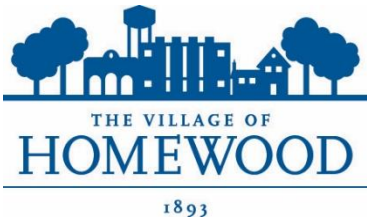


MEETING AGENDA



Planning and Zoning Commission

Village of Homewood

February 23, 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 from the February 9, 2023 Planning and Zoning Commission Meeting.
4. Regular Business:
[Commissioner](#) Training Refresher and Zoning Discussion
5. Old Business:
[Working](#) List of Considerations for Future Zoning Text Amendments
6. New Business:
7. Adjourn

The public is invited to the meeting using the link below to join Webinar:
<https://us06web.zoom.us/j/99184811606?pwd=UKU5TiBQc0Y0QXkxektpaGRYdz09>

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 9, 2023**

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 of the Planning and Zoning commission to order at 7:03 pm.

ROLL CALL:

Members attended: Alfonso, Bransky, Cap, Castaneda, O'Brien, and Chairman Sierzega. Present from the Village were Economic and Community Development Director Angela Mesaros and Building Department Secretary Darlene Leonard. The applicant and 1 person attended in the audience. 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 December 8, 2022.

Member Castaneda stated on Page 3 of the packet it should read "she stated she would put a memo together."

Member O'Brien stated on Page 7 of the packet to add "Mrs. Hardy asked if a list was available of the sections that changed in the zoning ordinances and was told none were available."

A motion was made by Member O'Brien to approve the minutes of December 8, 2022, as corrected; seconded by Member Cap.

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

NAYS: None

ABSTENTIONS: None

ABSENT: Member Johnson

REGULAR BUSINESS:

CASE 23-01: Special Use Permit for a Salon Establishment at 18664 Dixie Highway

Chairman Sierzega introduced the case and swore in the petitioner, DeShola Spencer, a resident of Flossmoor, and asked her to present the application.

Ms. Spencer stated she is a department chair at Ivy Tech Community College and works part time at Harold Washington. Ms. Spencer stated she specializes in dreadlocks. Her clientele is varied and includes doctors, nurses, principals, etc. And she has had previous locations in Calumet City and Lansing and currently has a salon suite in Orland Park. The location in Homewood is literally around the corner from

her home. She plans to do clients' hair 3 days per week. Ms. Spencer stated she did some marketing research on the area and the types of salons, but did not find anyone who specializes in deadlocks. Ms. Spencer stated she does wicks and sister locks (types of dreadlocks) and she is also a licensed barber.

Chairman Sierzega asked if Ms. Spencer is also a licensed beautician. Ms. Spencer stated no, and added that the State allows a barber license to do dreadlocks.

Member Alfonso asked how long it takes [to establish locks]. Ms. Spencer stated 1-2 days based on the hair thickness for wicks.

Member Alfonso asked how many hours each day. Ms. Spencer estimated 8-10 hours.

Chairman Sierzega asked how long it lasts. Ms. Spencer stated it would last for as long as the person likes it or wants it. Maintenance costs about \$200 and has to be done every 2-3 months. Ms. Spencer stated that sister locks can be combed out while wicks has to be cut out and the hair regrows from new.

Chairman Sierzega asked about how long it takes to maintain. Ms. Spencer explained that maintenance of locks can take, for example of her own hair, 40 minutes.

Member Castaneda did not have any questions. She stated she looked online and found 2 other businesses that look like dedicated locks practitioners within Homewood, as a context to the necessity for the special use.

Member O'Brien asked staff, regarding the packet, in the section identified Zoning & Land Use in "surrounding" it lists B-3 to the North and East, Flossmoor to the South, and single family to the West, but not B-3 to the South, which would account for the rest of the Southgate center. He inquired why the B-3 District specifically to the southeast of the subject property is not included in the category of surrounding zoning and land uses to the south. Staff Liaison Mesaros stated that the description of zoning and uses to the east refers to the Southgate shopping center. Member Bransky clarified that the B-3 District listed as "east" encompasses the entire Southgate district from the old Southgate Pharmacy to the south, including the whole area zoned B-3.

Member O'Brien asked Ms. Spencer if she completed any paperwork. Ms. Spencer stated yes, the zoning applications and standards for special use.

Member O'Brien asked if anything was done by hand. Ms. Spencer stated just on the computer.

Member O'Brien brought to the attention of Staff that the application was missing from the packet. He added that it is typically handwritten. Staff Liaison Mesaros stated it is an option to apply on the website or by hand. Members of the commission and Staff Liaison Mesaros discussed that this is part of the new process using an online system for applications.

Member O'Brien stated the information for parking is inconsistent with the previous application for a salon at that same location. He noted that the parking does not provide tabulations per tenant in the building, just a total for the multi-tenant building. He asked why the approach to tabulating parking changed. Staff Liaison Mesaros explained that this reflects the new parking regulations. The new ordinance does not distinguish between tenants in multi-tenant buildings; they're treated as one consolidated use considering parking for the entire building, rather than by each unit.

Member Bransky referenced the Staff Memo that provides a definition of the multi-tenant building and includes personal services.

Ms. Spencer offered that it would be just herself and 1 client; her parking needs will be minimal.

Commission members acknowledged that the present case does not present concerns, clarifying that they are seeing this information presented in a new manner for the first time.

Member Cap had no questions.

Member Bransky asked if there would be any chemical used prior to treatment. Ms. Spencer stated only if they do color, but no chemicals are needed for styling or maintenance. Member Bransky clarified that she would not be handling or disposing of any chemicals. Ms. Spencer affirmed, adding that she does not do any work with relaxers.

Member Bransky clarified that the intention is to be open three days a week, and asked if it will be by appointment only and if there will be any overlap of customers. Ms. Spencer explained that she schedules her clients one right after another to maximize the efficiency of her operations.

Member Bransky asked if it would be two to three clients in the business at one time. Ms. Spencer stated a maximum of two people because that is the maximum number she can have in service at one time. She does not like to have clients sitting and waiting.

Member Bransky stated it is low traffic flow.

Member Alfonso stated it is a small space and she cannot imagine more than one to two people. Member Alfonso thanked Ms. Spencer for the examples and stated it is very interesting.

Member Alfonso inquired if there was more to the space, such as a restroom. Ms. Spencer stated there is a restroom in the back, there will be 2 dryers, a shampoo bowl, and a workstation. Ms. Spencer stated she is currently in a 210 sf space which is enough space, but this location is closer to home and is financially better than her current location.

Ms. Spencer stated she does not take new clients unless they are referred by a current client. She does not have social media and she has not handed out business cards since 2010. Her business is thriving and she will serve 20 clients in the course of two days.

Chairman Sierzega asked, on average, how many people would be served in one day. Ms. Spencer stated it averages 8-10 people, varying based on the services needed. She looks to maximize her scheduling between the hours of 9:00 am to 7:00 pm.

Chairman Sierzega asked the prospective business hours. Ms. Spencer stated 9:00 – 7:00. The days of the week may vary based on the demands of her full-time job, but definitely Fridays and Saturdays.

Chairman Sierzega asked if she would be open on Sundays. Ms. Spencer stated no.

Chairman Sierzega asked if clients would enter through the front entrance or the rear. Ms. Spencer stated the front entrance.

A motion was made by member O'Brien recommend to approve Case 23-01 to grant a Special Use Permit for a Salon Establishment in B-3 General Business District for "The Natural You, LLC" at 18664 Dixie Highway and incorporate the Findings of Fact into the record; seconded by Member Cap.

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

NAYS: None

ABSTENTIONS: None

ABSENT: Member Johnson

NEW BUSINESS:

Chairman Sierzega asked if there were any questions regarding the new zoning code. Staff Liaison Mesaros asked if there are any questions or changes to the Working List of Future Zoning Text Amendments.

Chairman Sierzega referenced Section 44-04-14.B.5 and asked where the dimensions for the placement of basketball hoops came from. Commission members and Staff discussed the history of the considerations of basketball hoop placement. Staff Liaison Mesaros responded that she would have to look through previous documents for more details.

Member Bransky asked if the garage is only 8 feet from the lot line, then the basketball hoop could not be in the front. Staff Liaison Mesaros stated yes.

Member O'Brien referenced a case for a basketball hoop in the front yard in November 2021 that was withdrawn. Staff Liaison Mesaros stated it was the withdrawn, because it was determined to comply with the ordinance.

Further discussion around basketball hoops ensued.

Member O'Brien expressed concern about the process of the update to the zoning ordinance.

Member Bransky stated that the intention of the Commission and Staff is to maintain a list of ongoing topics for further discussion and review as the new zoning ordinance is applied. Further discussion ensued about the creation and maintenance of the list.

Chairman Sierzega referenced Section 44-07-02.B referring to Appendix A and asked where to find the appendix. Staff Liaison Mesaros stated it was emailed to everyone, but it was not printed. Member Castaneda confirmed that the appendix was emailed on 2/1/23. Staff Liaison Mesaros offered to provide printed copies of the revised Appendix A for the commission members, and the form will be available to the public online. Discussion ensued about where online the public will find the ordinance and the appendix.

Member Bransky suggested that if any commissioner has issues or questions about the changes to the ordinance that are specific to a zoning case, they should discuss it before the case is presented at the meeting.

Discussion ensued around the online submission process for zoning forms and the change in formatting. Member Cap asked about the need to have a signature on the submitted response to standards, completed by the applicant. Member Bransky asked if it can be added to the end of the application something like "by checking this box, the information provided is to your knowledge true and correct".

Member Cap stated that the Village Attorney could weigh in on the new application form based on the legality without a signature and make sure that we have not missed any State and Local laws. Member Cap stated it has to be done correctly and having a signature on it might be what is needed, even if it's an electronic equivalent.

Member Cap asked if Member O'Brien's "loose ends" list is going to be the starting point and they will work through them. Staff Liaison Mesaros stated yes.

ADJOURN:

Chairman Sierzega called for a motion to adjourn the meeting. Member O'Brien moved to adjourn the meeting at 8:39 pm; seconded by Member Cap.

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

NAYS: None

ABSTENTIONS: None

ABSENT: Member Johnson

Respectfully submitted,

Angela Mesaros, Director of Economic and Community Development

Staff Liaison

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: February 23, 2023

To: Planning and Zoning Commission

Through: Angela Mesaros, Director of Economic and Community Development

From: Valerie Berstene, Village Planner

Topic: Commission Training Refresher and Zoning Discussion

TRAINING REFRESHER TOPICS

The adoption of the new Zoning Ordinance presents a good opportunity to brush up on the rules, roles, and responsibilities of the Planning and Zoning Commission. It is good practice to have Plan Commissioner Training at regular intervals, such as annually or every other year. With the COVID-19 pandemic shut-downs, followed by the update to the Homewood Zoning Ordinance, it has been almost 5 years since any formal training for the Homewood Planning and Zoning Commission. Rather than dedicating several hours to full training with an outside organization, Staff is taking the opportunity at regularly scheduled meetings to provide a concise refresher on topics relevant to the Homewood Planning and Zoning Commission. The February 23, 2023 discussion will include:

1. Review of New Packets and Applications
2. Review of Process and Responsibilities
3. Review of Findings of Fact and Standards

ZONING CLARIFICATIONS AND CONSIDERATIONS

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.

Commission members will have the opportunity to discuss or contribute to the Working List of Considerations for Future Zoning Text Amendments at the meeting. Additionally, Staff can provide any further clarification to questions raised on February 9, 2023 about basketball hoops.

1. Working List of Considerations for Future Zoning Text Amendments
2. Basketball Hoops

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE: February 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 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, it does make issues of zoning determination less clear. One way to address this may be by developing policy guidelines for applying the Zoning Ordinance. This can establish clarity while continuing to test the new regulations before making amendments. Staff can prepare such guidelines to be circulated to the Planning and Zoning Commission.