



## Planning and Zoning Commission Meeting

Wednesday, February 7, 2024 at 7:00 pm  
Shorewood Village Hall – One Towne Center Boulevard  
Board Room (2<sup>nd</sup> Floor)

### AGENDA

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#### Planning and Zoning Commission

Stevan Brockman, Chair  
Scott Selfridge, Vice Chair  
Brad Brooks  
David Goodale  
Kim Gould  
Mike Kaminsky  
David Ruchala  
Michael Sayles  
Kayla Sorenson

- I. Call to Order
  - A. Pledge to the Flag
  - B. Roll Call
- II. Public Comments
- III. Business Items
  - A. Approval of Minutes dated January 3, 2024
  - B. Public Hearing
    - i. Petition 24-473  
Consideration of a Zoning Ordinance Text Amendment to Allow Arts Studios as Conditional Uses in Business Districts
    - ii. Petition 24-474  
Consideration of a Request for a Conditional Use Permit for an Art Studio at 700 W Jefferson Street filed by Jonathan Foskett
- IV. Reports and Communications
  - A. Staff Updates
  - B. Commissioner Feedback
- V. Adjournment

**I. Call to Order**

Chairman Brockman called the meeting to order at 7:00 pm.

**A. Pledge to the Flag****B. Roll Call**

Present: Chairman Stevan Brockman, Vice Chair Scott Selfridge,  
Brad Brooks, Kim Gould, Mike Kaminsky,  
Dave Ruchala, Michael Sayles, Kayla Sorenson

Absent: David Goodale, Ellen Kijowski

Staff: Natalie Engel, Economic Development Director  
Aaron Klima, Village Administrator

**II. Public Comments - None****III. Business Items****A. Approval of Minutes dated November 1, 2023.**

Motion by Commissioner Kaminsky, seconded by Commissioner Sayles to approve the minutes dated November 1, 2023. Upon roll call vote, the motion carried unanimously.

Ayes: Brooks, Gould, Kaminsky, Ruchala, Sayles, Sorenson

Nays: None

**B. Public Hearing****i. Petition #23-469**

Chairman Brockman opened the public hearing.

Economic Development Director Natalie Engel presented the staff memo.

She explained that John and Debbie Scheidt would like to add on to the rear of their home. The proposed addition measures 19 feet in width and 23 or 27 feet in depth depending on the side. At its closest point, it would be 9.5 feet from the property line.

When the homes were constructed in the Vintage subdivision, there seems to have been a 7.5-foot minimum side yards setback requirement but it was not memorialized as part of a PUD or variance. As such, the home is now required to meet the 10-foot side yard setback requirement of the R-1 zoning district. The homeowners have requested a variance to allow a 9.5-foot setback.

There were no comments or questions from the public or the Planning and Zoning Commission.

Motion by Commissioner Brooks, seconded by Commissioner Sayles to close the public hearing. The motion carried unanimously by roll call vote.

Ayes: Brooks, Gould, Kaminsky, Ruchala, Sayles, Sorenson

Nays: None

Motion by Commissioner Brooks, seconded by Commissioner Gould as follows.

I move that we (1) enter findings of fact that the standards set forth in Section 10-12-2(B)(1) of the Village Code have been met and (2) approve the variance to provide relief from Section 10-5D-5C1 to allow a reduced side yard setback at 802 Abbey Wood Drive.

The motion carried unanimously by roll call vote.

Ayes: Brooks, Gould, Kaminsky, Ruchala, Sayles, Sorenson

Nays: None

#### **IV. Reports and Communications**

##### **A. Staff Updates**

###### **i. Development Update - None**

###### **ii. Other**

The Village Staff is preparing to discuss a few items with the Village Board at the January 9<sup>th</sup> and January 23<sup>rd</sup> Committee of the Whole Meetings. Staff provided a brief overview of the topics. If the Board directs staff to explore ordinances, public hearings will be scheduled.

On January 9<sup>th</sup>, staff is planning a discussion about small-scale solar and wind energy. The Commission discussed the rising popularity and efficiency of roof-mounted solar panels. They did not like building-mounted and ground-mounted solar panels. If solar panels are to be used on accessory structures, the structures will have to be built accordingly as a typical structure would not be strong enough. The PZC did not like the idea of using wind turbines in existing residential neighborhoods. They thought that they could be used in industrial areas on roofs by permit or ground-mounted subject to site plan approval.

On January 23<sup>rd</sup>, the engineer who reviews photometrics plans at CBBEL will be doing a presentation regarding lighting and photometrics. Commissioners are encouraged to attend the meeting or to review the presentation afterwards. So as to remain compliant with the Open Meetings Act, commissioners were asked to let staff know if they planned to attend the meeting.

On January 23<sup>rd</sup>, the staff is also planning to discuss illuminated window signage with the Village Board. The Commission suggested regulating lighting levels like we do with LED message boards. They also suggested only allowing illuminated signage when the businesses are open.

##### **B. Commissioner Feedback - None**

#### **V. Adjournment**





## Community Development Memo

Petition # 24-473

TO: Planning & Zoning Commission  
FROM: Natalie Engel, AICP  
Economic Development Director  
DATE: February 2, 2024  
SUBJECT: Zoning Ordinance Text Amendment to Allow Arts Studios as Conditional Uses in Business Districts

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### I. REQUEST

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Village Staff was recently approached by a business owner who was interested in opening an art business in the Village. The primary use would be studio space and there would also be instructional and retail components.

Upon review of the Zoning Ordinance, we realized that the use was not permitted. Staff believes that there are locations in the Village where it is appropriate to operate an art studio in commercial districts and has prepared this text amendment.

### II. DESCRIPTION OF REQUEST

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We have crafted the following definition of art studio for inclusion in Chapter 2 of the Zoning Ordinance.

**Art Studio:** A workspace for individuals engaged in the application, teaching, or performance of fine arts, creative arts, or crafts. Not a residence.

The definition was written broadly to accommodate multiple types of arts and crafts buildings. Following are some of the uses that could take place in art studios.

- Painting and drawing
- Sculpture
- Pottery and ceramics
- Glassworks
- Metalworks
- Music
- Writing
- Dance
- Film and radio
- Theatre and drama
- Crafts (jewelry making, scrapbooking, sewing, candle making, soap making, stamping, woodworking, needlework, paper crafts)
- Sewing and needlework

Some of these uses would be appropriate in any business district (such as writing and drawing); whereas, others (like metalworking) may only be appropriate in specific locations. As such, we propose allowing the art studios as conditional uses.

This way, a public hearing, PZC recommendation, and Village Board approval will be needed before a business can operate. As part the process, the PZC will be asked to evaluate the location and plan carefully to determine whether the conditional use standards have been met.

10-12-4B: Standards for Conditional Use:

The Planning and Zoning Commission shall not recommend nor shall the Village Board grant a conditional use in a particular zoning district or districts unless they shall make findings based upon the evidence presented to them in each specific case that:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety and general welfare.
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate area for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district.

**III. RELEVANT MASTER PLANS**

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The 2023 Comprehensive Plan lays out goals and objectives. Economic Development Goal #1 is for a *vibrant small business environment with a variety of restaurant and retail options*. Its objectives include attracting new small businesses, developing innovative ways to help local entrepreneurs develop in priority areas, and ensuring that zoning regulations facilitate a range of commercial uses to create fun and active business areas. By expanding our retail uses to allow art studios, we take a step towards achieving the goal.

**IV. STAFF COMMENTS AND REVIEW**

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Village staff has drafted the proposal to meet the following findings.

*Standards for Conditional Use / Findings of Fact*

1. ***The amendment promotes the public health, safety, comfort, convenience and general welfare and complies with the policies and Official Comprehensive Land Use Plan and other official plans of the Village.***

Art has been proven to improve quality of life. For those who produce art, it helps to improve mood, reduce stress, enhance focus and problem-solving, better communication, and increase creativity. Even viewing art can reduce stress, increase dopamine, enhance critical thinking, and promote understanding of others.

In addition to improving quality of life, allowing art studios furthers the economic development goals of the Comprehensive Plan.

2. ***The requested zoning language is more suitable than what is permitted under the current zoning regulations.***

Art studios were not addressed in the zoning ordinance and, at best, would have been considered a ‘building and related trade’ shop. Providing a definition of an art studio makes art businesses easier to classify. Allowing art studios as conditional uses, gives the Village the tools to evaluate where they can go and makes the process simpler for applicant.

By providing a definition of art studio and listing it as a conditional use, the Zoning Code is easier to use and to administer.

3. *The amendment, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property.*

Art studios tend not to be impactful on their surroundings. By requiring a conditional use, the Village can consider each art studio on a case-by-case basis and mitigate concerns – such as odor or noise.

## **V. RECOMMENDATION**

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Staff recommends approval of Petition 24-473 for a Zoning Ordinance Text Amendment regarding art studios.

### Suggested Motion for Approval:

I move that we (1) adopt the findings of fact included in the staff memo dated February 2, 2024 as the findings of the Planning and Zoning Commission and (2) recommend approval of Petition 24-473 for a Zoning Ordinance Text Amendment regarding art studios.



## Community Development Memo

Petition # 24-474

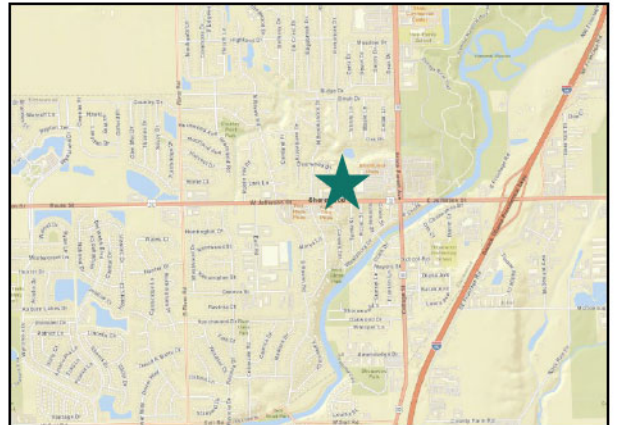
TO: Planning & Zoning Commission  
 FROM: Natalie Engel, AICP  
 Economic Development Director  
 DATE: February 2, 2024  
 SUBJECT: Conditional Use for an Art Studio

### I. REQUEST

Consideration of a Request for a Conditional Use Permit for an Art Studio at 700 W Jefferson Street, Unit 307 filed by Jonathan Foskett

### II. PROPERTY INFORMATION

- A. Petitioner: Jonathan Foskett  
Stained Glass Gifts LLC
- B. Location: 700 W Jefferson Street, Unit 307
- C. Size: 2,300 SF in-line retail unit  
on 2.38-acre lot
- D. PIN Numbers: 05-06-09-409-024-0000
- E. Current Zoning: B-2, Community Shopping Center
- F. Current Use: Former Gym in Shorewood Plaza
- G. Surrounding Zoning and Land Use:



Direction	Zoning	Jurisdiction	Zoning Classification	Existing Subdivision / User
North	B-2	Shorewood	Community Shopping Center	Shorewood Plaza
East	B-3	Shorewood	General Commercial	Brookforest Center / Jewel-Osco
South	B-1	Shorewood	Neighborhood Shopping Center	Medical (Dentist, Doctor, Physical Therapy)
West	B-2	Shorewood	Community Shopping Center	Shorewood Plaza

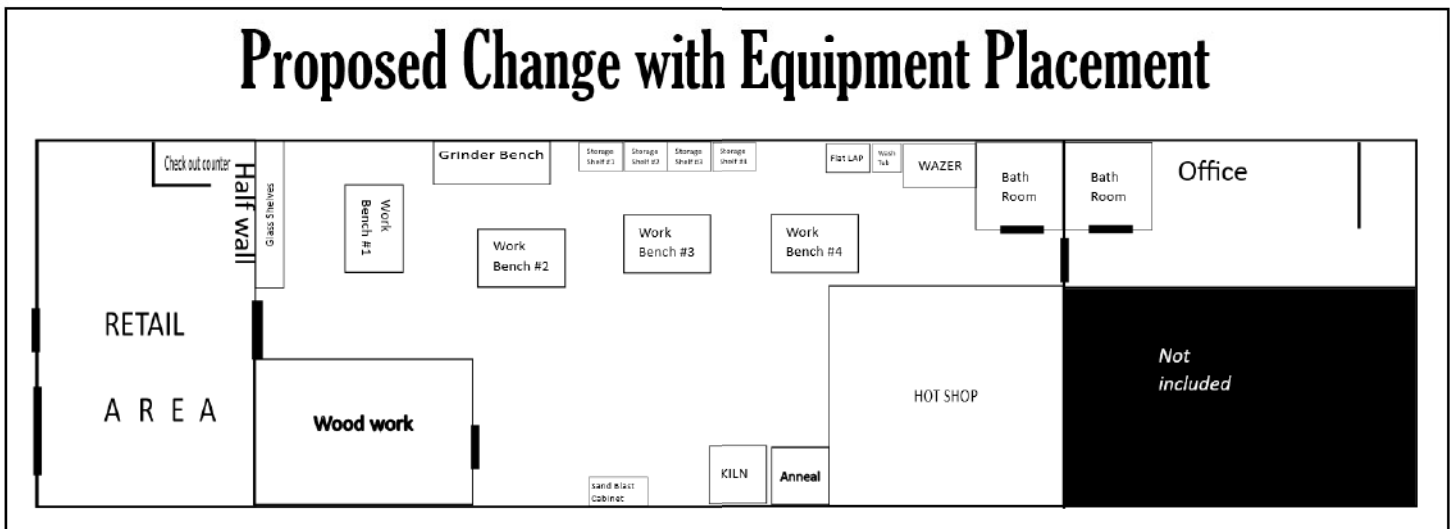
### III. HISTORY OF THE PROPERTY

Shorewood Plaza, located at 700 W Jefferson Street is a 9-acre development which was built in the 1970s and 1980s. Building 300, where Stained Glass Arts would like to locate, was built in 1985.





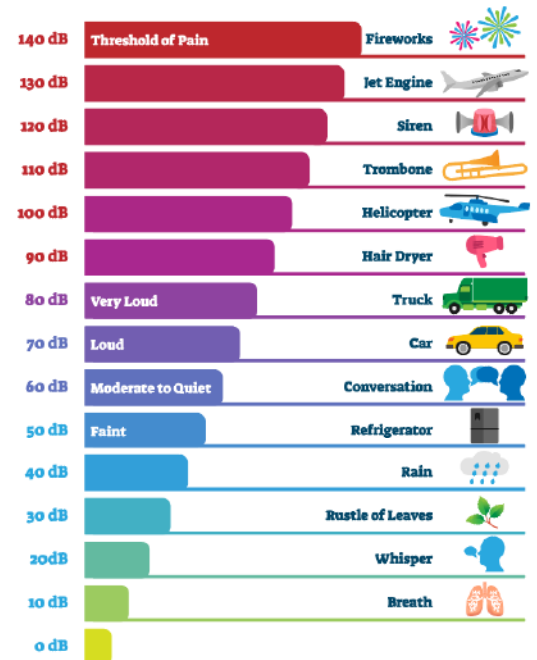
- There will be a Mini Dragon Glass Blowing Furnace which will only be used when the owner or staff is on the premises. This is a smaller furnace which can accommodate approximately 15 lbs. of glass. The furnace is similar to what one would see at a festival: designed to fit into a car and run on a propane tank. For the purposes of this studio, however, propane will not be used. The furnace will be hard-wired into the gas line for safety and it will be located under a hood which will expel any fumes. The furnace is equipped with a proof of flame safety mechanism that monitors the UV light emitted by the flame. If the flame goes out, the gas is automatically shut off.
- There will be some glass-cutting equipment including a sandblasting cabinet, grinders, water jet cutters, and hand tools. There will also be some equipment for making frames including a router. Additionally, there will be soldering irons for stained glass art.



Since the use is located in a multi-tenant building, we asked the applicant to provide information on the noise levels of his equipment when in use. The following table lists the equipment, estimates the hours of use per week, and provides the decibel reading. (For equipment that is used only occasionally, 1 hour was entered into the table.) A decibel scale of common sounds is also provided for reference.

Equipment	Hours Per Week	Noise Level (dB) 6' from Machine
Cyclone Sandblast Cabinet	1	75
Covington Engineering Maxi Lap	1	60
TechniGlass The Grinder	5	60
Inventibles X-carve	2	65
WAZER Water Jet Cutter	1	74
Gemini Taurus 3 Ring Saw	1	70
Grinding Wheel	1	60

### DECIBEL SCALE





Because of the unique nature of the business, safety was a priority. The applicant met with the Building Department and the Fire District early on to discuss his plans and how to safely operate in the building. Several safety measures will be put into place. Staff recommends that any conditional use is conditional upon compliance with the safety measures.

### Safety Measures

- A NFPA Fire Alarm System will be installed by an Illinois licensed fire alarm contractor that is registered with the Village of Shorewood.
- Fire extinguishers will be installed at the entrance to the unit, at the exit from the unit, and on the wall near the glass-blowing furnace.
- A member of staff will be present whenever the kiln is fired up or is energized. When the studio is vacant, the only electricity flowing to the kiln will be for safety monitoring equipment.
- A member of staff will be present whenever the glass-blowing furnace is energized. The unit will be connected to the natural gas source. No propane or other portable gas source is allowed. The furnace will be outfitted with a proof of flame safety mechanism.
- A ventilation exhaust fan system with a hood will be installed to capture any fumes and/or CO gas to the outside of the building.
- A half-wall will be installed to separate the retail space open to the public from the rest of the unit. Only staff and students will be allowed in the workspace. All people in the studio area will be required to wear protective gear and clothing appropriate to the task.
- No carpet will be used in the studio space. The wall adjacent to the glass-blowing furnace will be fire resistant by exposing the concrete block wall or by installing a fire-resistant material.
- All plans for the unit will be approved by the Building Department and Fire District prior to beginning work on the space. The Building Department and Fire District must inspect the space and a certificate of occupancy for the business must be issued prior to use.
- Noise levels may not exceed those listed in the Project Description. If the level of noise is disruptive to the neighboring businesses, the business owner will take steps to mitigate the concerns. This may include relocating the equipment, enclosing the equipment, and adding soundproofing measures.

A letter from the Troy Fire District is included as Attachment 3.

## **V. RELEVANT MASTER PLANS**

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The 2023 Comprehensive Plan calls for retail uses in this location. It also calls for attracting unique retail opportunities. This would be the first retail art gallery in Shorewood and the classes would provide a unique experiential opportunity for residents.

## **VI. STAFF COMMENTS AND REVIEW**

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### Use

If the proposed zoning ordinance text amendment to allow art studios as conditional uses in certain commercial zoning districts (Petition 24-473) is approved, the conditional use request can be approved.

### Standards for Review of a Conditional Use Request:

Pursuant to Title 10, Chapter 12, Section 12-4A, the Planning & Zoning Commission may recommend to the Village Board, based upon the evidence presented to them in each specific case, the granting of a conditional use in a particular zoning district or districts provided the use meets the standards set forth in Section 10-12-4B.

*Standards for Conditional Use / Findings of Fact*

- 1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety and general welfare.***

The applicant, Building Department, and Fire District have worked together to come up with a plan to address safety concerns. The suggested recommendation is conditional upon a list of safety measures.

- 2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate area for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.***

Bringing this experiential retail use to the Village will be beneficial. The recommendation includes parameters to ensure that the business will not have a negative impact on neighbors.

- 3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district.***

The use is compatible with its surroundings. It is similar in nature to the music center and martial art center in the same building and has a retail component. It will not impede future development.

## **VII. RECOMMENDATION**

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Staff finds that the request meets the standards of approval and is consistent with the Comprehensive Plan and Zoning Ordinance. As such, staff recommends approval of Petition 24-474 as described in Attachment 1 and subject to compliance with the conditions listed in Attachment 2 of this memo.

### Suggested Motion for Approval:

I move that we (1) enter findings of fact that the standards set forth in Sections 10-12-4B of the Village Code have been met and (2) recommend that the Village Board grant a Conditional Use for a an art studio at 700 W Jefferson Street, Unit 307 as described in Attachment 1 and subject to compliance with the conditions listed in Attachment 2 of this memo.

## **VIII. ATTACHMENT(S)**

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1. Project Description
2. Safety Measures
3. Letter from Troy Fire District
4. Applicant's Analysis of Compliance with Conditional Use Standards



# ATTACHMENT A

## Project Description

### Business Description

By Stained Glass Gifts LLC

Stained Glass Gifts LLC will sell glass items made using copper foil, lead came, fusing, and blowing methods. Stained Glass Gifts LLC will also conduct instructor-led on-site classes where students can learn the process of creating works in this medium. Students can take classes more than once, to make multiple pieces for their own collection and experience.

### Equipment list:

1. Kiln – Studio Pro 24 – Glass fusing.
2. Mini Dragon Glass Blowing Furnace – glass blowing.
3. Cyclone Sandblast cabinet- Sand blasting glass to add etched designs in glass.
4. Covington Engineering Maxi Lap – Glass grinder used for finishing and polishing larger pieces of completed work.
5. TechniGlass The Grinder – Glass grinder used for small pieces before foil is applied, before they are inserted into lead came, or take the edges off prior to fusing.
6. Inventibles X-carve – Router controlled through a CNC machine to cut intricate patterns in wood that will be frames for glass.
7. WAZER water jet cutter – Cutting glass.
8. Gemini Taurus3 Ring Saw – Uses a diamond coated band to cut glass by grinding away the desired path.
9. Various types of handheld glass cutters which are essentially diamond coated wheels that scratch glass so it will break in the desired way.
10. Soldering irons – used to apply solder to copper foil wrapped glass and lead came intersections to hold pieces of glass together.
11. Grinding wheel to cut zinc frames so that glass can be inserted.

Equipment Photos  
By Stained Glass Gifts LLC



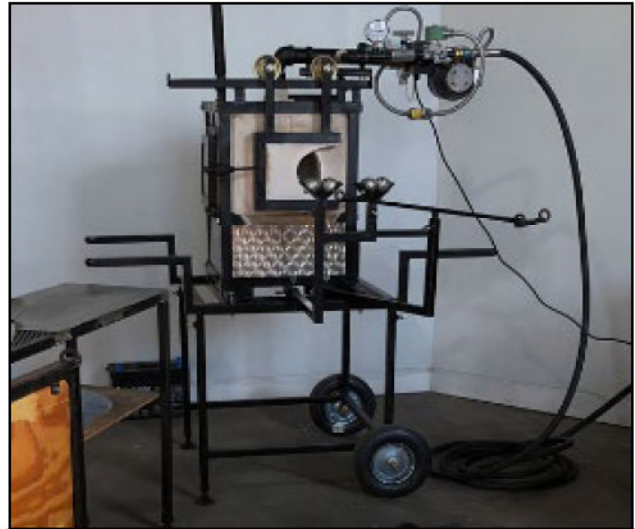
SANDBLAST CABINET



GRINDER



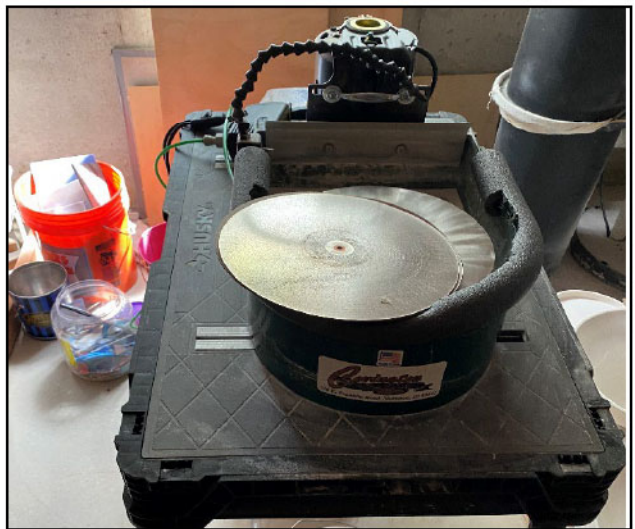
WATER JET CUTTER



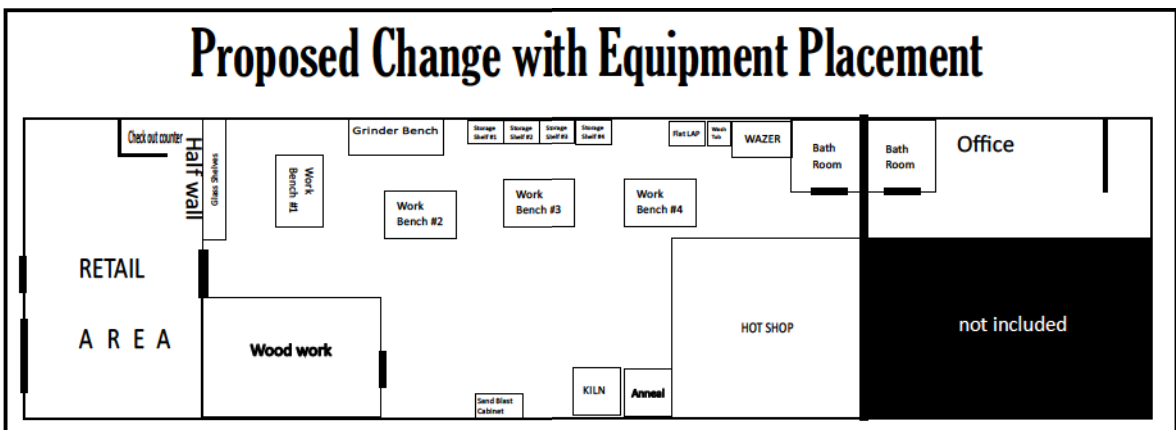
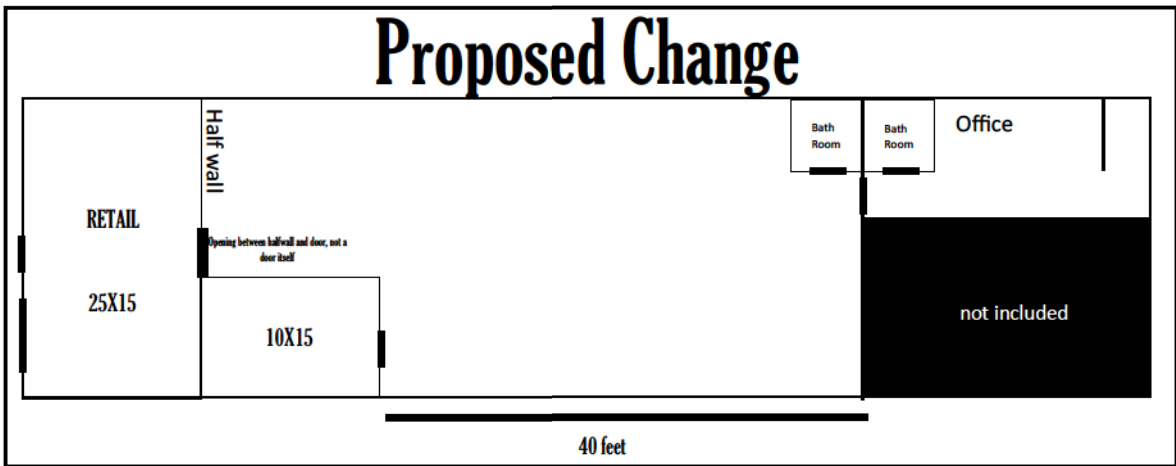
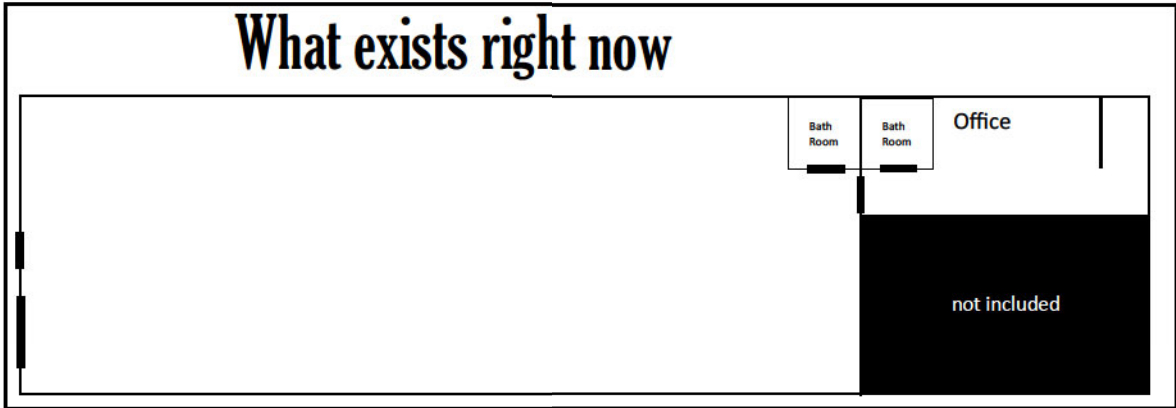
GLASS BLOWING FURNACE



KILN



GLASS GRINGER





## **ATTACHMENT B**

### **Conditions of Approval**

- A NFPA Fire Alarm System will be installed by an Illinois licensed fire alarm contractor that is registered with the Village of Shorewood.
- Fire extinguishers will be installed at the entrance to the unit, at the exit from the unit, and on the wall near the glass-blowing furnace.
- A member of staff will be present whenever the kiln is being fired up or is energized. When the studio is vacant, the only electricity flowing to the kiln will be for safety monitoring equipment.
- A member of staff will be present whenever the glass-blowing furnace is energized. The unit will be connected to the natural gas source. No propane or other portable gas source is allowed. The furnace will be outfitted with a proof of flame safety mechanism.
- A ventilation exhaust fan system with a hood will be installed to capture any fumes and/or CO gas to the outside of the building.
- A half-wall will be installed to separate the retail space open to the public from the rest of the unit. Only staff and students will be allowed in the workspace. All people in the studio area will be required to wear protective gear and clothing appropriate to the task.
- No carpet will be used in the studio space. The wall adjacent to the glass-blowing furnace will be fire resistant by exposing the concrete block wall or by installing a fire-resistant material.
- All plans for the unit will be approved by the Building Department and Fire District prior to beginning work on the space. The Building Department and Fire District must inspect the space and a certificate of occupancy for the business must be issued prior to use.
- Noise levels may not exceed those listed in the Project Description. If the level of noise is disruptive to the neighboring businesses, the business owner will take steps to mitigate the concerns. This may include relocating the equipment, enclosing the equipment, and adding soundproofing measures.
- The businesses shall be operated in conformance with the Zoning Ordinance and all other applicable ordinances and regulations of the Village.



**ATTACHMENT C**  
**Letter from Troy Fire District**



**Troy Fire Protection District**

700 Cottage St.  
Shorewood, IL 60404

**Office of Fire Prevention and Life Safety**  
**Paul Hertzmann, Fire Chief**  
**Fire Inspector**



**Chief's Direct Line**  
**815-651-2102**

**Office 815-725-2149**  
**Fax 815-725-0772**

January 30, 2024

Village of Shorewood  
Village Trustees  
Plan Commission Members

RE: 700 W. Jefferson  
Suite 307  
Shorewood, IL 60404

To Whom It May Concern,

The fire district has no concerns with the proposed glass blowing business proposed for the above location provided the items listed are incorporated in the project.

The applicant has agreed to some minor remodeling and installation of a NFPA Compliant Fire Alarm System which will be installed by an Illinois licensed and registered with the Village fire alarm contractor once all reviews of the plans are approved.

A ventilation exhaust fan system will be installed with a hood to capture and disperse any fumes and or CO gas to the outside of the building.

The addition of two fire extinguishers at the entrance and exit. One additional extinguisher will be wall mounted near the glass blowing machine.

Village staff and the fire district have met with the applicant about the above requirements.

Please reach out with any questions or concerns.

Respectfully Submitted,

# ATTACHMENT D

## Applicant's Analysis of Compliance with Conditional Use Standards

### DEVELOPMENT APPLICATION – CONDITIONAL USE SUPPLEMENT



#### Conditional Use Standards

No conditional uses may be granted unless the following standards are found to be factual. Please review each standard and provide justification.

- a. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety and general welfare.

The majority of the activities performed will not be detrimental or endanger public health, safety, or general welfare. When activities required it, safety equipment (gloves, glasses, masks, etc.) will be provided. A vent fan already exists in the current space and will be used when appropriate.

- b. The conditional use will not be injurious to the use and enjoyment of other property in the immediate area for the purposes already permitted nor substantially diminish and impair property values within the neighborhood.

There are no conceived activities that would have any impact on neighboring properties. There is no special waste created in the Art Studio and no exterior changes will be made by the tenant.

- c. The establishment of the conditional use will not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district.

As the tenant does not have the rights to alter the exterior, or to make substantial interior modifications, they should not impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district