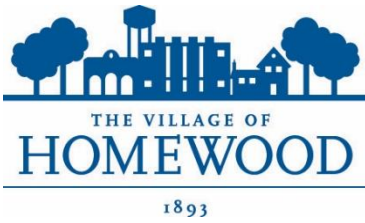


MEETING AGENDA



Planning and Zoning Commission

Village of Homewood

June 27, 2024

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 last page of agenda for virtual meeting information.

1. Call to Order
2. Roll Call
3. Minutes:
 - Approve minutes from the May 23, 2024 hearing of the Planning and Zoning Commission.
 - Approve minutes from the June 13, 2024 hearing of the Planning and Zoning Commission
4. Public Comments
5. Regular Business:
 - A. Continuation of Case 24-11: Special Use Permit for Indoor Commercial Place of Assembly
 - B. Continuation of Case 24-15: Text Amendment to Allow Indoor Commercial Places of Assembly in M-1 Limited Manufacturing Zoning District; Amend Parking Standards for Place of Assembly Uses
6. Old Business:
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:

May 23, 2024

PLANNING AND ZONING COMMISSION

7:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chair Sierzega called the meeting to order at 7:01 p.m.

ROLL CALL:

In attendance were Members Bransky, O'Brien, Johnson, Castaneda, and Chair Sierzega. Members Alfonso and Cap were absent. Present from the Village was Director of Economic and Community Development Angela Mesaros (serving as Staff Liaison) and Assistant Director of Economic & Community Development Noah Schumerth. There were five members of the public in the audience. The public was able to watch and listen to the meeting via Zoom webinar. There were no audience members present via Zoom.

APPROVAL OF MEETING MINUTES:

Chair Sierzega requested any proposed changes to the May 9, 2024 minutes.

Member O'Brien noted that on page 6 of the minutes, the sentence:

"Schumerth noted that this situation is why the case has two project numbers, as the variance project number was assigned after the original special use permit project number was"

was to be considered incomplete and should be corrected to the following:

*"Schumerth noted that this situation is why the case has two project numbers, as the variance project number was assigned after the original special use permit project number was **assigned.**"*

Motion made to approve the minutes as corrected made by Member O'Brien; second by Member Castaneda. Motion carried 4-0-1.

AYES: Members Bransky, O'Brien, Castaneda, Chair Sierzega

NAYS: None

ABSTENTIONS: Member Johnson

ABSENT: Members Alfonso, Cap

REGULAR BUSINESS:**CASE 24-05: Special Use Permit for Salon/Spa and Variance for Parking Requirements at 2207 W 183rd Street (Continued from May 9, 2024).**

Chair Sierzega provided a summary of the previous continuance. Assistant Director Schumerth noted that the applicants had provided additional documentation for the proposed changes several hours prior to the hearing, and that paper copies had been provided to each member of the Planning and Zoning Commission.

The applicants Elsayed Elbanna and Shareef Farhoud stated they had received estimates from contractors about the demolition of the external kennels on the front of the structure to accommodate more on-site parking at the site. The lowest cost estimate received by contractors was \$43,000, not including pavement costs. The applicant stated that this cost was infeasible and would hinder the project from being economically viable. The applicants stated that the \$50,000 to \$60,000 of additional investment in the property beyond what was already estimated for the project would be too costly.

Chair Sierzega asked if the plan was to maintain the kennel structures on the building. The applicant stated that it was the plan to maintain the kennel area and use the interior space as storage while removing the outer portions of the kennels and cleaning up the exterior of the building.

Chair Sierzega asked if the plan to potentially move the dumpster on the site to add parking spaces to the site would be feasible. Applicant Elbanna stated that it would be feasible to move the dumpster, and the removal and relocation of the existing dumpsters would add 1-2 parking spaces. Chair Sierzega asked if it was permitted to move the dumpsters. Elbanna stated that it was possible for them to move the dumpsters existing on the site.

Member Bransky asked if there would be circulation issues for garbage collection trucks caused by moving the dumpsters. Applicant Elbanna said that this would need to be assessed in architectural work for the building but was possible on the western side of the building. Member Bransky asked if there would be room for vehicles collecting trash to move. Applicant Elbanna considered alternatives for moving the dumpsters to different locations.

Staff Liaison Mesaros asked if the dumpster was on private property. Applicant Farhoud stated that the dumpster was located on private property. Assistant Director Schumerth noted that the dumpsters were located on the easternmost parcel of the three parcels making up the site. Mesaros noted that a trash enclosure would be required for any dumpster on the site with the new work on the building being completed.

Member Johnson asked if the dumpsters on the site are only used for the former animal hospital building. Assistant Director Schumerth noted that the dumpsters are only used for the animal hospital property, and that neighboring uses were prohibited from using them. Member Bransky said that Blueberry Hill has dumpsters in a separate small enclosure near its parking lot.

Member Bransky noted that the refuse company will need to be involved in the decision around where to place the dumpsters to ensure access for trash collection vehicles.

Member Castaneda asked how the applicant arrived at the prediction that 50-60% of the suites will be occupied at any given time. Applicant Farhoud stated that they had a business partner whom they worked with to estimate demand; often 70-80% of suites are filled up at any given time in salon suites uses, and demand projections were pared back.

Member Johnson asked for clarification about the proposed hours for the business. Applicant Farhoud stated that the hours for public access for appointments would be between 7:00am and 11:00pm. Member Johnson expressed concerns about the hours of operation extending until 11:00pm near residential areas and asked if it was necessary to operate the business so late. Applicant Farhoud noted that there was a bar that operated until after midnight nearby. Applicant Elbanna noted that the hours were developed in partnership with Assistant Director Schumerth as a member of staff. Member Johnson noted that the hours developed by staff were maximum hours for operation, and questioned whether all of the hours were necessary.

Assistant Director Schumerth noted that the Planning and Zoning Commission could further restrict the hours of operation allowed for the special use. Schumerth noted that the hours were similar to those applied to other special uses for other similar uses in the downtown, but that the Planning and Zoning Commission had full authority to further restrict hours beyond what is proposed by staff.

Member Johnson asked if the applicants would be present on site. Johnson expressed concerns about absentee landlords in downtown businesses allowing improper use of buildings to occur. Johnson noted that there was no office proposed for the business and asked if the owners would be present regularly on site. Applicant Elbanna stated that the owners would not be present on the site but would visit regularly to check in on tenants and the condition of the property. Elbanna noted that all building entry and activity could be monitored through the tenant app which will be used to control access to the property and provide resources to individual tenants.

Chair Sierzega asked what the hours of operation are for Lassen's Tap on 183rd Street. Assistant Director Schumerth noted that he did not know the answer readily.

A member of the audience associated with the project, Jennifer Sjoblom, noted that Lassen's Tap is open until 12am on Monday and Tuesday, 1am on Wednesday, Thursday and Sunday, and 2am on Friday and Saturday.

Chair Sierzega asked if the applicants would consider reduced hours to require closure of public access at 10:00pm. Applicant Elbanna said that they would consider it but worried that it would cause them further disadvantage against competition which can remain open for 24 hours with less use restrictions, such as the Essence Suites in Homewood opening later in 2024. Chair Sierzega asked where the competing salon suites are located in Homewood. Staff Liaison Mesaros said that they would be located on Halsted Street near Ridge Road. Chair Sierzega asked if it was located near residential areas. Mesaros said that the salon suites would not be near residential and would be in a very different kind of location than the proposed salon suites, which would be immediately adjacent to residential uses.

Chair Sierzega said his greatest concern was the residents across the street from the proposed use.

Chair Johnson said he has concerns about the "creep" of hours from the business. Johnson stated that the doors are open for access until 11pm, but that appointments could run much longer as tenants would not kick out clients at 11pm but would finish their services. Applicant Elbanna noted that even

with this being true, there is a bar next door with hours that go far later than any appointment would go.

Staff Liaison Mesaros said that the biggest challenge around hours was still around access management and understanding how activity may be controlled after hours, and that people may have parties or misuse the space after hours in a manner which could directly affect residents nearby. Applicant Elbanna stated that the leases for the tenants would be the primary method of controlling tenant access and behavior, as violations would cause leases to be terminated.

Assistant Director Schumerth asked for Elbanna to clarify the use of the app which would control building access. Elbanna said that each tenant would have an app which would allow for the front door to be unlocked and would allow for the monitoring of building access. Mesaros asked for confirmation that the app could be used to monitor overall business activity. Elbanna confirmed that this was true.

Schumerth asked for further clarification about whether time stamps could be recorded for all building entries, allowing the applicants to monitor which tenant was allowing in customers. Applicant Elbanna stated that this was true and that it could be used for lease enforcement with a high degree of detail. Schumerth also asked for clarification about how operating hours would be enforced in the app. Elbanna noted that the access management app would restrict any building access for clients at 11:00, and customer entry would be restricted.

Member Johnson asked if there was an opportunity to add detail to the condition requiring an access management application to restrict general access to the building, but then declined to request additional language in the final recommendation to the Village Board. Johnson said it would be difficult to provide additional language which would restrict access, and that it was not the Village's role to monitor the specifics of access management to the building in a manner which could be captured in special use conditions.

Member Johnson said his primary concern was that the building would solely be used for the operation of business by tenants in the space.

Chair Sierzega asked whether there was a condition related to receiving a report from the Village Engineer for this case. Assistant Director Schumerth noted that the condition that Sierzega was alluding to was related to the subdivision case which would be heard after a decision was made on the special use and variance cases.

Chair Sierzega made a call for public comment. No public comment was provided.

Member O'Brien stated his concerns about appointments and cleaning activity occurring after the 11:00pm closing time for the business. O'Brien asked if tenants would need to make appointments by 9:00pm for two hour services, or make other accommodations to ensure that appointments would conclude by the final closing time required by the special use permit conditions. Applicant Elbanna noted that the business would be run by appointment only, but that there was little that could control an appointment going past the final closing time for the business. O'Brien stated that he was worried about the "hour creep" being described as appointments run late. Elbanna noted that tenants would not generally be operating this late, and that if there was this "creep" past 11pm, tenants would be solely focused on completing work for clients and leaving. Elbanna stated that it was up to the tenants up

ensure that their appointments did not become too late beyond closing time in a manner that is inconvenient to them.

Member Castaneda agreed with Member O'Brien and said that the issue is that activity at the buildings could be occurring very late in the evening because of the nature of the appointment-based business. Applicant Elbanna said that the policies around late night work would be largely controlled by the lease. Member Johnson made a comment that the lease could control behavior and that there could be recommendations in the lease to restrict late night activity. Johnson said that the owners would have clear knowledge about what might be happening in the building at any given time.

Chair Sierzega asked if there were any changes proposed to the total number of suites in the building. Applicant Elbanna said no. Elbanna stated that the total number of suites was based on a general estimate of a maximum number of suites which the building could hold, as generated by the architect. Elbanna said the final number of suites could decrease. Sierzega confirmed that the total number of allowable suites would not be changing. Elbanna agreed and said there would be no more than 16 suites.

Assistant Director Schumerth said that the maximum total of 16 suites was established as a condition of the salon suites use, and that staff was not recommending any changes to the restriction on having more than 16 leases operable on the site at any given time.

Member O'Brien asked how many accommodations would be created for shampoo and hairdresser bowls and other uses requiring water. Applicant Elbanna said that the goal was to provide water for each individual suite as was proposed in the Chicago Heights location of the salon suites. Elbanna said that there may be alternative accommodations which need to be constructed if this goal is not able to be realized as the building engineering work is completed. Applicant Elbanna said that an alternative would be operating as other salon suites locations do, where 30 suites could be serviced by 4-5 bowls with water access on each end of the building. Elbanna said the goal is still to provide plumbing to each individual suite with a fitting which allows for a head sink and hand sink in a single unit.

Member O'Brien asked if cost estimates had been generated for the plumbing work required to complete the final buildout as intended. Elbanna said that he was aware of the cost and that the cost was around \$60,000.

Member O'Brien asked if the applicants had estimated total costs for the project. Elbanna said that they had and that the cost was around \$300,000, especially with framing out 16 suites and providing plumbing to each suite.

Member O'Brien asked if the applicants were still planning on charging approximately \$800/month. Elbanna said this was still their planned rate, with additional opportunities for weekly rentals at around \$200/month. O'Brien stated that many salons in the area charge \$1,000 – 1,200/month for salon chairs, and questioned how the business model would be successful with a charge of \$800/month per suite with the capital costs associated with the project. Member O'Brien noted that it was not in the purview of the Planning and Zoning Commission to ensure the private financial specifics of the business owners.

Chair Sierzega asked for a motion for the project. Assistant Director Schumerth provided clarification on the need to approve the variance first to allow for the special use to be considered as a hearing item. Staff Liaison Mesaros noted that the motions were in reverse order in the packet. Schumerth noted that

the correct motion to be read was on page 35 of the packet, and that it should not be confused with the original recommendation from the May 9 hearing on page 46 of the packet.

Member Johnson made a motion for approval; Member O'Brien seconded. Schumerth noted that the Planning and Zoning Commission needed to set the total number of spaces that would be varied based on the plans considered by the applicant. Member Bransky said that the changes proposed to add parking may not be feasible. Member Johnson recommended to retain the existing language for the variance recommendation.

AYES: Members Bransky, Johnson, Castaneda

NAYS: Member O'Brien, Chair Sierzega

ABSTENTIONS: None

ABSENT: Members Alfonso, Cap

Staff Liaison Mesaros noted that a motion for approval with only three votes would be considered a recommendation of denial to the Village Board and no further discussion was required on the item.

CASE 24-12: Resubdivision, Washington Park Commercial Subdivision, 17750 Halsted Street - Preliminary Plan/Final Plat at 17750 Halsted Street

Chair Sierzega introduced the case. Applicants Kaitlyn Colbertson and Steve Shanholtzer were sworn in to speak on the case.

Member Johnson asked if any action was needed for this case by the Planning and Zoning Commission. Staff Liaison Mesaros noted that the Planning and Zoning Commission needed to make a decision to determine the suitability of the proposed plat and make a recommendation for the Village Board's decision on the final decision of the resubdivision.

Applicant Colbertson discussed the purpose of the resubdivision to allow for the development of a quick-service restaurant proposed on the new outlot. Colbertson discussed the proposed revisions recommended by staff and Max Massi, Village Engineer, including the elimination of a sign easement and the reduction of dedication area ceded to the Village. Colbertson expressed support for the proposed revisions.

Chair Sierzega asked if there was a proposed tenant in place for the quick-service restaurant. Staff Liaison Mesaros noted that since there was no official tenant in place, staff were not at liberty to discuss the specifics of a tenant. Applicant Colbertson noted that there was not an official tenant in place.

Chair Sierzega asked if the final plat of subdivision would be revised to adjust the easements on the map and dedications to the Village. Applicant Colbertson stated that there had been discussions with Max Massi, Village Engineer, and that there had been updated drawings submitted which executed exactly what the Village Engineer wished to see in revisions, including the removal of dedications along Halsted Street and the removal of the sign easement encroaching into the new outlot. Applicant Shanholtzer noted that the Maple Avenue dedications to the Village were required because pavement area of Maple Avenue is located within the area identified for new dedications.

Member O'Brien asked for clarification about the Lot Area tables on page 13 of the agenda packet, stating that the areas do not add up perfectly together. O'Brien also asked for clarification about the square footage included in the findings of fact and what the correct acreage should be.

Member O'Brien stated on page 14 that at the top of the page in the last bullet, the sentence was not written properly. O'Brien stated that the sentence should be: *"into the continuing land **proposed to be dedicated** to the Village of Homewood."*

Staff Liaison Mesaros noted the clarifications made by Member O'Brien.

Member Castaneda stated she had no questions and that it was a wise use of a parking lot with no parking usage.

Member Bransky asked if the monument easement issue could be explained again. Staff Liaison Mesaros noted that the monument sign that is currently on the private property on the corner of Maple Avenue and Halsted Street, and that the Village plans to move the sign on the property. Mesaros explained that with the removal of the sign, the easement was no longer needed and the land would be absorbed for full use by the property owner.

Member Bransky asked if the second condition in the recommended motion would be struck from the final motion for approval. Chair Sierzega said that this was correct. Member Bransky praised the use of the property and stated it will be a good decision to use a lot for development which currently has minimal parking demand.

Applicant Shanholtzer stated that he spoke to Max Massi, Village Engineer and stated that once all zoning approvals for special use permits or other permits were received, the site plan drawings would be finalized and the final dedication of easements or removal of other easements would be executed to respond to formal development plans.

Member O'Brien asked about the timeline for the proposed project. Applicant Colbertson noted that the goal was to list the property on the market in the week following final approval of the resubdivision. Colbertson noted that the owners wished for a quick closing on the property and a contract signed with a tenant during summer 2024. Member O'Brien asked if the property would open in 2024. Applicant Colbertson noted that it was very difficult to know. O'Brien asked if it would open by mid-2025. Colbertson stated that there was very little clarity and it would become more certain once a tenant was officially signed for the property and site plan work began.

Member Bransky made a motion to affirm the acceptability of the preliminary plan and recommend approval of the proposed resubdivision. Member Johnson paused and stated that changes were necessary to the first motion to include proposed revisions to the final plat drawing. Staff Liaison Mesaros noted that this was correct and that revisions needed to be made to remove language suggesting "all dedications" being approved and replace with language removing dedications made to the Village of Homewood only along Halsted Street.

Member Bransky made a revised motion to affirm the acceptability of the preliminary plan as revised, and recommend approval of the plat for final Village Board approval; seconded by Member O'Brien.

AYES: Members Bransky, O'Brien, Johnson, Castaneda, Chair Sierzega

NAYS: None

ABSTENTIONS: None

ABSENT: Members Alfonso, Cap

OLD BUSINESS:

None

NEW BUSINESS:

Assistant Director Schumerth noted that the Planning and Zoning Commission will hear a pair of Special Use Permit applications and a text amendment for modifications to zoning requirements for place of assembly uses in the Village. Schumerth noted that the next hearing will occur on June 13.

Member O'Brien asked for more information about the text amendment proposed for the next hearing. Assistant Director Schumerth noted the music and film production use proposed in one of the Special Use Permit applications to be considered on June 13 was not currently allowed in the M-1 Limited Manufacturing zoning district. The Village has run into issues with places of assembly being proposed in the M-1 district and being potentially compatible with surrounding businesses, but being prohibited by code requirements.

Member O'Brien expressed concerns about the severe reductions in parking required by the new zoning ordinance passed in 2023, using St. John Neumann church as an example of how churches have had severely reduced parking requirements. O'Brien expressed concerns that the usage of places of assembly are not accommodated because of changes from "by unit" (seats, etc.) parking requirements to parking requirements by square foot. Member O'Brien noted that it was a "loose end" in the zoning ordinance and asked if there were opportunities to bring forward these "loose ends" for consideration.

Staff Liaison Mesaros noted that it would likely be an appropriate time to bring forward parking changes to the place of assembly uses, given the other text amendment proposed. Mesaros said that publication for the next hearing could be completed to allow for consideration of the parking changes to places of assembly uses. Assistant Director Schumerth noted that the original text amendment to allow places of assembly in the M-1 Limited Manufacturing zoning district would only pertain to *indoor commercial places of assembly*.

Member O'Brien recommended a meeting in September to assemble a list of needed small changes to the zoning ordinance to fix issues which have cropped up in zoning administration since 2023 when the code was approved. Member Bransky brought up concerns around religious institutions and place of assembly code requirements, and asked for a refresher on a previous court case involving religious protections from zoning requirements. Staff Liaison noted that the court case was a major reason to consolidate uses into a single place of assembly use category with changes to zoning administration to avoid religious discrimination in zoning practice. Staff Liaison Mesaros noted that the Village Attorney would need to be present for a discussion about these items.

Chair Sierzega asked for details about the ongoing renovation work for the train station in downtown Homewood. Staff Liaison Mesaros commented that the renovation work was to a very high standard.

Meeting Minutes | May 23, 2024

Mesaros noted two challenges facing the project were issues in procuring an elevator for the station building and the negative impact of the realignment of fare zones by Metra, which significantly reduced costs for those using the adjacent Calumet station in East Hazel Crest by placing the station in Zone 2, opposed to Homewood's location in Zone 3.

ADJOURN:

Member O'Brien made a motion to adjourn; seconded by Member Johnson. The meeting adjourned at 8:13pm.

Respectfully submitted,

Noah Schumerth

Assistant Director of Economic and Community Development

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING:

June 13, 2024

PLANNING AND ZONING COMMISSION

7:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chair Pro Tem Bransky called the meeting to order at 7:00 p.m.

ROLL CALL:

In attendance were Members Alfonso, Cap, Johnson, O'Brien, and Chair Pro Tem Bransky. Member Castaneda and Chair Sierzega were absent. Present from the Village was Director of Economic and Community Development Angela Mesaros (serving as Staff Liaison), Assistant Director of Economic & Community Development Noah Schumerth and Building Department Secretary Darlene Leonard. There were three members of the public in the audience. The public was able to watch and listen to the meeting via Zoom webinar. There was one audience members present via Zoom.

APPROVAL OF MEETING MINUTES:

Chair Pro Tem Bransky asked about changes to the minutes from the May 23, 2024 meeting.

Member O'Brien stated on page 6 in the fourth paragraph from the bottom, to add "estimates were received in the amount of \$65,000". In the next paragraph add "\$300,000 of so was the estimated total cost of the project", and in the last sentence of the following paragraph change "comment" to "engage". Also, on page 8 in the first paragraph, remove "perfectly" from the end of the first sentence.

Motion made to approve the minutes as corrected made by Member Cap; second by Member O'Brien.

AYES: Members Johnson, O'Brien, and Chair Pro Tem Bransky

NAYS: None

ABSTENTIONS: Members Alfonso and Cap

ABSENT: Member Castaneda and Chair Sierzega

REGULAR BUSINESS:

CASE 24-11: Special Use Permit for Indoor Commercial Place of Assembly at 17811 Bretz Drive

Chair Pro Tem Bransky introduced the case, state it was being continued to the June 27, 2024 meeting, and asked if there were any public comments.

Meeting Minutes | June 13, 2024

C:\Users\MeetingsOfficeUser7\AppData\Local\Temp\tmpF807.tmp

Last Revised: 06/21/2024

Assistant Director Schumerth stated there were no public comments for this case of Case 24-15.

Staff Liaison Mesaros stated it was published as a special use and discovered that a variance will be needed and the case will be continued to the next meeting, but it can still be discussed.

Member Johnson asked if a vote would occur and Staff Liaison Mesaros stated no, the vote will occur at the next meeting.

Chair Pro Tem Bransky introduced and swore in the applicant, Arnell Newman from 19035 Crawford in Flossmoor.

Mr. Newman stated the location on Bretz Drive will be a full production site and it works well because of the height of the unit. There will be a 25x13 LED wall and a recording facility upstairs and would show students how to run the board and production stage and have shows open to the public.

Chair Pro Tem Bransky asked where the students would be from with Mr. Newman stating from the surrounding area including HF.

Member O'Brien asked what the business is, if Mr. Newman is a teacher, if audiences will be on site, be presentations.

Mr. Newman stated he is an executive producer, not a teacher, there will be boot camps to train people, and there will be audiences and presentations.

Member Cap stated there is potential for the business being a studio with an audience and asked how the parking consideration will be impacted and how many people can be accommodated in the audience.

Mr. Newman stated 80 people.

Member Cap stated parking would have to be looked at and Assistant Director Schumerth stated that there are some things that will be looked at in the with the text amendment.

Member Cap asked about the seating and Mr. Newman stated everything, including the seating is modular and movable.

Member Cap asked the size of the unit.

Mr. Newman stated 3,000 square feet total for 2 units.

Member cap stated that is 10 spaces, but 20 might be needed. Assistant Director Schumerth stated he is not sure and he would have to look into it. Staff Liaison Mesaros stated currently 10 spaces are needed and asked Mr. Newman how many spaces are allocated to the business.

Mr. Newman said 8 spaces. Staff Liaison Mesaros stated that a parking variance would also be needed then. Assistant Director Schumerth stated that there are 15 tenant spaces, 145 parking spaces and 1 planned building was never built and the location is over-parked.

Chair Pro Tem Bransky asked if it's 8 spaces per unit or 8 spaces total. Mr. Newman said it is 8 spaces per unit.

Member Alfonso asked how many employees.

Mr. Newman stated it would be about 4, himself, 1 engineer, and the band.

Member Johnson asked staff if there are any similar type spaces around to compare it to.

Assistant Director Schumerth stated the space is kind of unique. Staff Liaison Mesaros stated they didn't find anything that similar.

Chair Pro Tem Bransky asked if it would be a live band producing and recording or filming a video with a live audience or more like a show at the House of Blues and recording it. And asked if it would be a full show or just a few tracks.

Mr. Newman stated it would depend on the artist or band and how they feel more comfortable to record and stated that one band liked to have an audience when recording in studio because that was how their music would be played. Mr. Newman stated it would depend on the artist on how much was played.

Chair Pro Tem Bransky stated that the applicant is not setting up a House of Blues type of location and recording it but it is a production studio with a live audience.

Member O'Brien asked what the maximum number of people in the building would be when a production is occurring.

Mr. Newman stated he thinks it would be 80, but that it excessive.

Member O'Brien asked what would be done for parking in that situation as that is well beyond the parking accommodations.

Mr. Newman stated they would shut down by 1 am, the format would be limited, and they would put a limit on parking and capacity.

Assistant Director Schumerth stated the information would be in the final packet with the hours.

Staff Liaison Mesaros asked if there was a plan to accommodate 80 people.

Mr. Newman stated they would have to schedule when the other businesses are closed and stated the brewery gave the okay to use their spaces on Saturday afternoons.

Member Cap asked is they would lease or own the location and if they had spoken to the HOA.

Mr. Newman said it is a purchase and they have spoken to the HOA.

Member Cap asked if the by-laws govern the use of spaces and the Commission might need to impose something similar or strongly suggest guidelines for parking.

Staff Liaison Mesaros stated it can be done and it has been done in the past and have limited capacity because of the lack of parking.

Member Cap stated a condition of approval might be an inclusion of parking.

Staff Liaison Mesaros asked Mr. Newman how the parking worked.

Mr. Newman stated there are 8 spots in front and 8 in the back.

Assistant Director Schumerth stated the spaces are not marked and the lot is shared.

Member Cap made a motion to continue to the meeting on June 27, 2024; Member O'Brien seconded.

AYES: Members Alfonso, Cap, Johnson, O'Brien, and Chair Pro Tem Bransky

NAYS: None

ABSTENTIONS: None

ABSENT: Member Castaneda and Chair Sierzega

CASE 24-15: Text Amendment to allow Indoor commercial places of Assembly in M-1 Limited Manufacturing Zoning District; Amend Parking Standards for Places of Assembly Uses

Chair Pro Tem Bransky presented the case and stated it was being continued to the June 27, 2024 meeting and asked if there were any comments.

Assistant Director Schumerth stated there were no public comments.

Member O'Brien stated on page 28 in non-commercial indoor clubs or lodges are listed and in outdoor commercial fraternal/civic organizations are listed; it should be consistent. Member O'Brien stated that by using Saint John Neumann Church as an example the Church, the School, and the Priory as examples for the parking as each one has a different requirement for parking. Member O'Brien asked how the new ordinance approaches the parking to be calculated because the seating is movable.

Char Pro Tem Bransky asked if the parking is determined by the building, the site, or the use.

Staff Liaison Mesaros stated the old code calculated it by site, the new code is by square footage which is very different and the number of parking spaces required is much lower, when using churches as an example.

Assistant Director Schumerth stated that Homewood isn't the only community that combines into use categories; it is a hybrid approach. They do not do a separate calculation for each use as in the old code.

Chair Pro Tem Bransky stated is might be helpful to have sample calculations of the typical uses.

Member Cap stated in a previous conversation with Assistant Director Schumerth regarding expanding the consideration that schools could be places of assembly and they should be considered in this as well.

Member Johnson said they could be added, but they are exempt.

Staff Liaison Mesaros stated schools are exempt from building, but must comply with zoning. They are in a separate category and there is a different definition for schools.

Member Cap stated schools may need to be considered because they have functions that are not school related outside of school hours.

Chair Pro Tem Bransky requested to refine the list of what is and isn't included in the definition to see how it would be applied.

Assistant Director Schumerth stated the table is what is in the Code currently, but more examples can be provided.

Member Cap said modifications to some definitions may be needed.

Member O'Brien asked if day cares are considered schools.

Staff Liaison Mesaros stated that child care centers are in their own category in the code and are not part of this.

Member Johnson stated the definitions for schools and day cares may need to be looked at.

Member O'Brien made a motion to continue to the meeting on June 27, 2024; seconded by Member Cap.

AYES: Members Cap, Johnson, O'Brien, and Chair Pro Tem Bransky

NAYS: None

ABSTENTIONS: None

ABSENT: Member Castaneda and Chair Sierzega

CASE 24-14: Special Use Permit for massage Therapy Establishment at 930 W. 175th Street

Chair Pro Tem Bransky present the case, swore in the applicant, Erica Washington from 930 175th St. Homewood, and asked if there were any public comments. Assistant Director Schumerth stated they had one request for information, but no comments.

Chair Pro Tem Bransky asked if it was just to add massage to an existing business.

Ms. Washington stated that she operates a wellness center and believes that massage is a part of wellness. She currently offers mental health counseling and have a nurse practitioner for medication management, etc. Ms. Washington stated they would do an assessment and all therapists are licensed by the State. Ms. Washington stated she already offers reiki and stated that the massage therapists would be coming to the existing space and no additional work would be done.

Member O'Brien asked if another suite was being taken over and asked if the square footage on the application is the total of both suites.

Ms. Washington stated yes, and she is in process to get a business license for it and has been in business for a year, and she was unsure about the square footage.

Staff Liaison Mesaros stated yes, that is how the square footage was obtained.

Member Cap asked about the hours and days of operations.

Ms. Washington stated she extended the hours to 8pm.

Member Cap asked if the hours would be 8 am to 8 pm, and if there are peak hours.

Ms. Washington stated yes, and that they don't really have peak hours because everything is by appointment only and a lot is done virtually. As most 3-4 are in the suites at a time usually in the evenings from 5-8.

Member Alfonso stated that adding massage makes a lot of sense, it compliments each other, and people would benefit from it. Member Alfonso asked if reiki needed a special use.

Ms. Washington stated that she was told it did not need one, and that she initially included massage on her application, but removed it.

Staff Liaison Mesaros stated that massage has been a separate category and that requires a special use.

Member Alfonso asked if massage would be offered to children.

Ms. Washington stated she doesn't have anyone to do it now, but wants to offer it.

Chair Pro Tem Bransky asked if there are any special requirements to do massage on kids.

Ms. Washington stated no, just be trained and licensed.

Chair Pro Tem Bransky asked if there were any comments from the public.

Mose Curry from the Board for the Gardens of Homewood and they were concerned and wanted more information.

Ms. Washington stated she has been there since February 2023 and the business provides counseling and reiki and they are in the process of being paralleled with Medicare.

Member Cap made a motion to approve with the added Findings of Facts #7 amending the hours of operation to be 8 am – 8 pm; seconded by Member O'Brien.

AYES: Members Cap, Johnson, O'Brien, and Chair Pro Tem Bransky

NAYS: None

ABSTENTIONS: None

ABSENT: Member Castaneda and Chair Sierzega

OLD BUSINESS:

Member O'Brien asked about the Casino and he delay in the time line and Staff Liaison Mesaros stated the eifis is coming from Italy and is delayed and the casino is expecting to open in November, but not the hotel.

NEW BUSINESS:

None

ADJOURN:

Member Alfonso made a motion to adjourn; seconded by Member Cap. The meeting adjourned at 8:06pm.

Respectfully submitted,

Noah Schumerth

Assistant Director of Economic and Community Development

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: June 27, 2024

To: Planning and Zoning Commission

From: Noah Schumerth, Assistant Director of Economic and Community Development

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Case 24-11 – Special Use Permit for Indoor Commercial Place of Assembly at 17811 Bretz Drive

APPLICATION INFORMATION

APPLICANT	Arnell Newman, Soulistic 360
ACTION REQUESTED	Special Use Permit for Indoor Commercial Place of Assembly
ADDRESS	17811 Bretz Drive, Homewood, IL, 60430
PIN	29-33-100-067

ZONING & LAND USE

LEGAL NOTICE The legal notice was published in Daily Southtown on May 30, 2024. Letters were sent to property owners and residents within 250’. This case was initially heard at the June 13, 2024 Planning and Zoning Commission hearing. The Planning and Zoning Commission approved a motion to continue the case to the June 27, 2024 hearing of the Planning and Zoning Commission.

BACKGROUND

The applicant, Arnell Newman of Soulistic 360, has proposed the operation of a professional film and music production studio in an existing tenant space at 17811 Bretz Drive. The proposed business will occupy approximately 3,000 square feet, with a mixture of offices, production areas and service areas related to the production of music and film products. The proposed space is a combination of two existing tenant spaces located in a multi-tenant commercial center within the M-1 Limited Manufacturing zoning district, and provides a flexible arrangement of office and flex spaces to host a wide range of uses. The site has 145 parking spaces and multiple access points to Bretz Drive.

The proposed use falls within the definition of the *indoor commercial places of assembly* use category, which includes:

“An enclosed building wherein individuals or groups of people gather for an attraction or service used for commercial purposes, such as but not limited to, recreation establishment, theaters, ice rinks, art galleries, live performance theaters, learning centers, clubs or lodges, exhibit halls and experiential retail where merchandise for sale is accessory to the principal use as a gathering place structured around an activity including, but not limited to, art, live music, or visual displays.”

This use is currently not permitted in the M-1 Limited Manufacturing zoning district. Village staff has proposed a concurrent amendment to the Zoning Ordinance to allow *indoor commercial places of assembly* as a special use within the M-1 Limited Manufacturing zoning district. The proposed special use must be approved following the approval of the text amendment before consideration of the special use permit.

Additionally, a variance from Section 44-04-04 is required for the operation of an *indoor commercial place of assembly* at 17811 Bretz Drive. The use-specific standards for a *place of assembly use* require location on collector and/or arterial streets, prohibiting the operation on local streets. The proposed street, Bretz Drive, is a local street (not a collector or arterial) that provides access to nearby commercial buildings, near the intersection of Bretz Drive and Ridge Road. Therefore, a variance is required. The applicant is currently preparing an additional application to request the variance.

Since your last meeting, Staff has spoken with the applicant who provided additional information/clarification on the proposed use:

The proposed use will involve the “development of professional production stage services for film, post-production, and the music industry. In addition to daily operations, the facility will host a series of training seminars targeted towards surrounding schools. The use will also host special industry-focused education events. The larger flex space will be used for film crew load-ins, sound stage broadcast and recording, visual effects work, virtual corporate presentations, and uses related to smaller-scale production work. The use will involve the construction of a 25' x 17' stage with an 18' x 12' curved LED wall and editing and recording suites for individual use.

The hours of operation would be seven days a week, with access to the workspace from 10:00 am- 1:00 am. The applicant has stated that most production teams work between 10:00 am and 6:00 – 7:00 pm on weekdays, following an 8-9 hour workday schedule typical of the industry. According to the applicant, industry labor restrictions make work after 7:00 pm – 8:00 pm difficult. The applicant has stated in the application for this special use permit that the peak hours of the business will be between 11:00 am and 3:00 pm, as these are the primary hours for most intensive production work involving live filming, recording, or other production services. Most activity after 7:00 pm would be restricted to office-based work, including post-production work, editing, or processing of footage, music, or other media.

Operations would involve 5-9 staff completing editing and other business producing media projects, including film and broadcast products, and 13-25 people for seminars/events with some events having a greater number. The architect associated with the project has stated that the absolute maximum capacity for the space is 80 persons, and the applicant stated that events will likely be smaller. The applicant has stated that events are by invite only and connected to a smaller professional group that is associated with the business. The capacity for events will be strictly controlled by the business owner. The applicant has expressed a desire to avoid “entertainment-style” events. Village staff will verify the final capacity limits at the July 11, 2024 hearing.

Staff will provide a detailed report that outlines the standards for the special use and variance before the July 11th hearing.

CONTINUATION

At the last meeting on June 13, 2024, the Planning & Zoning Commission continued Case 24-11 to a new hearing date on June 27, 2024. Staff requests a second continuance from June 27, 2024, to July 11, 2024, to ensure that the variance can be considered concurrently with the special use permit.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

The Planning and Zoning Commission may wish to consider the following motion:
Continue Case 24-11 to the **July 11, 2024** Planning and Zoning Commission hearing.

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: June 27, 2024

To: Planning and Zoning Commission

From: Noah Schumerth, Assistant Director of Economic and Community Development

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Case 24-15 – Text Amendment to Allow Indoor Commercial Places of Assembly in M-1 Limited Manufacturing Zoning District as a special use; Amend Parking Standards for Place of Assembly Uses

APPLICATION INFORMATION

APPLICANT	Village of Homewood
ACTION REQUESTED	Text amendment to support Indoor Commercial Place of Assembly use in M-1 zoning district and amend parking standards for place of assembly use categories.
ADDRESS	N/A
PIN	N/A

ZONING & LAND USE

LEGAL NOTICE

A legal notice was published in *Daily Southtown* on May 30, 2024. This case affects a Village-wide zoning text amendment, and no additional mailed notice was required to notify individual property owners of proposed changes. This case was initially heard at the June 13, 2024 Planning and Zoning Commission hearing. The Planning and Zoning Commission approved a motion to continue the case to the June 27, 2024 hearing of the Planning and Zoning Commission.

SUMMARY OF PROPOSED CHANGES

Planning staff from the Village of Homewood have proposed text amendments to the Village zoning ordinance to accommodate the following changes to requirements for places of assembly:

1	Amend Table 44-03-04 to allow <i>Indoor Commercial Place of Assembly, <5,000 Square Feet</i> and <i>Indoor Commercial Place of Assembly, >5,000 Square Feet</i> uses in the M-1 Limited Manufacturing zoning district as a special use.
2	Amend Table 44-05-02 to adjust off-street parking requirements for place of assembly uses to accommodate increased parking for uses with fixed seating and use-specific modifications to place of assembly uses.

BACKGROUND

In 2023, the Village adopted a new Zoning Ordinance to modernize the Village’s land use regulations. One element of this rewrite was the combination of a range of uses into a single set of uses known as *Places of Assembly* uses. There are four types of places of assembly in the Homewood Zoning Ordinance:

Commercial Place of Assembly	Indoor	“An enclosed building wherein individuals or groups of people gather for an attraction or service used for commercial purposes , such as but not limited to, recreation establishment, theaters, ice rinks, art galleries, live performance theaters, learning centers, clubs or lodges, exhibit halls and experiential retail where merchandise for sale is accessory to the principal use as a gathering place structured around an activity including, but not limited to, art, live music, or visual displays.”
	Outdoor	“Premises wherein individuals or groups of people gather outside a building for an attraction or service used for commercial purposes, such as but not limited to, outdoor recreation establishment, miniature golf courses, and ice rinks.”
Non-Commercial Place of Assembly	Indoor	“A building wherein individuals or groups of people gather for an attraction or service not used for commercial purposes such as but not limited to, community centers, learning centers, clubs or lodges, exhibit halls, civic organizations, lodges, libraries, museums, municipal buildings, auditoriums, or religious institutions.”
	Outdoor	“Premises wherein individuals or groups of people gather outside a building for an attraction or service not used for commercial purposes such as but not limited to, community centers, fraternal or civic organizations.”

With the adoption of the new Zoning Code in January 2023, several individual uses were combined into one definition of *place of assembly* to simplify the administration of the zoning ordinance and to assure consistency between the regulation of religious uses and other similar places to assemble.

Staff has proposed two related amendments to the zoning ordinance, which are discussed in this memo:

- 1) The addition of *indoor commercial places of assembly* as a special use allowed in the M-1 Limited Manufacturing zoning district; and
- 2) Amendments to the parking requirements for all types of *place of assembly* uses, including *indoor commercial place of assembly*, *indoor non-commercial place of assembly*, *outdoor commercial place of assembly*, and *outdoor non-commercial place of assembly*.

1. Indoor Commercial Place of Assembly as a Special Use in M-1 Limited Manufacturing Zoning District

A. Introduction

Staff proposes the addition of *indoor commercial place of assembly* as a special use in the M-1 Limited Manufacturing zoning district. Each instance of a use in this category that is proposed in the M-1 Limited Manufacturing zoning district would be subject to the requirements for Special Use Permits in the Village Zoning Ordinance (Section 44-08-11), allowing the Village Board of Trustees to place conditions on the operation of the use. The following uses in the M-1 Limited Manufacturing zoning district would be classified as a special use, if approved:

Examples of New Uses Permitted (with approval of Special Use Permit) in M-1 District	Examples of Uses Remaining Prohibited in the M-1 District
<ul style="list-style-type: none"> ● Indoor recreation establishments ● Theaters (<i>NOT auditoriums or amphitheaters</i>) ● Indoor ice rinks ● Art galleries ● Live performance theaters ● Learning centers ● Clubs or lodges ● Experiential retail where merchandise for sale is an accessory to the principal use as a gathering place 	<ul style="list-style-type: none"> ● Outdoor recreation establishments ● Miniature golf courses ● Outdoor ice rinks ● Community centers ● Civic organizations ● Libraries ● Museums ● Municipal buildings ● Auditoriums ● Religious institutions

**This list is based on uses explicitly stated in the zoning ordinance.*

The proposed amendment to Table 44-03-04 of the Village of Homewood Zoning Ordinance would change *indoor commercial place of assembly* from a “prohibited use” to a “special use” as defined in Section 44-03-04(a). Staff has reviewed the use-specific standards unique to *place of assembly* uses in Section 44-04-04 and the general standards in Section 44-03-04, and found no other amendments required to ensure the validity of this proposed amendment.

B. Justification

Staff recommends approval of amendments to allow the *indoor commercial place of assembly* as a special use in the M-1 Limited Manufacturing zone for the following reasons:

- **Alignment with the purpose of zoning district:** The M-1 zoning district is designed to achieve the following:

“...provide suitable locations for limited manufacturing, assembly, warehousing, distribution and related activities conducted primarily indoors and having minimal external impacts. Due to the intensity of land use associated with the M-1 district, the district should not be located adjacent to residentially zoned property. Where M-1 zoned property is currently located adjacent to

residentially zoned property, adequate screening and buffering should be provided to mitigate negative impacts.”

The uses proposed would fall under “related activities” which are primarily conducted indoors with minimal external impacts. A range of indoor commercial places of assembly have minimal external impacts but may have large gathering elements or achieve an intensity of use that is not appropriate near residential areas. The uses in the M-1 zoning district are largely oriented towards tax-generating and economically productive industrial and service uses.

Some uses included in the *indoor commercial place of assembly* category have direct relationships to “manufacturing, assembly, and related activities,” such as the production of art (art galleries and studios) or other products integral to an experiential retail use which are classified as an *indoor commercial place of assembly*. Consideration of a special use permit allows for *indoor commercial places of assembly* that are compatible to the stated purpose of the M-1 zone to be evaluated for approval.

- **Suitability of Locations:** *Indoor commercial places of assembly* uses have the following needs:
 - o **Regional accessibility:** locations with suitable access to regional roads or other regional transportation services such as arterial roads and highways, or collector roads, given their success draws from a wider region than many other commercial uses;
 - o **Flexible Interior Space:** locations where larger areas of interior space can be flexibly repurposed for gathering or other activities in which people congregate; and
 - o **Sites to Handle Intensive Use:** locations that can handle intermittent peaks of activity at a high-intensity use, including off-street parking, screening from residential or other sensitive uses, and other features that can mitigate any external impacts.

Many sites that match these characteristics are located in the M-1 zoning district. The M-1 district is largely built with larger, flexible buildings (single or multiple tenants) and site designs that mitigate effects on more sensitive uses, such as nearby residential uses. The M-1 zoning district is also designated in areas consistent with the demands of industrial spaces, with effective connections to regional transportation networks (i.e. near Halsted Street) but not requiring the direct frontage on arterials that are better suited for high-intensity commercial uses allowed in the B-4 zoning district.

- **Suitable Existing Building Stock:** The M-1 zoning district is largely built out, and new uses would require adaptive reuse of existing buildings. Some buildings, such as industrial/professional “flex” buildings along 175th Street and in other locations, could be suitable for *place of assembly* uses. Allowance of a *place of assembly* uses compatible with the M-1 zoning district would expand opportunities for redevelopment of properties within the M-1 zoning district, especially those which have had occupancy challenges.
- **Flexibility of Location for Unique/Economically Productive Uses:** The *indoor commercial place of assembly* category includes uses with significant community benefit. Uses such as art galleries or places of art production create outlets for cultural expression from local individuals while

producing municipal revenue from property and sales tax. Other uses such as indoor recreation uses, skating facilities and bowling alleys, create new recreational opportunities for Homewood residents that would otherwise not be realized. The allowance of *indoor commercial place of assembly* uses allows an increase in the number of potential sites to support these uses, paired with an opportunity to review the appropriateness of each instance.

- **Difficulty of Alternative Zoning Options:** *Indoor commercial place of assembly* is currently permitted within the B-4 Shopping Center zoning district at all square footage. The B-4 zoning district is an appropriate location because it meets the criteria aforementioned for *indoor commercial places of assembly*, including regional accessibility and sites located in areas that can handle and mitigate highly intensive uses. Many properties zoned for M-1 are located near or adjacent to B-4 zoning.

Additionally, many buildings which are suitable for assembly uses in the M-1 district (such as hybrid industrial/professional flex buildings on 175th Street) include tenants with existing industrial or production uses that are not suitable in the B-4 zoning district, further complicating potential rezoning to a zone which currently permits *indoor commercial places of assembly*. A way to mitigate this issue is to require a special use permit, which ensures review by the Planning and Zoning Commission and the Village Board of Trustees prior to approval.

- **Increasing Number of Applications:** Village staff has received an increased number of applications for uses which fall within the *indoor commercial place of assembly* category in the M-1 zoning district. Restriction of the *indoor commercial place of assembly* use category may be limiting opportunities for new businesses and increase economic development without causing negative impacts on surrounding land uses and the broader community.

C. Successful Examples from Other Communities

It is common for urban and suburban communities to permit a limited range of uses which would fall under Homewood's *place of assembly* use category, including event centers, indoor recreation facilities, or other assembly places with an economically-oriented purpose. Staff has provided examples from other communities in and outside of the Chicagoland's south suburbs for review.

1. The Waddell Center - Grand Rapids, MI

Location: 1115 Taylor Street N, Grand Rapids, MI, 49503

Description: Banquet/Event Center in a large industrial/warehouse district of suburban Grand Rapids. The event center is used for larger business meetings, private events and other social gatherings.



2. Paul Mitchell School - Tinley Park, IL Location: 18454 W Creek Drive, Tinley Park, IL, 60477

Description: Former multi-tenant industrial building partially repurposed as a “for-profit learning center” used for classrooms and training facilities for cosmetology students.



3. Allstar Athletics Cheerleading and Tumbling - Tinley Park, IL

Location: 18475 Thompson Court, Tinley Park, IL, 60477

Description: “Flex” building located in industrially-zoned location repurposed as a gymnastics and tumbling gym for private use, including use by other groups as invited or participating in regional events.



4. Standard X Future Gallery - Plainfield, IL

Location: 23900 W Industrial Drive S, Plainfield, IL 60585

Description: Hybrid use including experiential retail, art gallery space and light production (a combination which would fall under Homewood’s *place of assembly* use category)



2. Amendment to Parking Requirements for Place of Assembly Uses

A. Introduction

Staff proposes consideration of an amendment for *indoor and outdoor commercial places of assembly* and *indoor and outdoor non-commercial places of assembly*.

The parking ration established in the new 2023 Zoning Ordinance is **1 parking space per 300 square feet of gross floor area**. The previous zoning ordinance required parking ratios particular to individual uses, including the following:

Use Category	Required Parking (Prior to January 11, 2023)
Community Centers	1 space per 250 square feet of gross floor area OR 1 space per 3 seats (whichever is greater)
Places of Worship	1 space per 4 seats
Libraries, Museums, and Art Galleries	1 space per 500 square feet of gross floor area
Bowling Alleys	6 spaces per lane, PLUS 1 space per 150 square feet of dining or lounge area
Gymnasiums (including private facilities)	1 per 250 square feet of gross floor area OR 1 space per 3 seats (whichever is greater)
Indoor Recreation	1 space per 250 square feet of gross floor area OR 1 space per 3 seats (whichever is greater)
Meeting Halls/Event Spaces	1 space per 100 square feet of gross floor area
Learning Centers/Private For-Profit Schools	1 space per employee, PLUS 1 space per 3 persons of stated building capacity
Schools, Elementary	1 per employee

The amendments to the Zoning Ordinance have resulted in significant changes to parking requirements. Specific examples of how parking requirements have changed for specific assembly uses are included below:

Existing Use	Previous Required Parking	Current Required Parking
St. John Neumann Church	160 spaces (1 space per 4 seats)	54 spaces (1 space per 300 square feet)
Honeycomb Hideout (Event Center/Indoor Commercial Place of Assembly)	25 parking spaces (1 space per 100 square feet)	8 spaces (1 space per 300 square feet)
Homewood Public Library	65 spaces (1 space per 500 square feet)	109 spaces (1 space per 300 square feet)
Other Typical Uses (Based on National Averages)	Previous Required Parking	Current Required Parking
Bowling Alley (22,000 square feet alley area, 20 lanes, 8,000 square feet dining/lounge)	173 spaces (6/lane + 1/150 square feet dining/lounge space)	100 spaces (1 space per 300 square feet)
Indoor Recreation Facility (25,000 square feet)	100 spaces (1 space per 250 square feet)	83 spaces (1 space per 300 square feet)

Staff consulted multiple sources to analyze parking requirements and provide context for potential amendments to parking requirements for *place of assembly* uses. This analysis includes findings from assessing parking ordinances from peer communities, standards publishing by the Institute of Transportation Engineers (ITE), and best practices from the American Planning Association.

B. Peer Communities

As part of the research to assess Homewood’s existing parking requirements for *place of assembly* uses, staff selected a range of communities in and around Chicagoland for analysis. The communities selected are in suburban Chicago, have prominent *place of assembly* uses, a similar urban structure, or have adopted best practices in parking regulation or zoning administration:

Community	Parking Standards
Tinley Park, IL	<ul style="list-style-type: none"> - Banquet facilities (1 space/100 square feet – 1 space/200 square feet) - Churches (1 space per 4 seats, or per 90 linear feet of seating) - Auditorium (1 space per 4 seats) - Clubs/social gathering places (1 space per lodging room, 1 space per 3 seats within designated seating capacity) - Other uses - Planning and Zoning Commission determines
Frankfort, IL	<ul style="list-style-type: none"> - Auditoriums/Theaters – 1 space/125 square feet - Civic/Cultural Facilities – 3 spaces/1,000 square feet + 3 spaces/1,000 square feet of property area - Schools/Learning Centers – 1 space per 4 students in enrollment capacity, or 3/classroom or 5/classroom for schools - Libraries – 1 space/650 square feet - Museums – 1 space/1000 square feet - Indoor Recreation – 1 space/200 square feet - Banquet/Events – 1 space/100 square feet - Funeral Homes – 1 space/200 square feet --- Other uses - Planning and Zoning Commission determines the final number
Highland Park, IL	<ul style="list-style-type: none"> - Churches: 1 space/4 of permitted occupancy - Civic/Social/Fraternal Associations: 1 space/4 in permitted occupancy - Funeral Homes: 1 space/4 in permitted occupancy - Meeting/Event Venues: 1 space/4 in permitted occupancy - Other gathering spaces: Determined by Zoning Administrator

<p>La Grange, IL</p>	<ul style="list-style-type: none"> - Cultural facility: 2 spaces/1000 square feet - Church: 1 per 4 seats PLUS 1/1000 for any residences - Banquet hall/event center: 1 space per 4 seats + 1 space per 2 employees - Funeral home: 12 spaces per chapel - Indoor recreation: 1 space/250 square feet of public use area (special requirements for other uses) - Concert halls/entertainment: 1 space/250 square feet of public use area
<p>Woodridge, IL</p>	<ul style="list-style-type: none"> - Indoor recreation use: 1 space/200 square feet or specific recreational elements (i.e. every 4 lanes for bowling alley) - Theaters: 1 space per 2.5 seats for < 10 screens; 1 space per 3 seats for > 10 screens - Funeral homes: 1 space/200 square feet or 12 spaces per chapel, whichever is greater - Auditoriums and community centers: 1 space/200 square feet or 1 space per 3 seats, whichever is greater - Cultural/civic institutions: 1 space/500 square feet
<p>Mokena, IL</p>	<ul style="list-style-type: none"> - Churches/places of worship - 1 space per 6 seats to be occupied for identical programming - Auditorium - 1 space per 5 seats - Cultural institutions – 1 space/300 square feet - Community/Indoor Recreation – 1 space/200 square feet - Gyms, health clubs, exercise studios – 1 space/300 square feet - Theaters (indoor) - 1 space per 5 seats

The communities have parking requirements for specific uses, which can address the issue of appropriate requirements for a broad spectrum of uses that are considered *place of assembly* uses. Additionally, communities can more easily rely on resources such as engineering manuals when setting parking standards. One outlier in the staff analysis was Highland Park, which relies on a single ratio for all *place of assembly* uses calculated from the maximum posted capacity of a building or area for setting parking requirements.

Staff observed the following trends from peer communities:

- Places of worship and auditoriums commonly require 1 per 4 fixed seats, which is in alignment with the ITE guidance for these uses (see below). This ratio is commonly used for event centers, which also have a recommended ratio of 1 space per 4 seats of capacity.

- Communities set broad parking requirements based on square footage for cultural and civic institutions such as libraries, galleries, and other art/culture uses. Generally, these ratios range from 1 space per 300 s.f. to 1 space per 500 s.f.
- Indoor Recreation uses (often privately operated) have a ratio of 1 space per 200 square feet, which is in alignment with the current ITE guidance.
- When communities employ a single square footage requirement for parking (“x space per y square feet”), it is paired with another specific requirement that is triggered when the building layout requires it, such as fixed seating or specialized equipment (“and/or x spaces per y seats, whichever is greater.”) For example, sites use a ratio such as “1 space per 300 square feet” paired with “OR 1 space per 4 seats, whichever is greater.” This is cited as a best practice in ITE guidance, as it provides simpler zoning administration while ensuring smaller or more general assembly uses are not penalized by more stringent requirements when fixed seating or equipment are present for high-demand *place of assembly* uses.
- Communities create a “fail safe” for managing places of assembly parking by allowing the Planning and Zoning Commission to set the final parking requirement. In the event that a use does not clearly fit into a category, either through a special use permit or to the Planning and Zoning Commission if the use is not clearly defined in the parking table of the zoning ordinance.

C. ITE Guidance

The Institute of Transportation Engineers (ITE) produces manuals every several years which provide recommendations for parking ratios to accommodate parking demand on-site. Below are recommendations from recent ITE manuals for uses classified as *places of assembly* in the Homewood zoning ordinance, including recommendations for *how* parking ratios should be calculated using one or more of the following methods:

- # of spaces based on gross square footage (KSF, or per thousand square feet)
- # of spaces based on maximum building capacity (as established by Fire Department or other body which legally sets max.)
- # of spaces based on fixed seating or other operational element (i.e. golf holes, lanes, etc.) in lieu of fixed seating

Use Category (ITE)	Preferred Method for Calculating Parking	Ratio
Places of Worship	KSF, seats	0.2-0.25 spaces per seat (1 per 4 seats) OR 3.79 per 1,000 square feet (approximately 1 space per 350 square feet)

Indoor Recreation Facility	KSF	6.33 per 1000 square feet (approximately 1 per 150 square feet)
Theaters	Seats	1 space per 4-5 seats (varies depending on type of theater)
Library	KSF	2.61 per 1,000 square feet (approximately 1 space per 400 square feet)
Conference/Event Space/Banquet Center	Seats, Max Building Capacity	1 per 3 max. stated attendance capacity
Suburban Auditorium/live theater/similar	Seats, Max Building Capacity	1 per 4 seats or 1 per 3 max. stated attendance capacity

The ITE manuals contain parking demand estimates for over 600 use categories. However, they are only one tool for setting parking requirements. Keep in mind the following three caveats for any use of ITE parking data in decision-making:

1. ITE Standards Capture Parking Demand, Not Recommended Parking Requirements: ITE standards measure *maximum projected parking demand*, which is not the same as recommending parking requirements for a community. While some communities require each site to park to the *maximum projected parking demand* listed in the manuals, other tools are available for accommodating projected parking demand while creating more efficient parking patterns in a municipality.

2. ITE Recommends Averages Across Many Communities: The demand estimates in ITE manuals are *averages* gathered from many types of communities and uses. Any planning or engineering code or standard needs to be carefully contextualized to an individual community. Each community has variability in its transportation behavior, land use mix and urban layout compared to any other community. For example, a “built-out” municipality with shared parking areas (such as Homewood) will vary greatly in its parking patterns from a “new-build” exurban community with new projects isolated from one another. The ITE recommends that communities carefully calibrate their parking standards to the transportation needs of each individual community based on demand.

3. ITE Assumes Maximum Vehicle Travel Behavior: ITE standards primarily plan for uses to accommodate all parking, off-street and on-site. The standards also assume that 100% of trips will be accomplished by single-occupancy vehicles with each trip to a new use requiring a distinct parking space. However, many urban planning organizations (including leading agencies such as the American Planning Association and the Urban Land Institute) have regularly criticized ITE standards due to:

a) **Functional inaccuracy** - practice-based planning studies regularly show retail, hospitality, and office uses are “over parked” when using ITE standards, even when adjusted for changed demand patterns since the start of the COVID-19 pandemic). Additionally, tying parking requirements to specific components of a use can cause inaccuracies in practice. For example, while a bowling alley (a *place of assembly* use in Homewood) may be recommended to require parking for 6 vehicles per lane, bowling alleys rarely operate with all lanes utilized because of operational constraints (labor, maintenance, etc.) and the less-than-common occurrence of six bowling partners driving separately to use a single lane together.

b) **Encouragement of inefficient parking practices** - planning large parking areas for demand potentially reached only 1-2 days of the year – such as Black Friday for retail uses – results in large swaths of urban land becoming economically unproductive and other costs to community.

c) **Lack of response to transportation behavior** - many trips, even in suburban environments, are completed where multiple uses are visited with one trip; additionally, residents rely on shared trips, carpools, walking or other methods of travel aside from single-occupancy vehicle trips. ITE standards are generally built around the assumption that all trips will be completed with each use requiring a dedicated parking space for each trip.

Many communities heavily modify parking requirements from the demand standards set in the ITE manual, opting instead for standards which respond to local demand, transportation behavior, and community layout. These standards should be used as a reference point, and not the only piece of information in making a decision about parking requirements.

D. American Planning Association Best Practices

The American Planning Association, the largest advocating body of urban planners in the United States, recommends the following key practices in Policy Action Guides published since 2010:

1. **Avoid Relying on Single-Use Parking Standards to Solve Parking Issues:** Reduce parking requirements and encourage shared parking agreements, on-street or off-site parking for intermittent uses, locating intermittent uses with more defined peak hours near compatible uses with other peak hours.
2. **Avoid Providing Too Much Supply for Irregular Demand:** Avoid planning parking for “once-a-year” demand scenarios, opting instead for strategic parking reductions that meet most demand scenarios while preserving land for economically productive use and avoiding harmful impacts on the environment or the surrounding community. Provide parking for regularly realized demand.
3. **Emphasize Shared Parking:** Promote larger and more-intensive uses in areas where future shared parking arrangements may be cultivated.

E. Recommendation

In light of the research above, staff recommends the following parking ratios for place of assembly uses:

1. **1 space per 250 square feet, OR 1 space for 4 fixed seats, whichever is greater.**
2. **Schools be a separate zoning requirement category, requiring the following parking standards:**
 - **High schools: 1 space per employee AND 1 space per 4 students based on stated enrollment over 15 years**
 - **Junior high schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years.**
 - **Elementary schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years.**

The following general argument is made for this recommended parking requirement:

1. Parking Deficiency at Large Place of Assembly Uses: There is a need for more parking at uses with a large number of fixed seating, as the amount of space taken up per individual in most cases is far less than 300 square feet.

One illustration of this issue is St. John Neumann Church, with the new zoning ordinance in 2023, the parking requirements decreased from **160** to **54** spaces. For uses such as theaters and places of worship, the most intense use occurs when people are in fixed seats. This should be distinguished from uses with “standing room only” or flexible seat arrangements found in other places of assembly.

2. Fixed Seats and Other Secondary Spaces Are Related: Uses with fixed seating in other places in the building (including foyers, meeting rooms, other open gathering spaces, etc.) use seating to support functions in the space with fixed seating – these space are largely used by the same patrons and do not need additional parking. Two examples are provided below:

a) **Theaters and Auditoriums:** theaters and auditoriums are uses built around fixed seating, with the other areas used to access the theater area (foyers, etc.) or to support the theater use (i.e. concessions, coat check areas, ticket areas, etc.) without adding new demand to the use.

b) **Places of Worship:** For places of worship, spaces outside of a primary worship area (such as classrooms, narthexes, etc.) are used by the parishioners who are also using the primary worship area. On days other than active days of worship where the primary area with fixed seating is being used, it is unlikely that the demand for the other spaces will exceed the total seating capacity in the main worship area, which is designed to accommodate the maximum demand for congregants at the church.

3. Common Issues with Parking Deficiency for Peak Hours at Place of Assembly Uses: *Place of assembly* uses are challenging to park because they have limited hours of high-intensity use (such as movie showings, events at specific times, or programming at limited hours of the day). Staff recognizes the need to respond to the parking needs at higher-intensity *place of assembly* uses. The reduction from 1 space per 300 square feet to 1 per 250 square feet provides a parking ratio that is slightly more in-line

with recommendations found in ITE manuals and standards found in communities similar to Homewood, and maintains the intent of the general parking requirement for *places of assembly* set in 2023.

4. Broad Use Category is Good for Zoning Administration, But Needs Protection: Breaking out individual uses may challenge zoning administration, and does not resolve the issue of uses which do not fall under any specific zoning category (such as the art and film production facility proposed at 17811 Bretz Drive under consideration by the Planning and Zoning Commission on June 27 and July 9). The current use categories are largely inclusive of any use that may have assembly as a primary function.

5. Schools: Schools follow a different pattern from other places of assembly, and their site design is developed under a different set of constraints. The requirement for vehicle parking varies at different levels of schooling as transportation choices change and students receive driving permits at ages 16-18. The use of schools is highly variable, with a fixed enrollment of students moving between different parts of the building throughout a day. Most communities, including those identified in the peer sample, break schools out as a separate use.

Staff recommends a new ratio for schools based on practices of other communities and the ITE manual, which sets a measure of 1 per 4 students for suburban high schools and 1 per 7 students for suburban elementary schools. The elementary school standard is based on the average number of students per employee (not teachers), which is a ratio of 1:7. The high school standard is based on the number of high school students who drive to school (though the ITE manual accounts for a large number of students bussing or being dropped off at school, as stated by an engineer contacted from T.Y. Lin Engineering who is familiar with ITE requirements). Visitor parking rates of approximately 0.1 spaces per student in the school are added to the proposed parking requirement.

This proposal rectifies the lack of inclusion of schools in any use category, making administration of any future zoning standard for parking more difficult.

SUMMARY

Staff recommends the following amendments, with justification of each amendment provided:

1) Amend Table 44-03-04 to permit *Indoor Commercial Place of Assembly, <5,000 Square Feet and Indoor Commercial Place of Assembly, >5,000 Square Feet* uses in the M-1 Limited Manufacturing zoning district as a special use.

This amendment is proposed for the following reasons:

- a) *Commercial places of assembly* align with the purpose of the M-1 zoning district.
- b) Many areas zoned M-1 are suitable for economically viable *commercial places of assembly*.
- c) Many buildings in the M-1 district are suitable for *indoor commercial place of assembly* uses, and permitting assembly uses may encourage desirable reuse of buildings.
- d) *Commercial place of assembly* uses will provide opportunities for economically productive uses in Homewood while avoiding undue impacts on other properties.

e) There are limited zoning options for permitting appropriate *indoor commercial place of assembly* uses on properties currently zoned M-1.

f) The designation of *indoor commercial places of assembly* as a special use permit allows each proposed use to be considered individually for suitability of its location respective to other properties.

2) Amend Table 44-05-02 to adjust off-street parking requirements for places of assembly uses to accommodate increased parking for uses with fixed seating and other use-specific modifications to place of assembly uses, replacing the current “1 space per 300 square feet” requirement for all place of assembly uses:

1. 1 space per 250 square feet, OR 1 space for 4 fixed seats, whichever is greater.
2. Schools as a separate use and zoning category, requiring a standard of the following:
 - High schools: 1 space per employee AND 1 space per 4 students based on stated enrollment over 15 years
 - Junior high schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years.
 - Elementary schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years.

a) The proposed parking amendment addresses the reduction of parking requirements for places of assembly (including places of worship, auditoriums, event centers and theaters) with the adoption of the 2023 zoning ordinance.

b) The amendment allows for appropriate parking requirements for places of assembly with fixed seating, while avoiding overly burdensome parking requirements for other assembly uses.

c) The increased overall parking requirement addresses the high peak parking demand at place of assembly uses, especially at commercial places of assembly, in alignment with best practices for parking regulation.

d) The amendment preserves the broad requirements for place of assembly uses, which eases zoning administration and assures consistency for the regulation of all places to assemble.

e) Parking requirements for schools are not clearly addressed in the current zoning ordinance. Since schools follow unique patterns of use and site demands, parking requirements have been broken out in alignment with ITE standards, peer communities and best planning practices.

FINDINGS OF FACT

Staff has prepared the draft findings of fact in accordance with the standards set forth in the Homewood Zoning Ordinance. The findings of fact, as proposed and amended, may be entered into the record:

1. The Village of Homewood Zoning Ordinance was adopted on January 11, 2023;

2. Section 44-03-04 of the Homewood Zoning Ordinance lists all *place of assembly* use categories, including *indoor commercial place of assembly*, *outdoor commercial place of assembly*, *indoor non-commercial place of assembly* and *outdoor non-commercial place of assembly*, as prohibited uses in the M-1 Limited Manufacturing zoning district;
3. The amendment to Table 44-03-04 of the Homewood Zoning Ordinance permits the operation of *indoor commercial place of assembly* uses in the M-1 Limited Manufacturing zoning district;
4. *Outdoor commercial place of assembly*, *indoor non-commercial place of assembly* and *outdoor non-commercial place of assembly* uses will remain prohibited in the M-1 Limited Manufacturing zoning district;
4. All *indoor commercial place of assembly* uses permitted in the M-1 Limited Manufacturing zoning district as amended would be required to comply with applicable use-specific standards set forth in Section 44-04-04 and Section 44-08-11 of the Homewood Zoning Ordinance to receive approval of a special use permit by the Board of Trustees;
5. Section 44-05-02 of the Homewood Zoning Ordinance lists all *place of assembly* use categories as subject to a parking requirement of 1 parking space per 300 square feet of gross floor area;
6. The Village of Homewood consulted peer communities, engineering standards, input from other practitioners and guidance on best practices to assess this amendment;
7. The proposed amendment was initially presented at the June 13, 2024 hearing of the Planning and Zoning Commission and was continued to the June 27, 2024 hearing of the Planning and Zoning Commission.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

Recommend **approval** of Case 24-15 to the Village Board of Trustees:

1) Amend Table 44-03-04 to permit *Indoor Commercial Place of Assembly, <5,000 Square Feet* and *Indoor Commercial Place of Assembly, >5,000 Square Feet* uses in the M-1 Limited Manufacturing zoning district as a special use;

AND

2) Amend Table 44-05-02 to adjust off-street parking requirements for places of assembly uses to replace the current requirement for all *place of assembly* uses:

~~1 space per 300 square feet of gross floor area~~

To reflect the following language:

1 space per 250 square feet, OR 1 space for 4 fixed seats, whichever is greater; and

Add three use categories to Table 44-05-02 to include the following new parking requirements:

- High schools: 1 space per employee AND 1 space per 4 students based on stated enrollment over 15 years; and
- Junior high schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years; and
- Elementary schools: 1 space per employee AND 1 space per 10 students based on stated enrollment over 15 years.

AND

Incorporate the Findings of Fact into the record.