

MEETING AGENDA



Planning and Zoning Commission

Village of Homewood

May 22, 2025

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 February 27, 2025 meeting of the Planning and Zoning Commission.

Approve minutes from the May 8, 2025 meeting of the Planning and Zoning Commission.

4. Public Comments

5. Regular Business:

A. **Public Hearing** for Case 25-14: Special Use Permit, Salon/Spa Establishment, 18346 Governors Highway

B. **Public Hearing** for Case 25-01: Zoning Text Amendment, Village Sign Code Update

C. **Public Hearing** for Cases 25-08 and Case 25-19: Special Use Permit and Variance for Indoor Commercial Place of Assembly at 18027 Dixie Highway

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=UkU5TjBQc0Y0QXkxektpaGRYdz09>

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 27, 2025**

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 pm and explained the procedure for the meeting.

ROLL CALL:

In attendance were Members Alfonso, Cap, Castaneda, O'Brien and Chair Pro Tem Bransky. Present from the Village were Director of Economic & Community Development Angela Mesaros, Assistant Director of Economic & Community Development Noah Schumerth, and Building Department Secretary Darlene Leonard. There were 2 members of the public in attendance, and no one watching on Zoom.

The public was able to watch and listen to the meeting via Zoom webinar.

APPROVAL OF MEETING MINUTES:

Chair Pro Tem Bransky asked for any changes to the minutes from January 23, 2025.

Member O'Brien stated on page 6 at the top in the comments from Ms. Rowels change "not" to "now" and towards the bottom of page 7 in the comments from Ms. Jones change "higher" to "hire".

Member O'Brien motioned to approve the minutes as amended from January 23, 2025; seconded by Member Cap.

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

NAYES: NONE

ABSTENTIONS: None

ABSENT: Member Johnson and Chair Sierzega

PUBLIC COMMENT:

None

REGULAR BUSINESS:

Case 25-05: Special use Permit for Indoor Commercial Place of Assembly at 18111 Dixie Highway:

Chair Pro Tem Bransky introduced the case, asked about any comments from the mailing, and swore in the applicant, Erbey Solis of 18111 Dixie Highway.

Assistant Direct Schumerth stated no comments were received.

- Mr. Solis stated currently they promote healthy active lifestyle selling supplements, etc. and have a regular daily clientele. They want to offer a basic dance or step class to the regulars as a perk and have it once a week, if allowed.

Member Alfonso asked who would be leading it, if the instructor is certified, if the classes would be outside of normal business hours, and if the classes would be open to just clientele.

- Mr. Solis stated they do have a licensed instructor to teach the class and it is currently being offered at the Chicago Heights Park District. The classes would be after the normal business hours. The classes would be no more than 20 people. The location has 1,495 square feet and it is just enough space for 20 people to be comfortable.

Member Alfonso asked if there is a sound system, if it had been tested, and if it disturbed the neighbors.

- Ms. Solis stated they have a Bluetooth subwoofer. He has two neighbors, The Rock Shop and Edward Jones. Edward Jones would be closed and The Rock Shop couldn't hear the music.

Member Alfonso asked about the parking.

- Mr. Solis stated the clientele uses public parking. The classes would be pre-paid so they will know ahead how many will be attending.

Member Alfonso asked if the classes would be after 6.

- Mr. Solis stated yes.

Member Cap stated the 4 spaces are adequate for a juice bar, but it doesn't seem to be enough for 20 people.

- Mr. Solis stated they recommend to park on Gottschalk and also carpool.

Member Cap stated he is just concerned about the parking.

Member O'Brien asked the size of the front of the space being used.

- Mr. Solis stated he just knows the square footage of the entire space. He did measure it, but doesn't remember the numbers and thinks it is about 800 square feet.

Member O'Brien asked staff about the Special Use Standards on pages 14 & 15 because there should be 12 of them and there was no response to numbers 3, 6, 8, & 9 and asked if there was a reason for that.

- Assistant Director Schumerth stated number 12 is about historical significance and it was reduced to just respond to the questions that need additional information or should be focused on.

Member Castaneda stated her questions were answered, but there is a typo in the Findings of Fact #2 stating that it should say Evergreen Park.

Chair Pro Tem Bransky asked if they would expand to more classes if the demand is there or have them once a week.

- Mr. Solis stated they can get really busy and the schedule is set and he also coaches softball in town. They are already working with the Chicago Heights Park District and if there is demand for additional classes it can be there.

Member O'Brien stated he is trying to understand the parking and the reference to the Zoning Code.

Assistant Director Schumert stated it is from before 2023 when the buildings and businesses were not required to add unless there was an increase by certain standards. Because it was enacted before 2023 there is no substantial change there is no requirement to have more.

Staff Liaison Mesaros stated it is an existing nonconformity because it was built before 2023.

Chair Pro Tem Bransky stated parking is a concern but because it is 1 hour and 1 night a week it is not overly concerning.

Member Cap stated it is prudent that it is limited occupancy.

Member O'Brien asked if there was a study done recently for the street parking.

Staff Liaison Mesaros stated yes

Member O'Brien asked if a copy can be provided.

Staff Liaison Mesaros stated yes.

Member Alfonso motioned to recommend approval of Case 25-05 for a special use permit to operate an indoor commercial place of assembly use at 18111 Dixie Highway, subject to the following conditions: 1. The proposed use shall not operate within the hours of the existing carryout restaurant use. 2. The total capacity of the use shall not exceed twenty (20) people, and incorporate the Findings of Fact into the record; seconded by Member Castaneda.

AYES: Members Alfonso, Member Castaneda, and Chair Pro Tem Bransky

NAYS: Members Cap and O'Brien

Abstentions: None

Absent: Member Johnson and Chair Sierzega

Staff Liaison Mesaros stated to the applicant it was not approved as 4 votes is needed and the next step is to go to the Village Board. It is not a recommendation for approval, but it can be discussed if they still want to go forward.

Case 25-06: Special Use for Salon/Spa at 1953-1955 Ridge Road:

Staff Liaison Mesaros stated the case was withdrawn. There was an existing salon in the space in the allotted time so the Special Use permit was not needed.

OLD BUSINESS:

Staff Liaison Mesaros stated the Village Board unanimously denied the event space on Dixie.

NEW BUSINESS:

Assistant Director Schumerth stated they are exploring options to permit the types of events, like an accessory event permit, to find a way to have them but merge the parking, etc. They are trying to find a balance so they don't need to be elevated to the Commission.

Member O'Brien stated it would be good to have an in-service meeting to discuss it to be in sync with staff.

Staff Liaison Mesaros stated it would be a change to the Zoning Code and it would go in front of the Commission and be an added accessory use.

Member Cap stated for Trustee and owner of Tom's Kitchen, Tom Katais passed away.

ADJOURN:

Member O'Brien made a motion to adjourn; seconded by Cap. The meeting adjourned at 7:34 PM.

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

NAYES: NONE

ABSTENTIONS: NONE

ABSENT: Member Johnson and Chair Sierzega

Respectfully submitted,

Darlene Leonard

Darlene Leonard, Building Department Secretary

Meeting Minutes | February 27, 2025

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING:

May 8, 2025

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 pm and explained the procedure for the meeting.

ROLL CALL:

In attendance were Members Bransky, Cap, Castaneda, and Chair Sierzega. Present from the Village were Director of Economic & Community Development Angela Mesaros, Assistant Director of Economic & Community Development Noah Schumerth, and Building Department Secretary Darlene Leonard. There was 1 member of the public in attendance, and no one watching on Zoom.

The public was able to watch and listen to the meeting via Zoom webinar.

APPROVAL OF MEETING MINUTES:

Chair Sierzega asked for any changes to the minutes from February 27, 2025.

Chair Sierzega stated Member O'Brien emailed in comments about the minutes and the agenda.

On page 3 in the second comments from the petitioner, the sentence should reference 20 people, not 2 people. On page 5 in the New Business, the owner's name for Tom's Kitchen should be Kataras.

In the agenda, on page 7 in the Background, it should be 1,300 square feet, not 1,100 square feet. In the Findings of Fact on Page 9, the second Finding of Fact should reference Tinley Park and not Mokena.

On page 12 in the right column it is not a residential zoning review and it should be changed from permitted to special use.

Member Bransky motioned to approve the minutes as amended from February 27, 2025; seconded by Member Castaneda.

AYES: Members Bransky, Cap, and Castaneda

NAYES: NONE

ABSTENTIONS: Chair Sierzega

ABSENT: Members Alfonso, Jackson, and O'Brien

PUBLIC COMMENT:

None.

REGULAR BUSINESS:**Case 25-10: Special use Permit for Carry-out Facility at 18035 Dixie Highway:**

Chair Sierzega introduced the case and swore in the petitioner, Kathy Smith-Bracy of East Hazel Crest.

Chair Sierzega asked if any comments had been received.

- **Assistant Director Schumerth stated no.**

Ms. Smith-Bracy introduced the business and said it would be a simple smoothie café made with organic fresh fruits, and may offer juices. The business would be a bar or counter and open space so customers can see it being made and have a bench and some chairs while waiting. There will be no onsite eating.

Member Cap stated there have been conversations with staff about the progress of parking in the Downtown and asked if there is a timeline.

- **Staff Liaison Mesaros stated they are looking into a couple of things. There is a jurisdictional transfer in the May meeting for Harwood as it is becoming a one-way and there will be 23 parking spaces on it and it is in the works to get 45 spaces from Saint John Neumann.**

Member Cap asked if it will be double sided.

- **Assistant Director Schumerth stated Harwood will have angled parking.**
- **Staff Liaison Mesaros stated the parking on Harwood will be on one side.**

Member Cap asked when the transfer will occur.

- **Staff Liaison Mesaros stated sometime in the summer, and then the street will have to be restriped with signage installed.**

Chair Sierzega asked the number of spaces in the proposed agreement with the St. John Neumann church lot and the location of those spaces.

- **Staff Liaison Mesaros stated 45 and the furthest north by the Library.**
- **Assistant Director Schumerth stated the row next to the Library and the next row over.**

Chair Sierzega asked Staff why Number 11 on page 15 is no and not yes.

- **Assistant Director Schumerth stated it's for when the applicant has to provide new utilities for public use and it needs rewording.**
- **Staff Liaison Mesaros stated the application was gone over with member O'Brien and changed wording and this must be an old version of the application.**

Chair Sierzega stated 5 spaces are needed for the property, with one space available in the rear of the building and then street parking covering the remaining parking requirement.

- **Ms. Smith-Bracy stated she thinks the street parking spaces would be adequate.**

Chair Sierzega asked the operating hours.

- **Ms. Smith-Bracy stated it is debatable. She wants to be open early because of the Metra line so around 7, but is unsure of the evening hours. Right now she is thinking 7-7, but they can be adjusted based on demand.**

Chair Sierzega asked about the days of operation.

- **Ms. Smith-Bracy stated either Monday-Saturday or Tuesday-Sunday based on demand and be 5 or 6 days a week.**

Chair Sierzega asked about ingress for the public if it was the front door only, that there is no sit down service, and how soon it would be open.

- **Ms. Smith-Bracy stated patrons would only enter through the front. Smith-Bracy said that there will be no sit down service, just seats to use while waiting. She is looking at mid-June to open. She would be changing the flooring and adding the counters, equipment, and the seating for waiting.**

Chair Sierzega asked if it was correct that fire sprinklers are not required.

- **Staff Liaison Mesaros stated that is correct.**

Member Cap asked if there was a concept for the peak hours and the traffic and parking.

- **Ms. Smith-Bracy stated she did some research that shows early morning and then later in the evenings and after work and working out. But she wasn't sure of a peak time because it wasn't in the research. Ms. Smith-Bracy stated she can talk to the nutrition bar and ask about the traffic get.**

Member Cap asked if there is a set menu for the proposed business.

- **Ms. Smith-Bracy stated fruits, juices and options of additives like spinach. The smoothies will be tailored to the customers taste.**

Chair Sierzega asked about the number of employees.

- **Ms. Smith-Bracy stated she is going to start with 1 employee on shift and have someone else come in and relieve them. It would be either herself or her business partner.**

Chair Sierzega asked if there would be other food or snacks.

- **Ms. Smith-Bracy stated no, just the smoothies and acai bowls which are a form of smoothie.**

Member Cap asked if there would be any competition with the neighbors for parking.

- **Ms. Smith-Bracy stated there are 1 or 2 spaces used for the business next door, but admitted she had not seen busier times. There is a restaurant on the other side, but it is currently closed. Ms. Smith-Bracy stated she had not seen the parking when the Church has services.**

Chair Sierzega stated since there are only 4 commission members at the meeting and 4 votes are need to approve Ms. Smith-Bracy can elect to continue the case to the next meeting.

- **Ms. Smith-Bracy elected to have the vote tonight.**

Member Bransky motioned to recommend approval of Case 25-10 to grant a special use permit for a carry out facility in the B-2 Downtown Transition District for Sunny's Smoothie Café at 18035 Dixie Highway; and incorporate the Findings of Fact into the record; seconded by Member Cap.

AYES: Members Bransky, Cap, Castaneda, and Chair Sierzega

NAYS: None

Abstentions: None

Absent: Members Alfonso, Johnson, and Member O'Brien

OLD BUSINESS:

Staff Liaison Mesaros stated the Village Board unanimously denied the event space on Dixie.

NEW BUSINESS:

Chair Sierzega asked if there will be a second meeting in May.

- **Assistant Director Schumerth stated yes, on May 22, and there will be a couple of cases. There is a text amendment for the sign code to bring it into the Zoning Ordinance. It needs approval because it is a text amendment of the zoning ordinance. Schumerth said the goal is to bring all development regulations into a single chapter.**

Member Cap asked if changes would change the flow of signage projects; and if procedures will change and will involve the Planning & Zoning Commission at all.

- **Staff Liaison Mesaros stated no.**
- **Assistant Director Schumerth stated it will add processes, identify what the Appearance Commission will do as a decision-making body, and adds standards. Sign reviews will remain the work of the Appearance Commission.**
- **There is a special use at 18346 Governors for a salon and a special use for an event center at 18207 Dixie and a parking variance.**

Member Castaneda asked if the location was the old Culture.

- **Staff Liaison Mesaros stated it's the old Vice District.**

Member Cap asked if Staff has been encouraging the applicant to talk with Eldridge Dental for parking.

- **Assistant Director Schumerth stated they have been open about previous cases and the context about what has been going on and the parking changes and explained about making parking agreements.**

Chair Sierzega asked if there were any updates about the donut shop.

- **Staff Liaison Mesaros stated they are working, but it's slow.**

Chair Sierzega asked if there was a construction update for the Spornette Building.

- **Building Department Secretary Leonard stated it hasn't been approved yet.**

ADJOURN:

Member Cap made a motion to adjourn; seconded by Member Bransky. The meeting adjourned at 7:33pm.

AYES: Members Bransky, Cap, Castaneda, and Chair Sierzega

NAYES: NONE

ABSTENTIONS: NONE

ABSENT: Member Alfonso, Johnson, and O'Brien.

Respectfully submitted,

Darlene Leonard

Darlene Leonard, Building Department Secretary

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: May 22, 2025

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 25-14: Special Use Permit, Salon and Spa Establishment at 18346 Governors Highway

APPLICATION INFORMATION

| | |
|------------------|-------------------------|
| APPLICANT | Diamond Rowels |
| ACTION REQUESTED | Special Use Permit |
| ADDRESS | 18346 Governors Highway |
| PIN | 31-01-225-004 |

ZONING & LAND USE

| SUBJECT PROPERTY | ZONING | LAND USE |
|------------------|------------------------------------|--|
| CURRENT | B-3 General Business | Multi-Tenant Shopping Center |
| SURROUNDING | N: B-3 General Business | Retail (Walgreens Pharmacy) |
| | E: R-2 Single-Family Residential | Indoor Non-Commercial Place of Assembly (Woodlands Church) |
| | S: R-4 Multiple-Family Residential | Multi-Family Residential (>7 units) |
| | W: R-4 Multiple-Family Residential | Multi-Family Residential (>7 units) |

LEGAL NOTICE

Legal notice was published in *Daily Southtown* on May 8, 2025; letters were sent to property owners and residents within 250'.

DOCUMENTS FOR REVIEW

| Title | Pages | Prepared by | Date |
|---------------------------------|-------|---------------------------|------------|
| Application | 3 | Diamond Rowels, Applicant | 04/30/2025 |
| Special Use Standards Worksheet | 2 | Diamond Rowels, Applicant | 04/24/2025 |
| Floor Plan | 1 | Diamond Rowels, Applicant | 04/30/2025 |
| Staff Exhibits | 2 | Noah Schumerth, A.D. ECD | 05/15/2025 |

BACKGROUND

The applicant, Diamond Rowels of Lux3LoczLLC Salon of Dolton, Illinois, has requested a special use permit to operate a salon at 18346 Governors Highway. The business is proposed as “salon suites,” which will include private suites for stylists renting space at the facility.

According to the Village Zoning Ordinance, any salon or spa establishment operating in the B-3 General Business zone requires a special use permit.

DISCUSSION

The use is proposed to be one tenant of the Cherry Creek Shopping Center, located at 18300-18450 Governors Highway. This space was previously occupied by a salon and has been vacant for an extended time.

The use is proposed as “salon suites,” with 14 private spaces which may be leased by independent stylists. Twelve of these private “suites” will have newly constructed framed walls and doors to provide privacy. Two suites are existing and will be renovated and used as space for additional stylists. One suite will be constructed as a larger “window suite” which provides an additional amenity for stylists leasing the space. Shared salon booths and a waiting area will be provided in the main area of the use.

The tenant space includes an existing room with a sink and utility lines for laundry (washer/dryer), which will be renovated and converted into a shampoo and dryer area. An existing break room will be used as a communal space for any stylists using the salon suites facility. An existing bathroom will be used for clients and members of the public.

The applicant has proposed that the business will have 24-hour keypad access for stylists leasing space in a salon suite from the rear of the building. The applicant has stated that employee parking will be in the rear of the building, with public access restricted to the front of the building.

As a tenant within a multi-tenant shopping center, the parking requirement will be 1 parking space per 300 square feet of gross floor area. The Cherry Creek Shopping Center requires a minimum of 285 parking spaces ($85,610 \text{ square feet} / 300 = 285 \text{ parking spaces}$). The center has 391 parking spaces, and the property owner has shared with Village staff that 15 more spaces will be added to the lot due to parking reconfiguration on the south side of the plaza. The center within which the use is proposed meets parking requirements, and staff finds that parking is sufficient to support the customer load of the proposed use.

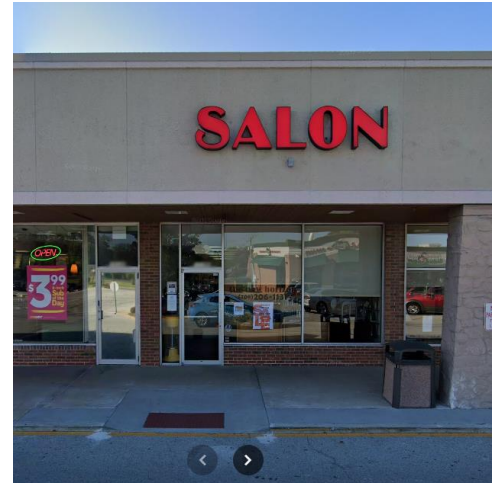


Figure 1: The proposed tenant space, previously operating as a salon, at 18346 Governors Highway (2018).

SPECIAL USE STANDARDS

The Village Zoning Ordinance defines salon and spa establishments as a *special use* in the B-3 General Business zone. Any special use must be reviewed against the Special Use Standards found in Section 44-07-11 of the Village Zoning Ordinance.

Staff has reviewed the application utilizing the Special Use Standards. The full responses to the Special Use Standards, completed by the applicant, are attached with this application.

- 1) Is the special use deemed necessary for the public convenience at that location? Another existing salon use is located in the Cherry Creek Shopping Center at 18360 Governors Highway. A nail salon, which is classified as a salon/spa establishment by the Zoning Ordinance, is also located in the Cherry Creek Shopping Center. A third salon, J.FLHair Studio, is located within a ½ mile of the proposed business at 2413 W 183rd Street.
- 2) Will the special use be detrimental to the economic welfare of the community?
- 3) Will the special use be consistent with the goals and policies of the comprehensive plan and other adopted plans of the village?
- 4) Is the special use at the subject property so designed, located, and proposed to be operated, that the public health, safety, and welfare will be protected? The Cherry Creek Shopping Center has a large amount of parking capable of supporting varying levels of appointment traffic at this location.
- 5) Is the special use a suitable use of the property and, without the special use, could the property will be substantially diminished in value? The property is located in the B-3 General Business zoning district, which permits a range of commercial uses. The use is suitable for the property, especially given the tenant space has been previously built out for a similar use. The property is unlikely to be diminished in value if the special use is not approved due to alternative permitted uses which may occupy the space.
- 6) Will the special use cause substantial injury to the value of other property in the neighborhood in which it is located?
- 7) Will the special use be consistent with the uses and community character of the neighborhood surrounding the subject property? The proposed use will have 24-hour access and may have appointments at night. However, several other nearby businesses (such as Walgreens) also maintain late hours. The business will have similar traffic flow to other businesses in the shopping plaza, including a nail salon and hair salon space in the same center.
- 8) Will the special use be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the zoning district? Parking is regularly available for use at the Cherry Creek Shopping Center for use.
- 9) Will the special use impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district?

- 10) Does the proposed special use at the subject property provides adequate measures of ingress and egress in a manner that minimizes traffic congestion in the public streets? The proposed use is to be located within a large commercial shopping center with internal drive aisles and off-street parking. The shopping center's parking and drive aisles have sufficient capacity to handle traffic generated by this use.
- 11) Is the subject property adequately served by utilities, drainage, road access, public safety and other necessary facilities to support the special use? The tenant space in which the business is proposed has utilities capable of supporting the proposed use, including public restroom access, connections for sinks and washer/dryer installations, and other infrastructure needed for a "salon suites" business. Parking is available near the employee (rear) and public (front) entrances.

STAFF COMMENTS

The applicant previously applied for a special use permit and variance to support a proposed salon/spa establishment at 2139 W 183rd Street. At the public hearing, the Planning & Zoning Commission failed to recommend approval of the special use permit. Therefore, the applicant withdrew the application.

FINDINGS OF FACT

The staff has prepared the draft findings of fact following the standards outlined in Section 44-07-11 of the Village Zoning Ordinance for special use permit applications. The findings of fact, as proposed or as amended, may be entered into the record:

1. The subject property is located at 18346 Governors Highway, a leasable tenant space located on a 5.46-acre parcel near the southwest corner of Governors Highway and 183rd Street;
2. The subject property is owned by North Park Properties, LLC of Northbrook, Illinois;
3. The subject property is located within the B-3 General Business zoning district;
4. The proposed business is to be located within a tenant space with 1,800 square feet of gross floor area;
5. The applicant has proposed a salon and spa establishment to occupy the subject property;
6. The current zoning designation of the property allows for a salon and spa establishment as a special use;
7. The subject tenant space is included within an 85,610 square-foot multi-tenant shopping center which requires 285 parking spaces. The center has 391 parking spaces on-site shared between other businesses within the center.
8. The subject site meets applicable development standards in Section 44-05 of the Village Zoning Ordinance;
9. The proposed salon business will operate within the existing commercial building that is adequately served by existing utilities, access, and on-site parking.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

The Planning and Zoning Commission may wish to consider the following motion:

Recommend **approval** of Case 25-14, a request for a special use permit to allow the operation of a salon and spa establishment in the B-3 General Business zoning district at 18346 Governors Highway;

AND

Incorporate the Findings of Fact into the record.

NON-RESIDENTIAL ZONING REVIEW PROCESS AND REQUIREMENTS



APPLICATION CHECKLIST

For all applications, provide the following:

- | | | |
|--|---|---|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Proof of ownership, or Letter of authorization by the owner | <input type="checkbox"/> Materials, as listed below |
| <input type="checkbox"/> Plat of survey with legal description | | <input type="checkbox"/> Payment of fee |

Based on each action(s) requested, provide the required materials listed below. Staff reserves the right to request additional materials, as required by the scope of the request, to make an informed decision.

Special Use, Limited Use, Temporary Use

- ☐ Site plan
- ☐ Conceptual floor plan
- ☒ Completed worksheet responding to applicable standards or review criteria
- ☒ Narrative describing the proposed use, including:
 - ☐ services provided
 - ☐ hours of operations
 - ☐ anticipated average and peak capacity

Variance

- ☐ Site plan
- ☐ Conceptual floor plan
- ☐ Completed worksheet responding to standards
- ☐ Letters of support from neighbors, optional

Site Plan Review

- ☐ Site plan or survey of existing conditions
- ☐ Site plan of proposed development
- ☐ Conceptual floor plan(s)
- ☐ Landscape plan, existing and proposed, if impacted by changes

Text or Map Amendment

- ☐ Site plan
- ☐ Conceptual floor plan
- ☐ Narrative describing the proposed land use requiring the amendment to the zoning text or map
- ☐ Completed worksheet responding to applicable standards

Planned Development

- ☐ Proposed plat of record for lot consolidation or subdivision
- ☐ Directory of all development team members/consultants with contact information
- ☐ Site plan or survey of existing conditions
- ☐ Site plan of proposed development
- ☐ Conceptual floor plan(s)
- ☐ Transportation Impact Study
- ☐ Village Impact Study
- ☐ Studies or reports by outside agencies

APPEARANCE REVIEW

For applications requiring Appearance Review, submit the following materials:

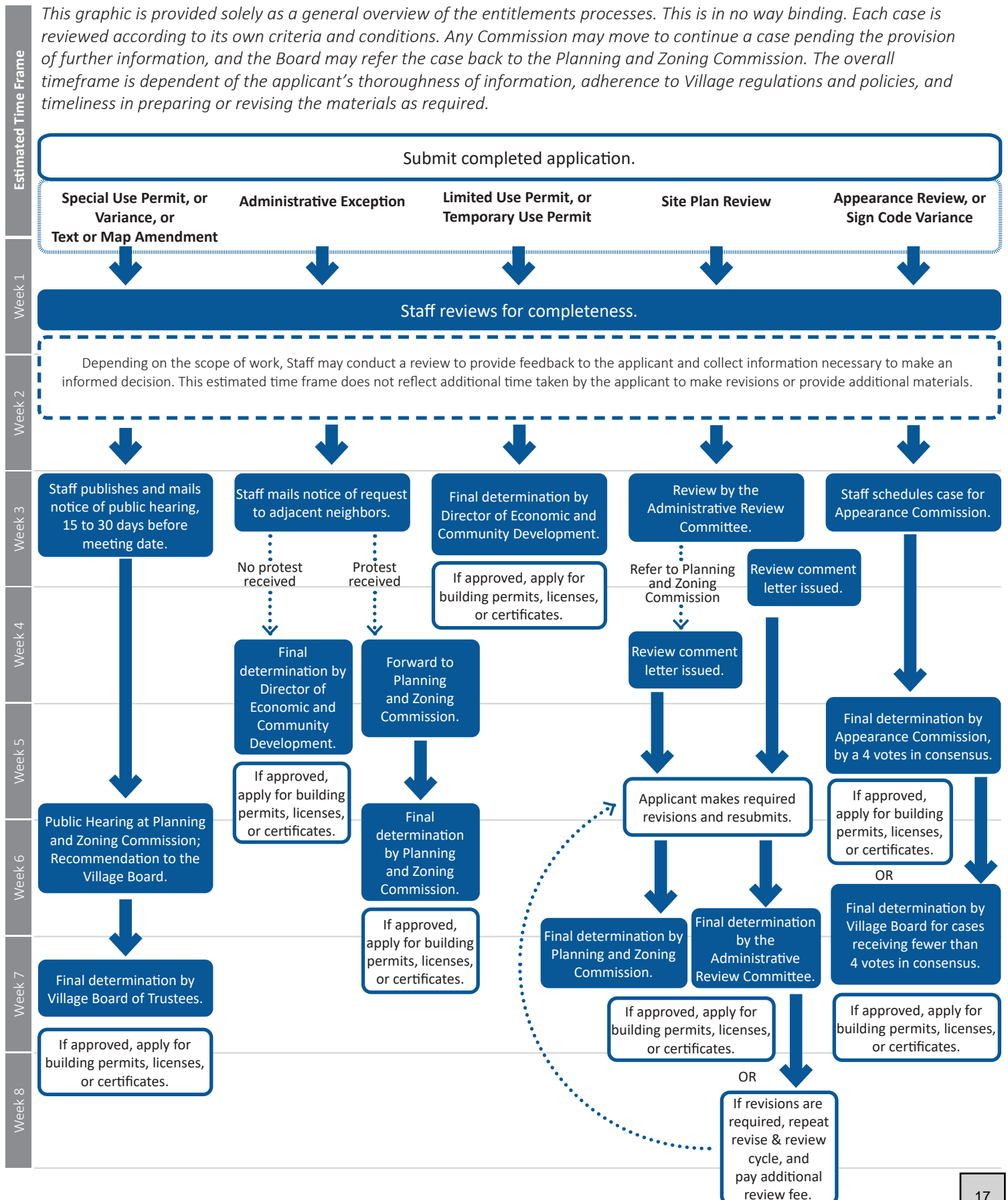
- | | |
|--|--|
| <input type="checkbox"/> Completed Appearance Commission application form | <input type="checkbox"/> Material palette board (digital), showing, as applicable: |
| <input type="checkbox"/> Narrative describing the proposed new or changed to elevations, landscaping, lighting, and/or signage | <input type="checkbox"/> building materials |
| <input type="checkbox"/> Elevation and/or plan drawings showing the existing and proposed conditions | <input type="checkbox"/> plants and landscape materials |
| <input type="checkbox"/> Photometric plan for new or changes to exterior lighting | <input type="checkbox"/> cut sheets for lighting fixture |
| | <input type="checkbox"/> cut sheets for site furnishings |

PROCESS

Legend:

Action by applicant

Action by Village



PROCESS - PLANNED DEVELOPMENT

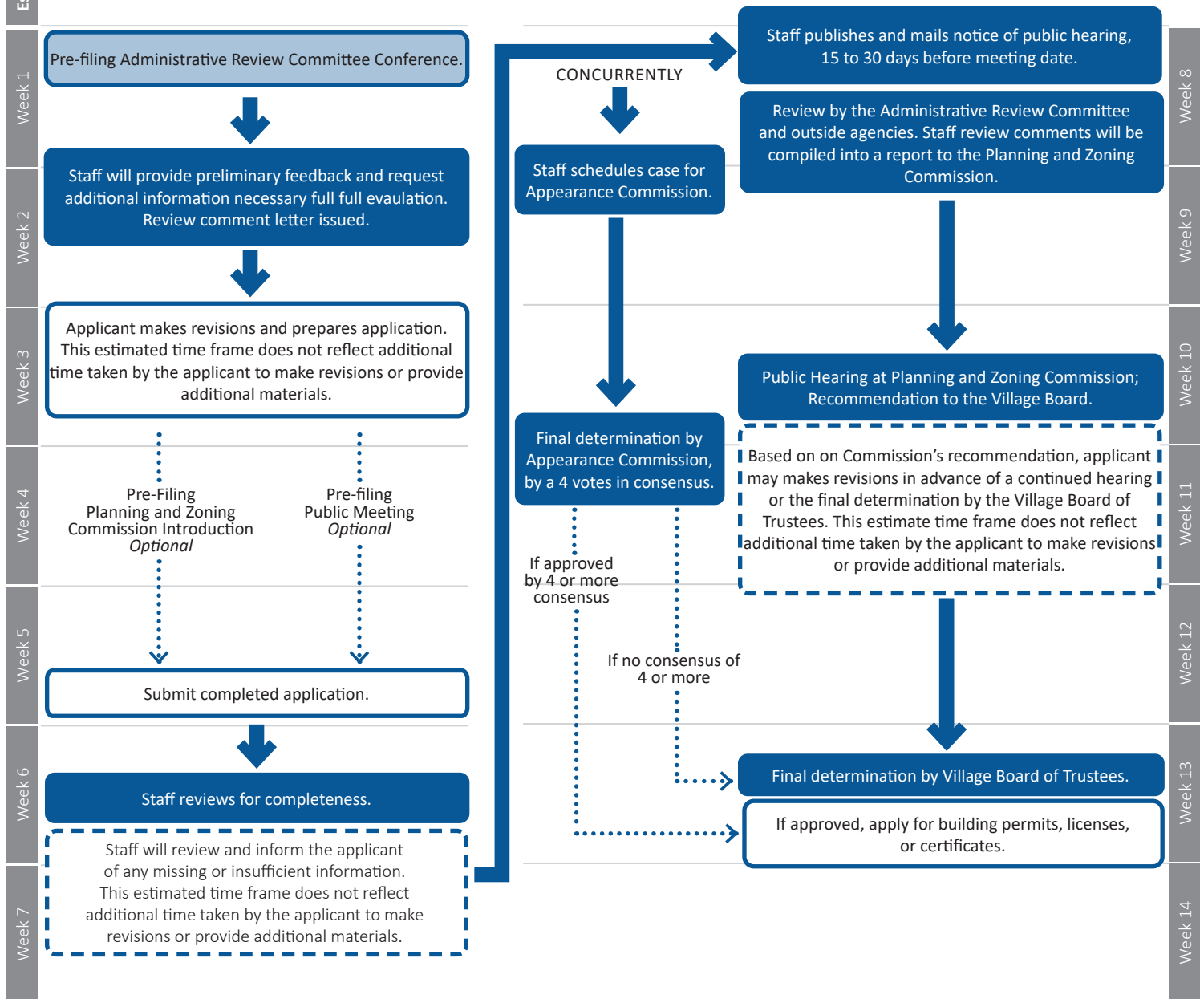
Legend:

Action by applicant

Joint action

Action by Village

This graphic is provided solely as a general overview of the Planned Development entitlement process. This is in no way binding. Each case is reviewed and judged according to its own merits. Any Commission may move to continue a case pending the provision of further information, and the Board may refer the case back to the Planning and Zoning Commission. The overall timeframe is dependent of the applicant's thoroughness of information, adherence to Village regulations and policies, and timeliness in preparing or revising the materials as required.





NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 18436 governors hwy Homewood, IL 60430

Property Index Number(s): Not applicable

Lot Size: N/A sq. ft. acres
If the subject property is multiple lots, provide the combined area.

Zoning District:

☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ B-1 ☐ B-2 ☒ B-3 ☐ B-4 ☐ M-1 ☐ M-2 ☐ PL-1 ☐ PL-2

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

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

☐ yes ☒ no

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

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

REQUESTED USE

Requested Use: Salon & Suites

Gross Floor Area: 1800 sq. ft. **Parking Provided:** 474

Existing Use: Former salon

The requested use is:

☐ Permitted

☐ Limited

☒ Special

☐ Other:

SITE OR BUILDING CHANGES

Existing Development: Under construction by property owner

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

☒ New Construction ☐ Addition ☒ Site Alterations ☒ Exterior Building Alterations

The only exterior will be my building signage that s the only alteration

I want to put up walls for my suites / offices that I will offer to beauty professionals.

| Development Metrics | Existing | Proposed |
|----------------------------|----------|----------|
| Gross Floor Area (sq. ft): | 1800 | 1800 |
| Parking Spaces | 474 | 474 |
| Lot Coverage | | |
| Impervious Area (sq. ft.) | NA | N/A |
| Impervious Coverage (%) | NA | N/A |

New construction?

☒ yes ☐ no

→ If yes, requires Site Plan Review

Floor area increase is 20% or more?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Does the applicant elect to proceed as a Planned Development?

☒ yes ☐ no

Is site circulation or parking impacted?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Is site landscaping impacted?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Exterior building alterations?

☐ yes ☒ no

→ If yes, requires Appearance Review

ZONING RELIEF OR CHANGES

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

No changes B-3 Zoning

The applicant requests:

☐ Variance

☒ Administrative Exception

☐ Zoning Text Amendment

☐ Zoning Map Amendment

APPLICANT

Name _____
 Company _____
 Address _____

 Phone _____
 Email _____
 Role _____

PROPERTY OWNER

Name _____
 Company _____
 Address _____

 Phone _____
 Email _____

☐ Check box if the applicant is the property owner

I acknowledge and attest that:

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

Applicant Name _____

Applicant Signature _____

01/03:2025

Date

Staff Notes

Do not write below this line.

Fee: _____ ☐ Paid

Date Received: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

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

Name: _____ Signature: _____ Date: _____

STANDARDS FOR:
SPECIAL USE

2020 Chestnut Road, Homewood, IL 60430

Street Address: 18436 Governors Hwy _____ Homewood, IL 60430
Requested Use: Salon & Suites _____ **Area:** 1800 sq. ft.
Business Name: Lux3LoczLLC _____
Applicant Name: Diamond Rowels _____ **Date:** 04/24/25 _____

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

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

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

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

This is Best for my business because it s right next to a Walgreens where there will be a lot of foot traffic and this location suites my business needs best because there is ample parking

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

Will the business have a negative impact on other businesses?

My business shouldn't have a negative impact on my neighbors it should actually help my neighbors

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

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

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

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

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

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

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

Will your business decrease the value of other properties?

My business should not decrease the value of any other business as it should help every business around me and we work together

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

Describe how your business is compatible with its neighbors.

I m neighbors with other retail stores & restaurants my neighbors should get more clientele or business from my business as well

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

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

My special use shouldn t impact other business negatively but we could be looked at as competitive to another near by spa & salon

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

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

My business shouldn t have any impacts on other businesses externally

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

Describe how will customers get to and from your business.

Most of my clients drive , some of my clients take public transportation other clients take ride shares

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

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

Yes

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

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

No

1999 COMPREHENSIVE PLAN

Below is an excerpt of the 1999 Comprehensive Plan containing those goals and objectives related to land use and community economic development which may be informative in the evaluation of special use permits.

Goal 1 - Land Use and Community Economic Development

Promote development of all remaining undeveloped property within the Village of Homewood for sound and orderly residential, commercial, and industrial development consistent with the Comprehensive Plan and the Future Land Use Map.

Objectives

- 1.1 - Recruit additional appropriate retail and industrial development for designated vacant commercial and industrial areas shown on the Future Land Use Map [current zoning map].
- 1.2 - Prepare a streetscape right-of-way plan for 183rd Street from the intersection of Dixie Highway to Governor's Highway to establish commercial "entryways" into the downtown central business district.
- 1.3 - Complete a plan to assess the potential for the Downtown to serve as a regional entertainment and "upscale" shopping district, serving residents within a 10-mile radius.
- 1.4 - Establish a transition zone surrounding the current downtown where, depending on market timing, changes in zoning from residential to commercial or mixed-uses would be favorably considered depending on specifics of the proposal.
- 1.5 - Complete an assessment of the success of the recent parking improvement actions to provide additional parking in the downtown and, if warranted, study the need and location of additional parking- both surface and elevated.
- 1.6 - Establish guidelines for appropriate mixed-use downtown development, including parking requirements, acceptable uses, and Village financing assistance (if deemed appropriate).
- 1.7 - Implement municipal utility improvements, especially storm water improvements, sidewalk construction/ replacement, streetscape, street tree plantings, and signage improvements.

2009 DOWNTOWN MASTER PLAN

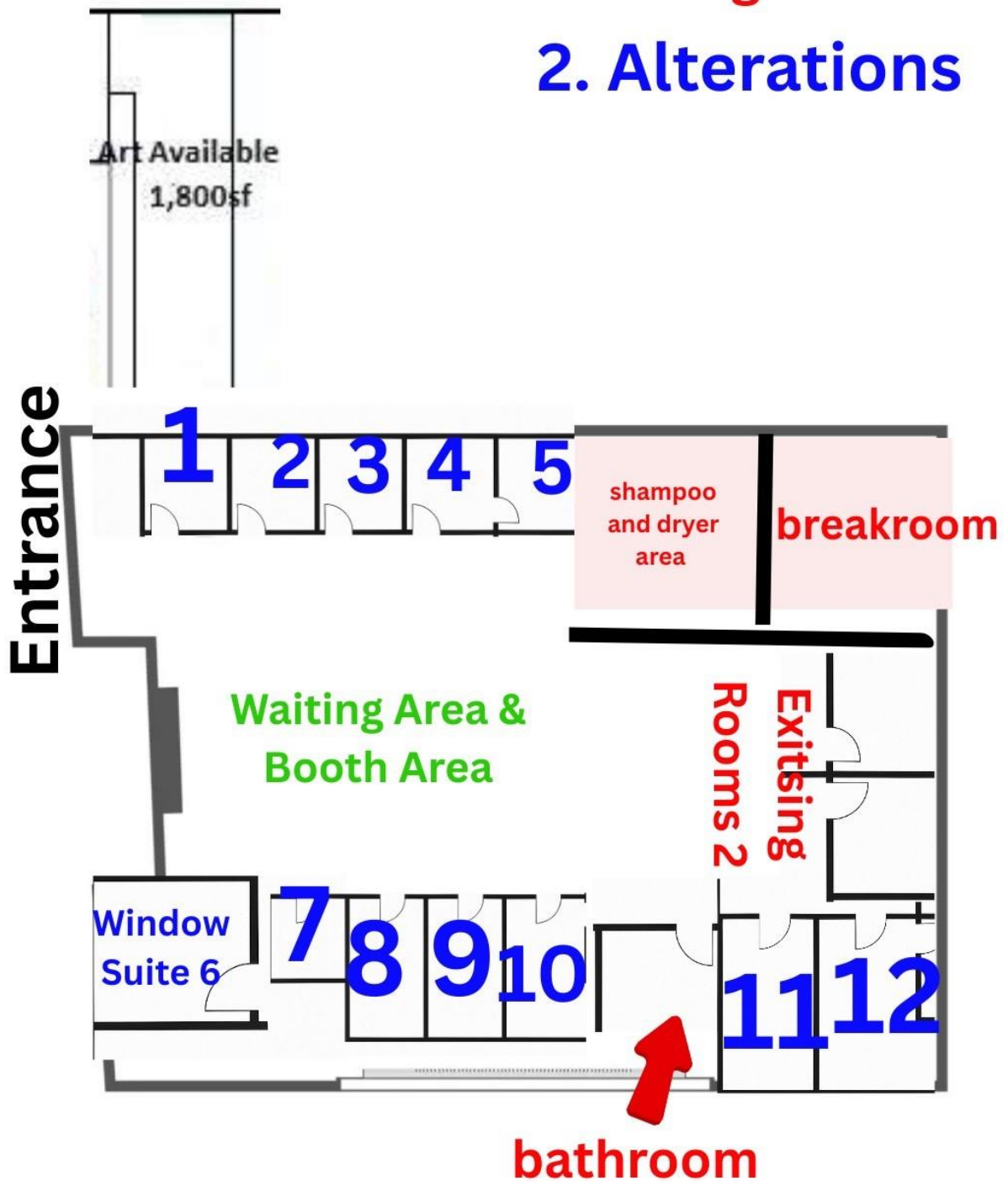
Below is an excerpt of the 2009 Downtown Master Plan containing the objectives of the Master Plan. The Downtown Master Plan generally encompasses those areas zoned B-1 and B-2.

Master Plan Objectives

- » Sustain and enhance Downtown Homewood as a regional draw for the South Suburbs.
- » Encourage mixed-use development of key opportunity sites to create a more active "18-hour" downtown.
- » Increase commercial development to provide more goods and services for residents and visitors.
- » Increase commercial development to enhance the economic base of the Village.
- » Increase residential densities throughout Downtown to support transit use and new commercial activity.
- » Increase use of the Amtrak and Metra stations.
- » Encourage new residential development that provides a wider range of housing products in the Village, including apartments, condominiums, townhomes, and senior housing.
- » Enhance and increase open space within Downtown.
- » Significantly improve physical conditions by expanding streetscape improvements to all Downtown blocks, upgrading street furniture, and improving the pedestrian tunnel and viaducts under the tracks.
- » Improve pedestrian and vehicular access and circulation.

1.Existing features

2. Alterations







VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: May 22, 2025

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 25-01: Village Sign Code Update

DOCUMENTS FOR REVIEW

| Title | Prepared by | Date |
|------------------------------------|---|------------|
| Proposed Village Sign Code Outline | Economic and Community Development (ECD) Department | 04/25/2024 |

LEGAL NOTICE

Legal notice was published in *Daily Southtown* on May 8, 2025. No mailed notice is required for text amendments.

PROJECT BACKGROUND

The Village Sign Code, Section 30 of the Village Code of Ordinances, is the Village's set of regulations for any property owner or applicant seeking to install signage within Village limits. The regulations dictate sign form and construction requirements and define Village procedures related to the approval and regulation of signs.

The Village initiated a process to overhaul the Village Sign Code in late 2022. The last major amendment to the Village Sign Code was completed in 1997, with another set of minor amendments completed in 2004. The current Sign Code predates the Appearance Commission (established in 1998). The Commission reviews and approves sign variances and the Appearance Plan (also established in 1998). The Appearance Plan provides additional design guidelines for signage in the Village.

The Sign Code also predates the recently adopted new zoning ordinance by 26 years. Since the adoption of the current Sign Code, there have been broad changes to how signs are designed and reviewed, including changes in signage and lighting technology and the rising popularity of new creative sign types. The past several decades have also major shifts in legal precedent surrounding sign regulation and its role in protecting constitutional rights of free speech and expression. Additionally, the built environment of Homewood has seen significant changes since the adoption of the current Village Sign Code, including new development in the Downtown area and changing development demands in the Village's other commercial corridors. A new Sign Code will modernize the Sign Code to meet current legal, technological, and aesthetic challenges surrounding signage in Homewood.

Project Goals

The proposed amendments are designed to organize, strengthen and professionalize sign regulation in the Village of Homewood while achieving a range of goals, including:

1. **Improve the organization of sign regulations.** The current Sign Code has numerous organizational issues that limit the ability for staff, Commissioners, developers, and the public to understand and engage with sign regulations. The proposed changes modernize, simplify, and improve the readability of sign regulations in the Village Sign Code.
2. **Meet current legal requirements.** Sign regulations intersect with First Amendment rights of property owners and residents. Since 1997, several legal cases in state and federal courts, including *Reed v. Gilbert* (2016), have significantly changed the way municipalities may regulate signage. Revisions to the Code reflect court decisions, and additional language and standards are provided to protect the Village from legal challenges to sign decisions.
3. **Provide greater clarity for specific sign types.** The current Sign Code has limited regulations for specific types of signs, and is missing sign types that are typically found in modern sign regulations. New regulations clarify standards for individual types of signs that are more detailed and responsive to the built environment around signs.
4. **Integrate new sign technology into sign regulation.** The current Sign Code, written in 1997, includes few regulations for modern sign technology that include electronic changing message (ECM) signs, LED lighting, and other common sign features. The Village has limited regulations to mitigate the impacts of such sign technology, and variances are required to accommodate these signs. New technology commonly found in more modern sign codes will be accommodated with the new Sign Code.
5. **Create new sign review procedures for multi-tenant centers/sites with multiple buildings.** Many challenges with current sign regulation stem from limited language for regulating signage on multi-tenant buildings, creating challenges for building tenants, staff, and Commissioners. Changes to the Code clarify how sign regulations are applied to multi-tenant buildings, including clarifications for measuring signs and processes by which such signage shall be approved.
6. **Add guidance for murals and public art.** This update to the sign code is designed to provide review procedures for murals and public art. The code update differentiates murals and public art from signs and defines procedures for review of these types of similar improvements by the Appearance Commission and Village Board.
7. **Improve the aesthetic quality of signage.** The changes to the sign code improve the aesthetic control over individual sign types, providing signage that is contextually sensitive to different areas of the Village.
8. **Clarify authority of Appearance Commission.** The current Village Code of Ordinances broadly defines the authority of the Appearance Commission, but lacks clarity in how the Appearance Commission makes decisions on specific reviews involving signage, including Appearance Reviews

and Sign Variance reviews. Changes to the Code clarify the Appearance Commission's authority as a decision-making body and add legally defensible standards for sign decisions.

9. **Reduce need for sign variances.** The Village currently sees a wide range of sign variances, including 10 unique requests for variances in 2024. Changes to the Code address specific regulations where variances are frequently requested and approved, including sign standards for properties with multiple frontages and with large building setbacks.
10. **Clarify and modernize sign procedures.** The current processes for sign permits, sign variances, and other procedures related to sign reviews are not clearly identified in the current Village code. This update is designed to align the detail of these procedures with other Village procedures.
11. **Align side code with peer and aspirational communities.** Many of the sign regulations in the current Village Sign Code, including methods of sign regulation, do not align with sign codes in communities that have achieved planning goals inline with the Village of Homewood's goals. The update to the Sign Code provides solutions to better align the Sign Code with other communities that have modernized sign codes to meet current planning goals.

DISCUSSION

As a key component of this proposed update to the Village Sign Code, staff has proposed to move the sign code into the Zoning Ordinance (Chapter 44, Village Code of Ordinances) from its current location (Section 30, Village Code of Ordinances). This update eliminates Chapter 30 (Signs) of the Village Code of Ordinances and creates a new section of the Zoning Ordinance, which will contain most sign regulations for the Village (Section 44-10). Additionally, sign review procedures are created and added to the Zoning Ordinance (Section 44-07-13 through 15). Procedures are also formalized with the Appearance Commission for appearance reviews and reviews of public art and mural installations, both of which lack formal procedures in the current Code of Ordinances.

This change places all regulations governing the development of property, including signage, within the zoning ordinance. While the placement of a sign code within a zoning ordinance is not a universal practice for all municipalities, it is a common method of organizing development regulations and has become a common practice in organizing municipal ordinances.

TEXT AMENDMENT STANDARDS

To add the new sign code to the zoning ordinance, the move must be approved as a zoning text amendment by the Planning and Zoning Commission and the Village Board of Trustees. The Planning and Zoning Commission should review the proposed text amendment against the Standards for a Text Amendment.

a) Is the proposed text amendment consistent with the stated goals in the comprehensive plan? The updated Sign Code will allow for the Village to produce signage design standards in alignment with the stated goals of the Downtown Transit-Oriented Development Master Plan. The updated Sign Code will also help carry out key goals of the 1999 Comprehensive Plan, including establishing appropriate development standards to support mixed-use development and improving the overall aesthetic quality of the Village.

b) Does the proposed text amendment address a particular issue or concern for the village? The updated Sign Code addresses a critical need to modernize sign regulations in the Village. The current Sign Code does not address numerous sign types and technologies which are common in modern development practice, which are eventually reviewed as sign variances or denied by Village staff. The current Sign Code limits Village control on the placement and aesthetics of signage, especially in pedestrian-oriented areas such as Downtown Homewood. The current Sign Code does not fully address varying sign needs in different parts of the Village, such as Downtown and Halsted Street. The current Sign Code lacks the language needed to establish and formalize procedures for sign reviews and reviews adjacent to sign review (such as Appearance Reviews and public art/mural reviews), and an update is needed to codify these procedures. The current code lacks protections for content neutrality and other required elements of sign codes which are the result of current federal legislation or judicial rulings.

c) Will the proposed text amendment impose an unreasonable hardship on existing uses? Staff has updated the Sign Code and carefully analyzed to ensure minimal creation of new non-conformities; staff has designed the new Sign Code in a manner that minimizes impact on businesses with existing signage. New signage regulations have been crafted with research from best practices and peer communities to ensure that Homewood's sign regulations are not uniquely burdensome on current land uses in the Village.

d) Have major land uses, conditions or circumstances changed since the original zoning ordinance text was established? The previous Sign Code was written in 1997. Since the adoption of the current code, sign technology has changed dramatically, including the widespread adoption of electronic changing message board signs, new illumination methods, and new sign structure types. Legal precedent has also changed, with cases such as Reed v. Gilbert (2016) and GKL v. City of Lake Oswego (2006) significantly greater scrutiny placed on municipal sign regulation to protect content neutrality and fair administration of sign regulations. The development pattern of Homewood has changed significantly since the adoption of the original Sign Code in 1997, with an increased focus on transit-oriented development in the Downtown and changing retail patterns along Halsted requiring significant changes to sign administration.

e) Is the requested change compatible with the existing uses and development patterns of the community? Economic and Community Development staff authoring this amendment have worked closely with Village officials, staff from other departments, and members of the public to ensure the updated Sign Code is appropriate for the current uses and development patterns of the Village. Staff has researched sign codes in other communities with development patterns similar to or aspirational to Homewood to ensure that new sign regulations were compatible with the existing uses and development patterns of the Village. The proposed procedure changes also ensure improved administration of current development in the Village.

f) Will the proposed change be detrimental to the health, safety and welfare of the neighborhood or of the village as a whole? The new Village Sign Code is designed to increase overall community health, safety and welfare. Staff have added additional construction and maintenance standards, increased requirements for illuminated and changing message signs, and other sign design standards in order to explicitly protect community health and safety.

PROCESS

Since 2022, Village staff have completed a lengthy process to prepare an updated Village sign code. The process has included widespread public engagement for input on future sign regulation in the Village, analysis of best practices for sign regulation in peer and aspirational communities, and legal review with resources from various planning and legal agencies. The full process timeline is included below.

| Review | Date |
|---|------------------------------------|
| Public Engagement – Fall Fest 2022 | September 24, 2022 |
| Public Charrette/Workshop – Sign Code and Appearance Plan | March 8, 2023 |
| Public Engagement – Holiday Lights | December 6, 2023 |
| Resident Public Survey – Sign Code and Appearance Plan | December 2023 – January 2024 |
| Business Public Survey – Sign Code and Appearance Plan | December 2023 – January 2024 |
| Appearance Commission Workshop | March 3, 2024 |
| Peer/Aspirational Community Research and Code Analysis | April 2024 – June 2024 |
| Sign Code Draft Development | July 2024 – December 2024 |
| Administrative Staff Review | January 2025 – April 2025 |
| Appearance Commission Workshops (3) | January 2025 – March 2025 |
| Final Draft Preparation | March 2025 – April 2025 |
| Appearance Commission Recommendation | May 1, 2025 (recommended approval) |

This meeting is a hearing to provide a recommendation on the proposed Sign Code by the Appearance Commission. The Appearance Commission may recommend approval, approval with conditions or denial of the proposed sign code changes. The Appearance Commission may also be recommended for continuation to a future hearing date if the Commission determines that further discussion is warranted.

The Appearance Commission, the primary appointed body to review and approve sign code changes, recommended approval of the new Sign Code by the Village Board of Trustees on May 1, 2025. Due to the new Sign Code being located in the Zoning Ordinance, a public hearing and recommendation is also required from the Planning and Zoning Commission. The recommendations of both Commissions will then be considered in a final approval decision made by the Village Board of Trustees. A tentative schedule of dates for required hearings is provided below.

| Review | Date |
|---|---------------|
| Planning and Zoning Commission Public Hearing | May 22, 2025 |
| Village Board of Trustees Public Meeting | June 10, 2025 |

All dates are subject to change during review of the Village Sign Code text.

STAFF COMMENTS

The content of the Sign Code, similar to the content of the Appearance Plan, is subject to review and approval by the Appearance Commission. The decision required from the Planning and Zoning Commission is to determine whether to recommend the addition of an updated Sign Code as a new section of the Village Zoning Ordinance. **The Planning and Zoning Commission is to assess the appropriateness of a) the addition of the Sign Code to the Zoning Ordinance, and b) the proposed structure of the updated Sign Code as proposed to be located within the Zoning Ordinance.**

The updated Sign Code does not cause any changes to Planning and Zoning Commission business. All signage reviews will continue to be reviewed by the Appearance Commission, whose authority is clearly defined in the updated procedures of this ordinance.

FINDINGS OF FACT

The staff has prepared the *draft* findings of fact following the standards outlined in Section 44-07-10 of the Village Zoning Ordinance for text amendment applications. The findings of fact, as proposed or as amended, may be entered into the record:

1. The current Village Sign Code is located in Section 30 of the Village Code of Ordinances.
2. The current Village Sign Code was adopted in 1997.
3. Upon completion of research and assessment of current signage conditions, signage best practices and future land use plans, the Village has initiated a text amendment to update and reorganize the Village Sign Code.
4. The Village proposes the creation of a new section (Section 44-10) within the Zoning Ordinance (Chapter 44 of the Code of Ordinances) to unify all development regulations, formalize sign review and design review procedures, and simplify development regulations in the Village.
5. The Village also proposes the additional of subsections in Zoning Procedures (Section 44-07) to allow for the creation of formal procedures for sign reviews, sign variances, appearance reviews and other reviews conducted by the Appearance Commission.

RECOMMENDED PLANNING AND ZONING COMMISSION ACTION

The Planning and Zoning Commission may wish to make the following motion:

Recommend **approval** of Case 25-01: Village Sign Code Update, proposing amendments to the text of the zoning ordinance including:

1. Amendment of the zoning text of Section 44-04-14 to establish murals and public art installations as an accessory structure subject to accessory use and structure requirements;
2. Amendment of the zoning text of Section 44-07, to establish development review procedures for sign permits, sign variances, comprehensive sign plans, appearance reviews, and public art and mural reviews;
3. Establishment of Section 44-10 of the Zoning Ordinance, to: (a) set standards for permitted, prohibited and exempted sign types; (b) allow for the regulation of permitted signs and sign structures in the Zoning Ordinance; (c) allow for the regulation of temporary signs in the Zoning Ordinance; (d) set requirements, standards and modification authority for comprehensive sign plans, (e) establish definitions, limitations and procedures for legal non-conforming signs, (f) create new construction and maintenance requirements for permitted signs, and (g) establish definitions for terms related to the regulation of signs and sign structures.

AND

Incorporate the Findings of Fact into the record.

Table of Contents

44-10-01. Purpose

44-10-02. Applicability

44-10-03. Prohibited Signs

44-10-04. Sign Measurements

44-10-05. Non-Commercial Signs

A. Residential Signs

B. Civic and charitable institutions

C. Historical Signs

44-10-06. Commercial Signs

A. Commercial Sign Types Permitted by Zoning District

B. Sign Types

1. Awning Signs

2. Canopy Signs

3. Electronic Changing Message (ECM) Signs

4. Gas Station Canopy Signs

5. Instructional Signs

6. Marquee Signs

7. Menu Board Signs

8. Monument Signs

9. Painted Wall Signs

10. Projecting Signs

11. Pylon Signs

12. Wall Signs

13. Window Signs

44-10-07. Temporary Signs

A. General Provisions

B. Temporary Sign Allowances

C. Temporary Sign Approval

44-10-08. Comprehensive Sign Programs

A. Applicability

B. Purpose

C. Required Elements

D. Comprehensive Signage Plan (CSP) Standards

E. Modification Standards

F. Comprehensive Signage Plans (CSPs) for Existing Developments

44-10-09. Legal Non-Conforming Signs

A. Applicability

B. Limitations on Non-Conforming Signs

C. Maintenance on Non-Conforming Signs

D. Exceptions

E. Sign Abandonment

44-10-10. Construction and Maintenance Standards

A. Construction Standards

B. Maintenance Standards

44-10-11. Definitions

The following sections in *italics* are not included in the new section dedicated to the Sign Code (Section 44-10), but are proposed to be included elsewhere in Chapter 44 of the Village Code of Ordinances.

44-07-13. Sign Procedures

A. Sign Permit Review

B. Comprehensive Sign Program (CSP) Review

C. Sign Variance

44-07-14: Appearance Review

A. Procedures

44-07-15: Mural and Art Installation Review

44-04-14.C Murals and Art Installations

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: May 22, 2025

To: Planning and Zoning Commission

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

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Cases 25-08 and 25-19: Special Use Permit and Variance, Indoor Commercial Place of Assembly at 18027 Dixie Highway

APPLICATION INFORMATION

| | |
|------------------|------------------------------|
| APPLICANT | Marcella Abrams |
| ACTION REQUESTED | Special Use Permit, Variance |
| ADDRESS | 18027 Dixie Highway |
| PIN | 29-31-400-057 |

ZONING & LAND USE

| SUBJECT PROPERTY | ZONING | LAND USE |
|------------------|----------------------------|--|
| CURRENT | B-2 Downtown Transition | Vacant |
| SURROUNDING | N: B-2 Downtown Transition | Multi-Family Residential |
| | E: B-2 Downtown Transition | Medical Office (Dental Care) |
| | S: B-2 Downtown Transition | Indoor Commercial Place of Assembly (Taekwondo Studio) |
| | W: B-1 Downtown Core | Educational (Homewood Science Center) |

LEGAL NOTICE

Legal notice was published in *Daily Southtown* on May 8, 2025; letters were sent to property owners and residents within 250'.

DOCUMENTS FOR REVIEW

| Title | Pages | Prepared by | Date |
|--------------------------|-------|--------------------------------|------------|
| Application | 2 | Marcella Abrams, Applicant | 03/31/2025 |
| Business Narrative | 3 | Marcella Abrams, Applicant | 03/31/2025 |
| Special Use Standards | 2 | Marcella Abrams, Applicant | 03/31/2025 |
| Variance Standards | 2 | Marcella Abrams, Applicant | 04/30/2025 |
| Parking Contingency Plan | 2 | Marcella Abrams, Applicant | 04/30/2025 |
| Staff Exhibits | 2 | Noah Schumerth, Asst. Dir. ECD | 05/16/2025 |

BACKGROUND

The applicant, Marcella Abrams of Luxe Events Venue, LLC, has proposed the operation of a 1,800 square-foot event center at 18027 Dixie Highway. The applicant plans to utilize the event space to host small events such as corporate gatherings, staff trainings, workshops, podcast recordings, and small wedding receptions.

Event centers are classified as *indoor commercial places of assembly* in the Village Zoning Ordinance. Operation of an indoor commercial place of assembly in the B-2 Downtown Transition zoning district requires a special use permit.

The subject site does not have sufficient off-street parking or shared parking opportunities to meet zoning requirements for the proposed use. The applicant has requested a variance from parking requirements to allow for the operation of the proposed indoor commercial place of assembly use at this location.

DISCUSSION

The proposed business is planned to operate as a small event and gathering space. The applicant has stated that the maximum capacity for events will be 75 people. The applicant has also stated directly to staff that they intend to have no more than 60 people for events. Events will be leased by other individuals who wish to use the event space.

The applicant has stated that the event space may be used for events anytime between early morning and midnight. The applicant has said that the business will likely involve 2-3 events per week. The applicant will use the space mostly on weekends. The applicant has expressed a wish to expand to having events 7 days a week. The applicant plans to operate events at times when demand for parking downtown is lower.

The applicant plans to have at least four employees to support the proposed business, including two executive members, an event coordinator, and at least one security official. The event coordinator will be present for events hosted in the space, and security personnel will be present as desired to ensure the proper use of the facility.

No alcohol is permitted to be served at any event, including alcohol brought to the business by patrons. The applicant is not permitted to receive a liquor license for this type of business.

No food service will occur on-site, and all food provided for any event will need to be pre-catered and brought in by event patrons or vendors. The applicant does not wish to include any food service equipment in the space, including a microwave or other appliances.

The applicant has stated that bands will not be permitted, nor will any other large-scale entertainment acts. Bluetooth speakers or small DJ set-ups may be used, provided they are equipped from a pre-approved vendor list.

The subject site has zero off-street parking spaces. The Zoning Ordinance requires six (6) spaces for the proposed use (1 parking space per 300 gross square feet required; $1,800 \text{ square feet} / 300 = 6$). Public on-street parking is located on Dixie Highway adjacent to the business. The applicant has requested a parking variance to accommodate the lack of off-street parking on the site with a new use.

The applicant has provided a parking contingency plan which provides detail on how the business will manage parking demand for events. The applicant has expressed plans to utilize public parking lots near the business for event traffic. The applicant has identified plans for communicating parking suggestions (carpooling, etc.) and changes to local parking availability to event patrons coming to the event center. The parking contingency plan is attached with this memo.

VARIANCE STANDARDS

The Village Zoning Ordinance requires a minimum of six (6) available parking spaces to support the proposed business. Staff presented options for the applicant, including creating an agreement for off-site parking as a downtown business or applying for a parking variance. The applicant has contacted Eldridge and Eldridge Dental Group at 1944 Ridge) to consider a parking agreement, but no draft agreement has been provided at this time. The applicant has applied for a parking variance to vary the standards for parking on the site.

Such a variation must be reviewed against the Variance Standards found in Section 44-07-12 of the Village Zoning Ordinance.

Staff has reviewed the application utilizing the Variance Standards to assess potential hardship, which may require relief via the variance process. The full responses to the Variance Standards, completed by the applicant, are attached to this application.

The application must be determined by the Planning and Zoning Commission to meet each of the following three standards:

a. Can the property in question yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located?

Any use located in this property, whether a permitted or special use, will be required to address the lack of off-street parking on the property. With no off-street parking spaces available for this property in the B-2 Downtown Transition zoning district, the property will be required to either complete an off-site parking agreement meeting the standards of Section 44-05-02 (j) of the Zoning Ordinance or receive a parking variance.

The current conditions for off-street parking on this property do not fully eliminate reasonable return if permitted to be used only under the current zoning regulations for the site. A parking agreement or another parking arrangement meeting the requirements for locating off-site parking spaces may be approved for any use. However, the lack of off-street parking creates significant restrictions on the reasonable return of the property.

b. Is the plight of the owner due to unique circumstances? The property is an older structure located in Downtown Homewood, and reflects a development pattern which pre-dates the automobile and current off-street parking requirements. Some buildings from this era in the Downtown area do provide some off-street parking for employees, residents or customers, especially in the B-2 Downtown Transition zone. The site is also located on a lot which restricts the ability to add parking to the site in any configuration. **The parking situation on the site is a unique circumstance.**

c. If granted, will the variance alter the essential character of the locality? **The approval of a variance to allow for the business to operate without six (6) parking spaces is unlikely to alter the condition of the locality surrounding the proposed business.**

This standard is *not* evaluating the potential impact of the proposed use on the property. This evaluation is completed through the review of a special use permit, which will assess the potential impact of an event center on the surrounding locality. This standard evaluates the impact of varying the zoning requirement of six (6) parking spaces on the surrounding locality.

Additionally, the Planning and Zoning Commission may wish to consider the following secondary standards in considering a variance request. None of these secondary standards is binding:

d. Do the particular physical surroundings, shape, or topographical conditions of the subject property pose a particular hardship upon the owner, as distinguished from a mere inconvenience, under the strict application of these regulations? The property is constructed in a manner that limits opportunities to add off-street parking spaces to meet the standards of the Zoning Ordinance. This condition is not due to any action made by the property owner or the applicant. **The physical condition and surroundings of the subject property pose a potential hardship on the owner and applicants seeking to develop a business in the proposed location.**

e. Would the conditions upon which the petition for variance is based be generally applicable to other property within the same zoning classification? Many properties in the B-2 Downtown Transition zoning district do not meet off-street parking requirements for uses in the current Zoning Ordinance. However, most other properties in the same zoning district, including older properties, which predate current off-street parking requirements, generally provide some parking for employees, residents, and customers. **The condition of this property is unique and is not generally applicable to other properties within the same zoning district, and may require unique consideration.**

f. Has the alleged practical difficulty or particular hardship been created by any person presently having an interest in the property? Neither the property owner nor the applicant is responsible for the current off-street parking conditions on the site. The practical difficulty in developing this site was caused by the original development of the property, which predates the current property owner. **The current owner and applicant are not responsible for the creation of the hardship requiring a variation from the Zoning Ordinance.**

g. If granted, will the variance be detrimental to the public welfare or injurious to other neighboring property? **The approval of a variance to allow for the business to operate without six (6) parking spaces is unlikely to be injurious to public welfare or neighboring properties.** See note in standard (c).

h. If granted, will the variance impair an adequate supply of light and air to adjacent property; or substantially increase the danger of fire or otherwise endanger the public safety; or substantially diminish or impair values of neighboring property? **No impacts to light and air on adjacent property are anticipated from any approval of this variance.**

SPECIAL USE STANDARDS

The Village Zoning Ordinance defines salon and spa establishments as a *special use* in the B-2 Downtown Transition zone. Any special use must be reviewed against the Special Use Standards found in Section 44-07-11 of the Village Zoning Ordinance.

Staff has reviewed the application utilizing the Special Use Standards. The full responses to the Special Use Standards, completed by the applicant, are attached with this application.

- 1) *Is the special use deemed necessary for the public convenience at that location?* Other similar uses (event centers as indoor commercial places of assembly) are located within a ½ mile radius of the proposed business, including Infinite Event Suite (1820 Ridge) and Honeycomb Hideout (18205 Dixie Highway). Staff have received an elevated number of requests for similar uses, suggesting a demand for such locations with convenient regional access.
- 2) *Will the special use be detrimental to the economic welfare of the community?*
- 3) *Will the special use be consistent with the goals and policies of the comprehensive plan and other adopted plans of the village?*
- 4) *Is the special use at the subject property so designed, located, and proposed to be operated, that the public health, safety, and welfare will be protected?* There are limited opportunities for public parking in the vicinity of the proposed business. The primary parking areas identified to support this use (Harwood Commuter Lot and potentially a future public parking area in the St. John Neumann's parking lot) are over 500' from the proposed business. The Village Hall parking lot, which has also been identified by the applicant as a potential parking area for patrons, is under consideration as a future redevelopment site and may become unavailable. Given the high demand peaks for event parking, which may occur at times when events are most lucrative and sought after (weekend nights, etc.), staff express concerns regarding the availability of parking at this location.
- 5) *Is the special use a suitable use of the property and, without the special use, could the property be substantially diminished in value?* The property is located in the B-2 Downtown Transition zoning district, which permits a range of commercial and assembly uses. The property is unlikely to diminish in value if the special use is not approved due to alternative permitted uses that may occupy the space.
- 6) *Will the special use cause substantial injury to the value of other property in the neighborhood in which it is located?* At peak times for downtown parking demand, parking needs for events may constrain available parking for other businesses in the immediate vicinity. This concern is especially high for nearby businesses who will continue to rely on the availability of on-street parking for business success, such as a recently approved carryout juice bar at 18035 Dixie Highway, a fitness gym at 18033 Dixie Highway, a travel agency at 1956 Ridge Road and a health market at 1948 Ridge Road.

The applicant has taken measures such as restricting entertainment and regulating potential vendors to limit the potential impacts on the value of surrounding properties.

- 7) Will the special use be consistent with the uses and community character of the neighborhood surrounding the subject property?
- 8) Will the special use be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the zoning district? The proposed use, an indoor commercial place of assembly, is similar to other uses in the immediate vicinity. Hours of events may extend late into the night with variable hours, which may allow activity to run later than most other businesses in the downtown neighborhood.
- 9) Will the special use impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district?
- 10) Does the proposed special use at the subject property provides adequate measures of ingress and egress in a manner that minimizes traffic congestion in the public streets? The area may see brief traffic increased before and after larger events. Congestion impacts may be mitigated by encouraging patrons to use available parking dispersed across the downtown area, but availability of parking could be limited and congestion increased by event attendees attempting to park vehicles at busy times in the downtown area. The site has one public entrance along Dixie Highway for patron access. No customer parking is available on-site.
- 11) Is the subject property adequately served by utilities, drainage, road access, public safety and other necessary facilities to support the special use? The building was renovated in 2023 and has adequate utilities, ADA accessibility and other facilities necessary to support the proposed use.

FINDINGS OF FACT

The staff has prepared the draft findings of fact following the standards outlined in Sections 44-07-11 and 44-07-12 of the Village Zoning Ordinance for special use permit and variance applications. The findings of fact, as proposed or as amended, may be entered into the record:

1. The subject property is located on a 0.16-acre property at 18027 Dixie Highway;
2. The subject property is owned by Kwan Pil Kim of Naperville, IL;
3. The subject property is located within the B-2 Downtown Transition zoning district;
4. The proposed business is to be located in a tenant space with 1,800 square feet of gross floor area;
5. The applicant has proposed an indoor commercial place of assembly (event center) to occupy the subject property;
6. The current zoning designation of the property allows indoor commercial places of assembly as a special use;
7. The property is required to have six (6) off-street parking spaces, where zero (0) are provided on-site, and the applicant has requested a variance to vary the parking requirement on the site;
8. The existing off-street parking conditions are determined to create significant restrictions on the ability to generate a reasonable return on the property;
9. The proposed variance is determined to be due to unique circumstances, which create practical difficulties not created by any person having any interest in the current property;
10. The proposed variance is determined to not directly alter the condition of the locality surrounding the proposed business; and

11. The proposed business requiring a special use is determined to create impacts on available public parking resources and local vehicle congestion, which may not adequately protect the health, safety, and public welfare of the community, and may injure the use and enjoyment of other properties in the immediate vicinity being operated for the purposes of the zoning district.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

The Planning and Zoning Commission may wish to consider the following motion:

Recommend **approval** of Case 25-17, a request for a variance to allow for a reduction in required off-street parking spaces for property at 18027 Dixie Highway by six (6) parking spaces;

AND

Recommend **denial** of Case 25-08, a special use permit to allow the operation of an indoor commercial place of assembly at 18027 Dixie Highway;

AND

Approve the draft Findings of Fact and incorporate the Findings of Fact into the public record.



VILLAGE OF HOMEWOOD

APPL Item 5. C.

NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 18027 Dixie Highway Homewood, IL 60430

Property Index Number(s): _____

Lot Size: 1,800 sq. ft. _____ acres
If the subject property is multiple lots, provide the combined area.

Zoning District:

☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ B-1 ☒ B-2 ☐ B-3 ☐ B-4 ☐ M-1 ☐ M-2 ☐ PL-1 ☐ PL-2

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

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

☐ yes ☒ no

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

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

REQUESTED USE

Requested Use: Multi-Purpose Center

Gross Floor Area: 1,800 sq. ft.

Parking Provided: _____

Existing Use: vacant

The requested use is:

- ☐ Permitted
☐ Limited
☒ Special
☐ Other:

SITE OR BUILDING CHANGES

Existing Development: _____

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

☐ New Construction ☐ Addition ☐ Site Alterations ☐ Exterior Building Alterations

Paint interior and replace the flooring.

New construction?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Floor area increase is 20% or more?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Does the applicant elect to proceed as a Planned Development?

☐ yes ☒ no

Is site circulation or parking impacted?

☒ yes ☐ no

→ If yes, requires Site Plan Review

Is site landscaping impacted?

☐ yes ☒ no

→ If yes, requires Site Plan Review

Exterior building alterations?

☐ yes ☒ no

→ If yes, requires Appearance Review

| Development Metrics | Existing | Proposed |
|-----------------------------|--------------|--------------|
| Gross Floor Area (sq. ft.): | <u>1,800</u> | <u>1,800</u> |
| Parking Spaces | <u>0</u> | <u>0</u> |
| Lot Coverage | | |
| Impervious Area (sq. ft.) | | |
| Impervious Coverage (%) | <u>0.0%</u> | <u>0.0%</u> |

ZONING RELIEF OR CHANGES

Zoning Variance or Amendment Describe any requested zoning relief or changes below.
requesting special use permit.

The applicant requests:

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

APPLICANT

Name Marcella Abrams
 Company Luxe Events Venue LLC
 Address 7777 W. Lincoln Highway, Suite A
Frankfort, IL 60423
 Phone 708-275-7825
 Email mabrams@luxeeventsvenue.com
 Role CEO

PROPERTY OWNER

Name Kim Kwanpil
 Company _____
 Address 18027 Dixie Highway
Homewood, IL 60430
 Phone 847-361-1608
 Email _____


☐ Check box if the applicant is the property owner

I acknowledge and attest that:

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

Marcella Abrams

Applicant Name


 Applicant Signature

4/1/25
 Date

Staff Notes

Do not write below this line.

Fee: _____ ☐ Paid

Date Received: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

CASE NO: _____ REQUEST: _____

Comments/
Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Date: _____

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

Name: _____ Signature: _____ Date: _____



Luxe Events Venue LLC is a premier state of the art Multi- Service Center designed to cater to a diverse range of occasions. Located in the south suburban area of Chicago, IL. Our state-of-the-art facility offers a sophisticated versatile space that can be customized to meet your needs. We accommodate micro (less than 75 guest) corporate gatherings, staff trainings, women empowerment workshops, content creation, podcast, product launch, photoshoots, art exhibits, fundraisers, intimate private cocktail receptions, wedding showers, small intimate weddings, youth dance classes, group exercise classes, dance classes, small birthday celebrations and private social gatherings.

Our experienced event management team ensures smooth execution from planning to post-event wrap-up. Clients can rely on our expertise to handle logistics, coordination, and troubleshooting. We understand the importance of personalization. Luxe Events Venue LLC allows clients to customize the venue decor, lighting, and layout to match their vision and branding.

Luxe Events Venue LLC is more than just a Multi-Service Center; it's an experience crafted to elevate events to new heights. We look forward to providing our clients with exceptional service and creating memorable moments that last a lifetime. Because we know how important our clients are, we have strategies in place that will ensure that our clients get incentives which will come in the form of a discount for every client that they refer to us. This will make most of our clients turn into active marketers on our behalf and will grow our revenue base tremendously.

Mission Statement

Luxe Events Venue LLC mission is to provide an exceptional and versatile Multi-Service Center that seamlessly blends professionalism, sophistication, and functionality. Luxe Events Venue LLC is dedicated to creating memorable experiences for our clients by offering a meticulously curated space, unparalleled customer service, and innovative solutions, ensuring every event hosted by us is a resounding success.

Company Background

Luxe Events Venue LLC is a registered business in good standing with the State of Illinois. Luxe Events Venue LLC is where unforgettable moments come to life. With a rich history of hosting

exceptional events, our event venue provides a stunning backdrop for small intimate weddings, corporate gatherings, workshops, trainings, and small private special occasions. Our Chief Executive Officer, Ms. Marcella Abrams, has over 12 years of experience in corporate and private event planning, corporate trainings and workshops and has been the Chief Executive Officer of MSA Consulting Services LLC for the past 10 years. She has provided consulting services that include strategic planning, program planning and development, coordinating large scale health fairs and community events to over 25 organizations throughout the state of Illinois. Since Luxe Events Venue LLC intend to run several services in addition to our core services, we have ensured that we have the required number of staff to handle the various services which we intend to offer at our events venue. Below is the business structure that will be built at Luxe Events Venue LLC:

- Chief Executive Officer
- Chief Financial Officer
- Events Coordinator
- Security Team

Job Roles and Responsibilities

Chief Executive Officer

Lead the development and implementation of innovative initiatives to enhance the venue's competitiveness and market position. Oversee day-to-day operations, ensuring efficiency, quality, and adherence to industry standards. Develop and execute a comprehensive business strategy to achieve organizational and long-term success.

Chief Financial Officer

Develop and implement financial strategies aligned with the Multi-Service Center's overall goals and objectives. Provide insight and recommendations to optimize financial performance and ensure long-term financial sustainability. Lead the budgeting process, working collaboratively with the CEO to set financial targets and monitor performance against goals. Conduct regular financial forecasting and analysis to support decision making and identify potential risk and opportunities. Manage cash flow effectively, monitoring liquidity and optimizing working capital. Establish and maintain robust financial controls and procedures to safeguard assets and ensure the integrity of financial information.

Events Coordinator

Plan and execute a variety of events, ensuring seamless coordination from inception to completion. Develop comprehensive event plans, including timelines, budgets, and resource requirements. Source and negotiate with vendors, ensuring suitability for the event and coordinating logistical details. Oversee setup and breakdown of events, ensuring they meet client expectations. Maintain regular communication with clients, providing updates on event planning process. Address client concerns and adapt plans as necessary to meet client needs. Anticipate and troubleshoot potential issues, ensuring smooth execution. Provide assistance to clients when needed and maintain a customer-friendly approach.

Security Team

Conduct thorough security checks on individuals and belongings to prevent unauthorized items. Maintain a visible presence to deter potential security threats. Monitor access points and ensure only authorized personnel and invited guests enter the Multi-Service Center. Respond promptly to any security incidents, including disturbances or emergencies. Collaborate with event organizers and staff to coordinate security protocols. Enforce Multi-Service Center rules and regulations to ensure a safe and secure environment. Escort unruly individuals off the premises when necessary, employing tact and professionalism. Monitor surveillance systems and report any suspicious activities to higher authorities.

Luxe Events Venue LLC is the one stop Multi-Service Center that intends to offer various customers a beautiful experience while also exceeding their expectations with the various services that we offer. Our intention in establishing Luxe Events Venue LLC is to become a profitable business, therefore in addition to our core services, we intend to offer additional services as well as create multiple sources of income for our business. All our services will be offered within the permissible laws of the service industry as well as the laws of the state of Illinois. Our venue will comply with all local regulations and have obtained the necessary permits. Luxe Events Venue LLC has adaptable spaces to accommodate events of varying sizes, from intimate gatherings to small corporate networking events.

Our experienced event management team ensures smooth execution from planning to post-event wrap-up. Clients can rely on our expertise to handle logistics, coordination, and troubleshooting. We understand the importance of personalization. Luxe Events Venue LLC allows clients to customize the venue decor, lighting, and layout to match their vision and branding. Our dedicated team ensures seamless execution, turning each event into a success.

STANDARDS FOR:
SPECIAL USE

2020 Chestnut Road, Homewood, IL 60430

| | | |
|------------------------|--|-------------------------------|
| Street Address: | 18027 Dixie Highway _____ Homewood, IL 60430 | |
| Requested Use: | Multi-Purpose Center _____ | Area: 1,800 sq. ft. |
| Business Name: | Luxe Events Venue LLC _____ | |
| Applicant Name: | Marcella Abrams _____ | Date: 03/31/2025 _____ |

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

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

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

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

Luxe Events Venue LLC is ideally suited to serve the community because it provides a versatile and intimate space for cherished gatherings such as baby showers, small birthday celebrations, micro weddings, business workshops, and new business product launch. Many families and small groups seek a space that feels personal rather than overwhelming. Luxe Events Venue LLC is designed to create a cozy yet stylish setting for special moments.

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

Will the business have a negative impact on other businesses?

Luxe Events Venue LLC will not have a negative impact on other businesses.

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

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

By hosting small events and business workshops, Luxe Events Venue LLC creates opportunities for nearby small businesses to thrive, reinforcing a strong, interconnected local economy. Our venue provides a space for the community to celebrate life's milestones close to home, strengthening local connections.

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

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

There aren't any negative impacts, external to Luxe Events Venue LLC that may result from it operating at this location.

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

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

Luxe Events Venue LLC is best suited for this property because it is convient and accessible. At 1,800 square feet, this property offers a versatile space that is conveniently located and accessible. Luxe Events Venue LLC will offer a community centered approach and would contribute to the area's economy and culture.

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

Will your business decrease the value of other properties?

Luxe Events Venue LLC will not decrease the value of the other properties.

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

Describe how your business is compatible with its neighbors.

Luxe Events Venue LLC is designed to be a seamless addition to the neighborhood, complementing its character while providing a valuable service to the community. It fits naturally alongside other businesses like restaurants, boutiques, and service providers, creating a vibrant local economy.

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

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

There aren't any negative impacts, external to Luxe Events Venue LLC that may result from it operating at this location.

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

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

There aren't any negative impacts, external to Luxe Events LLC that may result from it operating at this location.

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

Describe how will customers get to and from your business.

A conveniently located venue makes it easier for guest to attend without the hassle of long commutes. Customers will arrive to our venue via ride share and personal vehicles. Our guest will utilize the convenient street parking as well as the village of Homewood paid parking lots.

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

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

No

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

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

No

STANDARDS FOR:
VARIANCE

2020 Chestnut Road, Homewood, IL 60430

Street Address: 18027 Dixie Highway Homewood, IL 60430

Requested Variance: yes

Zoning Requirement: Special Use

Ordinance Reference: yes

Applicant Name: Marcella Abrams Date: 04/30/2025

Provide responses to each question below using complete sentences and specific to the property and relief requested.

The Planning and Zoning Commission and Village Board shall consider the following responses to the Standards for a Variance in evaluating the application.

No variance shall be granted unless the findings of fact for each application demonstrate a true hardship and the least deviation from the Ordinance necessary, as provided by the applicant's response to the following:

1. Can the property in question yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located?

Describe why you cannot comply with the zoning regulations and how it impacts the property value.

Luxe Events Venue LLC is unable to comply with the zoning regulations related to parking due to the property location is historically designated, modifications for parking could be restricted or prohibited to preserve its character. The property is located in an area where surrounding parcels are fully built out, and no additional land is available for lease or acquisition to support off-street parking expansion. Off-street parking is limited due to surrounding development. This location is well-served by public transit, and guests will utilize rideshare services, public transportation, carpool, as well as utilize off-site available parking in the area. Luxe Events Venue LLC has explored shared parking agreements with nearby properties and off-site parking solutions. As of April 30, 2025, we have not been able to finalize a parking agreement with nearby properties. Given these factors, we respectfully request a variance or exemption from the parking requirement or consideration of alternative compliance methods. Luxe Events Venue LLC remain committed to minimizing any neighborhood impact and will continue encouraging sustainable transportation options for our patrons.

2. Is the plight of the owner due to unique circumstances?

Describe why this request is unique to you; would it apply to your neighbors as well?

Luxe Events Venue LLC is unable to comply with the zoning regulations related to parking due to the property location is historically designated, modifications for parking could be restricted or prohibited to preserve its character. The property is located in an area where surrounding parcels are fully built out, and no additional land is available for lease or acquisition to support off-street parking expansion. The variance would not necessarily apply to my neighbors due to their land use types. The surrounding businesses have different operating hours, traffic patterns, or physical site conditions.

3. If granted, will the variance alter the essential character of the locality?

Describe how the property, with this relief, will compare to the surrounding properties.

If parking variance is approved, the property will remain consistent with surrounding properties. The relief may bring the property more in line with nearby developments that already operate with similar parking conditions. The variance will ensure that the property functions comparably to others in the area, without creating negative impacts such as congestion, overflow parking, or diminished neighborhood aesthetics. Luxe Events LLC typically hosts guests during limited, scheduled times- often evenings or weekends when the demand for nearby parking is lower. This temporal use reduces the strain on daily parking availability.

Continued on following page.

Supplemental to the above standards, the decision-making authority shall also consider and make findings of fact on the character of the alleged hardship and the potential impacts to neighboring properties of granting the variance, as provided in the applicant's following responses. No one is controlling.

4. Do the particular physical surroundings, shape, or topographical conditions of the subject property pose a particular hardship upon the owner, as distinguished from a mere inconvenience, under the strict application of these regulations?

Describe the unique characteristics of the site that limit use or development without the requested relief.

Luxe Events Venue LLC is unable to comply with the zoning regulations related to parking due to the property location is historically designated, modifications for parking could be restricted or prohibited to preserve its character. As a result, this limits our ability to meet the standard parking requirements.

5. Would the conditions upon which the request for variance is based be generally applicable to other property within the same zoning classification?

Do your neighbors have the same circumstances?

Unlike standard commercial or residential properties, Luxe Events Venue LLC typically hosts guests during limited, scheduled times when demand for nearby parking is lower. The surrounding businesses have different operating hours, traffic patterns or physical site conditions.

6. Has the alleged practical difficulty or particular hardship been created by any person presently having an interest in the property?

Provide information about any personal gains related to the hardship.

While approval of this variance may support the continued success of Luxe Events Venue LLC, the requested relief allows for use of the property that aligns with both zoning code's intent and the character of the neighborhood. It supports the viability of a small, locally owned business without creating adverse effects on the community.

7. If granted, will the variance be detrimental to public welfare or injurious to other neighboring properties?

Describe any potential negative impacts on neighboring properties and mitigation efforts.

If granted, the variance will not be detrimental to public welfare or injurious to neighboring efforts. Luxe Events Venue LLC will align with the existing character and functionality of the area.

8. If granted, will the variance: impair an adequate supply of light and air to adjacent property; substantially increase the danger of fire or otherwise endanger the public safety; or, substantially diminish or impair values of neighboring property?

Explain how the requested relief will not create a hazard or de-value adjacent property.

Luxe Events Venue LLC will operate during specific hours, often when surrounding traffic is reduced, minimizing any risk of congestion or traffic conflicts. We will ensure that proper traffic flow management and parking coordination further reduce the risk of hazards. The absence of additional on-site parking will not negatively alter the appr or functionality of the area. There is no evidence that a parking variance when responsibly managed lowers values.



Parking Contingency Plan for Luxe Event Venue LLC

Parking management is a critical aspect of event planning, ensuring smooth ingress and egress for attendees while minimizing congestion and maximizing available space. Contingency plans for parking are essential to address unforeseen challenges and maintain operational efficiency during events. This document outlines the parking contingency plans for Luxe Events Venue LLC, covering various scenarios and mitigation strategies.

Pre-Event Preparation:

- On March 30, 2025, Luxe Events Venue LLC conducted a thorough assessment of parking capacity and potential challenges. Currently there are 0 assigned parking spots assigned to the property at 18027 Dixie Highway. There is street parking available as well as public parking lots available in the area.
- Luxe Events Venue LLC will coordinate with neighboring businesses for additional parking options if needed.
- Luxe Events Venue LLC will communicate parking instructions and alternative routes to attendees via venue website, emails, event contracts, and signage.

1. Primary Parking Areas:

- Luxe Events Venue LLC identified primary parking areas closest to the venue with sufficient capacity to accommodate anticipated attendance.
- Luxe Events Venue LLC will implement efficient traffic flow patterns, including designated entrances and exits, to minimize congestion.
- Luxe Events Venue LLC will provide adequate signage and staff assistance to guide attendees to available parking spaces.

2. Overflow Parking Solutions:

- Luxe Events Venue LLC will establish overflow parking areas in nearby lots to accommodate excess vehicles if needed.
- Luxe Events Venue LLC will arrange shuttle services to transport attendees from overflow parking areas to the venue at regular intervals.
- Valet parking: Luxe Events Venue LLC will offer free valet parking services to maximize parking efficiency and convenience for attendees.

3. Emergency Situations

- Unforeseen parking lot closure: Luxe Events Venue LLC will have alternative parking arrangements in place and communicate updates to attendees in real-time via email, phone calls and text.
- Traffic accidents or road closures: Luxe Events Venue LLC will coordinate with local authorities to manage traffic diversion and reroute to minimize disruptions.
- Severe weather conditions: Luxe Events Venue LLC will implement contingency plans for inclement weather, such as rescheduling events to another date.

4. Communication Strategies:

- Luxe Events Venue LLC will maintain open communication with event host throughout various platforms, including telephone, email, and onsite signage.
- Luxe Events Venue staff will provide contact information for parking assistance or inquiries to address hosts concerns promptly.
- Luxe Events Venue LLC will utilize signage to convey real-time updates and parking availability.

5. Post-Event Evaluation:

- Luxe Events Venue LLC will conduct a post-event debriefing to assess the effectiveness of parking contingency plans and identify areas for improvement.
- Luxe Events Venue LLC will gather feedback from hosts regarding their parking experience to inform future planning efforts.
- Luxe Events Venue LLC will document lessons learned and update contingency plans accordingly for future events.

Effective parking contingency plans are essential for ensuring a positive attendee experience and minimizing disruptions during events. By proactively addressing potential challenges and implementing mitigation strategies, Luxe Events Venue LLC can maintain efficient parking operations and enhance overall event management.

Marcella Abrams
CEO/Owner
Luxe Events Venue LLC



