, unless otherwise expressly permitted in this ordinance.
- B. **LED Fixtures.** All outdoor lighting utilizing a light-emitting diode (LED) fixture shall meet the following standards:
 - 1. **Color Rendering.** Outdoor LED fixtures shall be rated a minimum Color Rendering Index (CRI) value of seventy (70) or higher.
 - 2. **Color Temperature.** Outdoor LED fixtures shall have a correlated color temperature between four thousand (4,000) and five thousand (5,000) degrees Kelvin.
- C. **Pole Mounted Outdoor Lighting.**
 - 1. **Pole Placement.** Pole-mounted outdoor lighting shall be located outside of utility easements, designed in coordination with site features and required landscape zones.
 - 2. **Maximum Pole Height.** Pole-mounted fixtures shall be mounted at heights above grade no greater than those specified in Table 44-05-12(C)(2).

Table 44-05-12(C)(2) Pole-Mounted Outdoor Lighting Height	
Zoning Districts	Maximum Height
<i>R-1 and R-2</i>	10 feet
<i>R-3, R-4, B-1, and B-2</i>	25 feet
<i>All Other Zoning Districts</i>	35 feet

- D. **Wall Mounted Accent Lighting.** Wall mounted accent lighting shall be integrated with the architectural character of the building and shall use low-luminosity lamps, with two thousand (2,000) source lumens or less. The illumination on any vertical surface shall not exceed one-half (0.5) maintained foot candle and shall not spill over roof lines or building edges.
- E. **Outline Lighting Prohibited.** Outline lighting shall be prohibited from signs, buildings, and structures.
- F. **Maximum Light Level at Property Line.**
 - 1. On lots adjacent to lots in a nonresidential zoning district, all outdoor lighting fixtures shall be designed and located so that the maximum light level shall be one-half (0.5) maintained foot candles at any property line.
 - 2. On lots adjacent to lots in a residential zoning district, all outdoor lighting fixtures shall be designed and located so that the maximum light level shall be zero (0) maintained foot candles at any property line.
- G. **BUG Rating.** Backlight Uplight Glare (BUG) ratings are a published luminaire classification system to comprehensively address light pollution from all directions. All lighting fixtures shall not exceed the following BUG rating established by Zoning District in Table 44-05-12(G).

Table 44-05-12(G) BUG Ratings	
Zoning District	BUG Ratings
<i>R-1 and R-2</i>	B2, U1, G1
<i>R-3 and R-4</i>	B2, U2, G2
<i>B-1 and B-2</i>	B3, U2, G2
<i>B-3, B-4, and Manufacturing</i>	B4, U3, G3

- H. **Light Level Measurement.**

~~SECTION 15 – DEFINITIONS~~ Article 9. Definitions

~~15.3 – Definitions~~ 44-09-03. “A” Definitions.

Accessory Structure/Building: A subordinate structure or building attached to or detached from but located on the same lot as a principal building or use. Accessory structures and buildings include garages, sheds, gazebos, cabanas, decks, greenhouses, arbors and trellises, swimming pools, and playhouses.

~~*Accessory Building, Attached.* An accessory building that is attached to any portion of the principal building or structure including, but not limited to, any point on the walls, foundation or roof, or to a deck.~~

~~*Accessory Building, Detached.* An accessory building that is surrounded by open space on all sides and not attached to any point of the principal building or structure.~~

44-09-10. "H" Definitions

Household Recreational Equipment. Recreation equipment or structure customarily and typically found on a residential lot that is incidental to, and associated with, a dwelling unit located on the same lot. This includes play equipment, ~~swimming pools, spas, tennis courts~~, trampolines and skateboard half pipes but does not include lawn furniture and decorations, barbecues or satellite dishes.

Sample Codes 11/19/2021

- **Orland Park.** “Basketball poles and hoops” are categorized as Detached Accessory Structures. They are permitted on driveways in front, side and rear yard setbacks in all zoning districts except the BIZ General Business District and Village Center District. No lights are permitted accessory to the poles or hoop and basketball courts are allowed in rear yards only.
- **Bolingbrook.** “Backboards and hoops” are categorized as Permitted Obstructions in Required Yards. They are permitted in any yard if located at least five (5) feet from the property line.
- **Downers Grove.** “Standards and backboards” are categorized as Permitted Yard Obstructions. They are permitted in any yard in all zoning districts and no minimum setback is required.
- **Berwyn.** “Standards and backboards” are categorized as Accessory Structures and Uses. They are permitted in any yard in the R1-R4 zoning districts and no minimum setback is required. Basketball courts are allowed in rear yards only.
- **Hinsdale.** “Freestanding basketball standards” are categorized as Specified Structures and Uses in Required Yards. They are allowed in any front yard.

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE: March 9, 2023

To: Planning and Zoning Commission

Through: Angela Mesaros, Director of Economic and Community Development

From: Valerie Berstene, Village Planner

Topic: Right-Sizing Meeting Minutes

BACKGROUND

At the February 23, 2023 meeting of the Planning and Zoning Commission, Commission Members and Staff discussed the content of minutes from the previous meeting. The discussion highlighted a disconnect between Commission Members' expectations and deliverables from Staff.

The purpose of this memo is to:

1. Identify the key objectives of meeting minutes to build consensus between Staff and Commission Members;
2. Provide a summary of findings on best practices for meeting minutes; and
3. Provide the Commission with several approaches to documenting meeting minutes.
4. Frame a discussion to reach a point of consensus on the matter.

OBJECTIVES

To facilitate reaching a consensus, it is important to start with a common end goal. For the purpose of this discussion, these end goals are framed as the objectives of the meeting minutes. These objectives are the result of research into meeting minutes and the most common recommendations for best practices. The best practice objectives for meeting minutes are:

1. Record actions taken. Document votes, who made the motion, who seconded, and the roll call. "There is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members." – Robert's Rules of Order
2. Document the facts that shaped the action. Minutes should include the points of discussion that shaped the action. This serves future staff and commission members by creating a concise record of what factors were considered in a decision. Minutes are an impartial, unbiased record. "There can be a lot of debate that happens at a meeting as people offer their opinions, research, and experience, which should not be recorded. The minutes should summarize the outcome of the discussion, not every single point that was considered." – Legal Zoom

3. Identify and track open items. List items of new business, future action, and highlights of the discussion.
4. Provide a record for people who were absent. This also creates a public record that is subject to the Freedom of Information Act. By recording only the facts Commission Members are protected from their opinions being misconstrued or taken out of context.

“The intent is not to re-create the discussion but to capture the key points and the specific commitments for each topic so that non-attendees have a sense of what happened and all have a record of who will take further action.” – Harvard Business Review

TYPES OF MEETING MINUTES

1. Quasi-Transcript

This approach to documenting meeting minutes is common and akin to what the Homewood Planning and Zoning Commission meeting minutes may have been in recent years. This captures in-depth detail of discussion points, beyond the best practices of recording action items, decision-making processes, and tracking open items.

Pros:

- Creates a detailed record resembling blow-by-blow discussion. May be valuable documentation to current members.

Cons:

- Requires significant time resources from staff to transcribe, edit, and review.
- Introduces the risk of misrepresenting talking points by being so detailed.
- Discussions are not always linear, so transcript-like minutes can be confusing to follow.
- Harder to distinguish between facts and opinions expressed.

2. Summary, By Chronology

This approach to documenting meeting minutes is a simplified version of a Quasi-Transcript approach and is very common. This follows the discussion as it unfolded, but pares down the documentation to those items related to recording action items, decision-making processes, and tracking open items.

Pros:

- Creates a concise record.
- Requires moderate time resources from staff to summarize, edit, and review.

Cons:

- Discussions are not always linear, so chronological minutes can be confusing to follow.
- Risks veering back towards Quasi-Transcript.

3. Summary, By Topic

This approach to documenting meeting minutes is a further departure from a Quasi-Transcript approach. This is used within professional organizations more commonly than by public bodies. This approach provides the same level of information as a Summary By Chronology, but rather than following the flow of the discussion as it occurred, this groups the common topic items together.

Pros:

- Creates a concise record.
- Requires moderate time resources from staff to summarize, edit, and review.
- Consolidates discussion by topic, providing an easy reference for anyone absent from the meeting or to serve as a future reference by Staff or Commission Members.
- Highlights the important talking points by grouping them by topic.

Cons:

- Summarizing by topic would not align with the flow of a recording.
- Requires slightly more critical thought from staff to prepare.

4. Record of Actions

This approach to documenting meeting minutes is less common among deliberating bodies, such as the Planning and Zoning Commission, and may be more commonly used by Village Boards. This approach captures a record of only action items and decisions made, referring to a recording of the meeting for all other details.

Pros:

- Least amount of time required from Staff to document.
- Minimizes risk of misrepresenting talking points by not including them.

Cons:

- Relies upon clear audio/video recordings and access to those recordings in the future.
- Does not offer a summary for anyone absent from the meeting or to serve as a future reference by Staff or Commission Members. It is less likely someone will watch an entire video/audio recording to get the highlights of what happened.