



To: Plan Commission

From: Patrick Ainsworth, AICP, Community and Economic Development Director
Ronald Mentzer, Community and Economic Development Consultant

Date: June 12, 2025

Re: City of Crest Hill Zoning Ordinance Text Amendments

BACKGROUND

During the administration, interpretation, and enforcement of the City's Zoning Ordinance over the past six months, Community Development Department staff have encountered a variety of existing and proposed businesses that are not clearly defined or consistently addressed in the current version of the Zoning Ordinance. As a result, the City has not consistently regulated these businesses in the past. The lack of clear and specific zoning regulations has made it more challenging for the City to prohibit, accommodate, and effectively regulate these businesses and provide clear direction to individuals who operate or are interested in operating these types of businesses in Crest Hill.

This staff report outlines the various Zoning Ordinance text amendments staff is recommending the City implement for the following types of businesses and business operations:

A. Motorized Vehicle Storage and Salvage Related Activities

- *Vehicle Salvage and Wrecking*
- *Junkyards*
- *Storage Garages*
- *Bus, Truck, Tractor, and Boat Storage Yard*
- *Inoperable Motor Vehicle Storage*
- *Architectural Salvage Facilities*

B. Contractor and Landscaping Based Businesses

C. Beauty and Personal Service-Related Businesses

- *Barber Shop/Beauty Parlor/Salon*
- *Alternative Beauty and Personal Services*

D. Firearm Related Business

- *Retail Firearms Sales*

- *Off-Premises Federal Firearms License (FFL) Transfer Businesses*
- *Firearm Manufacturer*

The structure of the proposed amendments presented in this report consists of the following format and addresses these four items:

1. **Need and Goal of Amendment:** Provides a brief summary of why a text amendment is necessary.
2. **Definitions:** Outlines the new definitions and adjustments to existing definitions for specific land uses and business operations staff believes the Zoning Ordinance needs to be regulated in a more clear and consistent manner.
3. **General Standards and Regulations of Uses:** Illustrates the new language and revisions to existing regulations staff is recommending be made to improve consistency with the Definition section of the Zoning Ordinance, clarify what zoning districts the various uses are allowed to operate in as a permitted or special use, and outline any special location or operational restrictions that apply to specific uses.

The existing Zoning Ordinance language staff is recommending be eliminated or replaced is reflected in ~~strike-thru~~ text. The new language staff is recommending be added to the Zoning Ordinance is reflected in **red font**.

4. **Parking:** Clarify and update parking requirements for specific uses.

Note, the City Attorney worked closely with Community Development staff to craft the text amendments proposed below to ensure compliance with state and federal regulations are satisfied.

RECOMMENDED ZONING ORDINANCE TEXT AMENDMENTS

A. Storage of Motorized Vehicles

1. **Need and Goal of Amendment:** Clarify outdoor storage regulations for different types of motorized vehicles. Differentiate between operable and inoperable vehicles. Clarify what comprises a "Storage Garage" and where this type of use is allowed. Identify what specific vehicle storage activities are permitted and prohibited. Clarify what is and is not considered a "Junkyard" and that such uses are clearly prohibited in the City of Crest Hill. Clarify what an "Architectural Salvage" is and how this type of business is allowed to operate in the City of Crest Hill.
2. **Definitions:** Revise **SECTION 2.0. DEFINITIONS** of the Zoning Ordinance as follows:

~~AUTOMOBILE~~ **MOTOR VEHICLE SALVAGE AND/OR WRECKING FACILITY:** Any place where one or more motor vehicles that are not in running condition, and/or motor vehicle parts, are stored in the open; or any land, building, or structure used for the demolition or storing of such ~~automobiles~~ motor vehicles or parts thereof. ~~Such facilities are expressly prohibited in the City of Crest Hill, pursuant to [reference appropriate code].~~

JUNKYARD: An open area where junk, waste, scrap, discarded, or salvaged material is bought, sold, exchanged, stored, baled, packed, disassembled, or

handled, including but not limited to scrap iron and other metals, paper, rags, rubber tires, and bottles. This does not include Architectural Salvage Facility as defined herein. ~~A junkyard includes automobile wrecking, salvage or storage yards; use lumber yard; and house wrecking and structural steel materials and equipment~~ Such facilities are expressly prohibited in the City of Crest Hill.

GARAGE, STORAGE: Any building used for housing ~~only of~~ recreational vehicles, motor-driven vehicles, boats, and other personal items, pursuant to ~~previous private~~ arrangements and not to transients, and at which automotive fuels and oils are not dispensed and motor-driven vehicles are not equipped, repaired, hired or sold.

BUS, TRUCK, TRACTOR, AND BOAT STORAGE YARD: A business that keeps, in an unroofed area of a subject parcel, operable buses, trucks, tractors, or boats associated with the principal use of a business/building in the same place for more than twenty-four (24) hours.

INOPERABLE MOTOR VEHICLE: A vehicle that cannot be driven upon private or public streets for reasons including, but not limited to, being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

ARCHITECTURAL SALVAGE FACILITY: An operation, which is encompassed entirely indoors, that involves sourcing, salvaging, separating, and selling reclaimed building materials or architectural features from a variety of structures scheduled for demolition or renovation. Such materials include doors, windows, lumber, light fixtures, flooring, fireplace mantles, and other similar items. The materials and services associated with this definition shall not fall within the definition of Junkyard.

3. General Standards and Regulations of Uses: Revise **SECTION 8.0 GENERAL STANDARDS AND REGULATIONS OF USES** as follows:

8.2-26 SALVAGE YARD MOTOR VEHICLE SALVAGE AND/OR WRECKING FACILITY: All ~~material and~~ vehicles and auto-related materials located on the subject property must be screened by a solid fence, wall, or solid landscape screen adequate to conceal such auto-related materials and vehicles from adjacent properties and the public right-of-way. No auto-related materials or vehicles may be stored at a height greater than the screening, and no material or vehicles may exceed ten (10) feet in height.

Add the following text:

8.2-30 BUS, TRUCK, TRACTOR, AND BOAT STORAGE YARD: Where such vehicles and boats are stored outdoors, all items must be screened by a solid fence, wall, or solid landscape screen to adequately minimize the visibility from adjacent properties and the public right-of-way.

8.2-31 STORAGE GARAGE: A space within the M-1 and M-2 zoning districts, not exceeding 2,000 square feet in total for any zoning lot, shall be allowed for the use of storing items that fall within the defined use established in Section 2.0 Definitions, of the Crest Hill Zoning Ordinance. If the zoning lot contains a multi-tenant building, then the maximum amount of units that can be designated for such use shall be two (2) and the total amount of square feet designated for such use shall be 2,000 square feet or less.

8.2-32 ARCHITECTURAL SALVAGE FACILITY: All operations associated with this use must take place entirely within the subject building. No materials may be donated or dropped off during non-business hours.

Add or amend the following text to Table 4: Index of Permitted and Special Uses – Non-Residential Uses

Use	M-1	M-2	Use Standards
Salvage Material Yards including auto salvage yards	S	S	8.2-26
Motor Vehicle Salvage and/or Wrecking Facility	S	S	8.2-26
Bus Storage Yard, including Trucks, Tractors and Boats Bus, Truck, Tractor, and Boat Storage Yard	P S	P S	8.2-30
Storage Garage	P	P	8.2-31
Architectural Salvage Facility	S	S	8.2-32

4. Add the following text to **SECTION 11.0 OFF-STREET PARKING AND LOADING;**

11.8-4 INDUSTRIAL USES

g. Bus, Truck, Tractor, and Boat Storage Yard: One (1) Parking space shall be provided for each employee separate from any space dedicated to the storage of buses, trucks, tractors and boats.

h. Motor Vehicle Salvage and/or Wrecking Facility: One (1) Parking space shall be provided for every 25,000 square feet of outside area dedicated to such use, or four (4) parking spaces shall be provided, whichever is greater; these spaces shall be separate from any outside space associated with the salvage or wrecking facility operations.

B. Contractor and Landscaping Based Businesses

- 1. Need and Goal of Amendment:** The current Zoning Ordinance does not define or identify what zoning districts contractor shops and landscape service-based business are allowed to operate from. This is problematic as contractor shops and landscaping service-based businesses present their own unique set of operations and accessory activities that are not found with other land use types. As such, there are a number of items presented in the section below to address this land use type:
- 2. Definitions:** Add **SECTION 2.0. DEFINITIONS** of the Zoning Ordinance as follows:
Contractor and Landscaping Based Businesses: A business occupying a building or portion thereof where building components (including, but not limited to, plumbing, electrical, heating, air conditioning, and building equipment), landscaping, and construction trade services are provided to the public. This use shall include, but is not be limited to, contractor offices, showrooms, ancillary retail sales, shop floors, indoor storage, and limited outdoor storage-related equipment and materials as further regulated in Sections 8.2-18 and 8.2-33 of this Ordinance.
- 3. General Standards and Regulations of Uses:** Add **SECTION 8.0 GENERAL STANDARDS AND REGULATIONS OF USES** as follows:

8.2-33 Contractor and Landscaping Based Businesses: Only vehicles, materials, goods, and equipment related to such use may be stored on site. No lawn clippings or any other vegetation waste shall be stored outside unless such waste shall be in sealed containers that are constructed for vegetation waste. Where vehicles and equipment are stored outdoors, such vehicles and equipment must be screened by a solid fence, wall, or solid landscape

screen to adequately minimize the visibility from adjacent properties and the public right-of-way. No storage of any materials may exceed ten (10) feet in height. Properties that are zoned B-3 and are located on or fronting Broadway Street (IL-53), Thomas Court, Theodore Street (west of Larkin Avenue), and Rock Run Drive are the only properties that such use may operate after receiving a Special Use Permit.

Add or amend the following text

Table 4: Index of Permitted and Special Uses – Non-Residential Uses

Use	B-3	M-1	M-2	Use Standards
Contractor and Landscaping Based Businesses	S	P	P	8.2-18 and 8.2-33
Landscape Company/Nursery		P	P	

Since “Landscape Company/Nursery” is not a defined land use term, staff is taking the opportunity to omit the term “Landscape Company” from the land use term, “Landscape Company/Nursery” to eliminate confusion.

4. Add the following text to **SECTION 11.0 OFF-STREET PARKING AND LOADING;**

SECTION 11.8-4 INDUSTRIAL USES

i. Contractor and Landscaping Based Businesses: One (1) Parking space shall be provided for every 750 square feet of floor area dedicated to such use, minus any showroom space, plus one (1) parking for every 500 square feet of showroom space

C. Beauty and Personal-Service Related Businesses

1. **Need and Goal of Amendment:** The current Zoning Ordinance does not define barber shop/beauty salon or address the land use of aesthetician businesses which is a whole classification of services that should be defined and regulated.

2. **Definitions:** Add **SECTION 2.0. DEFINITIONS** of the Zoning Ordinance as follows:

Barber Shop/Beauty Parlor/Salon: A business that provides a variety of services for the purpose of personal care including the specific uses of haircuts, hair coloring, hair treatments, and limited beauty treatments such as facials, manicures, pedicures, and waxing.

Alternative Beauty and Personal Services: A business that provides a variety of personal or beauty services that do not fall within the definitions of Barber Shop/Beauty Parlor/Salon, Tattoo Parlor, Body Piercing Establishment and Massage Establishment, which includes hydrotherapy, laser therapy, body sculpting, aesthetician services, acupuncturist, clairvoyant services, reiki services, psychic services, and other similar uses. All services offered must be conducted by a licensed or certified professional for each specific service as required by State Statute.

3. **General Standards and Regulations of Uses:** Revise **SECTION 8.0 GENERAL STANDARDS AND REGULATIONS OF USES** as follows:

Add or amend the following text:

Table 4: Index of Permitted and Special Uses – Non-Residential Uses

Use	B-1	B-2	B-3	Use Standards
-----	-----	-----	-----	---------------

Alternative Beauty and Personal Services	S	S	S	
--	---	---	---	--

4. Add the following text to **SECTION 11.0 OFF-STREET PARKING AND LOADING;**

11.8-2 RETAIL AND SERVICE USES

c. **Barber Shop/ Beauty Parlor and Alternative Beauty and Personal Services:** One (1) parking space shall be provided for each ~~one hundred fifty (150)~~ three hundred (300) square feet of floor area.

D. Firearm Sales, Dealers, Manufacturers and FFL Transfer-Based Businesses

1. **Need and Goal of Amendment:** Firearm sales, dealers, manufacturers, and federal firearm license (FFL) transfer-based businesses are not defined, nor regulated in the Zoning Ordinance. Staff is working to add certain land uses pertaining to firearms to address these business types within the Zoning Ordinance.

It is important to note that city staff and the City Attorney reviewed firearm related codes from Illinois communities, including nearby municipalities, reflected in Attachment to inform the following recommended text amendments.

2. **Definitions:** Add **SECTION 2.0. DEFINITIONS** of the Zoning Ordinance as follows:

SECTION 2.0 DEFINITIONS

Firearm Retail Business: Any business establishment that sells or offers for sale any firearm and/or ammunition, with or without related accessories and equipment. A firearm retail business may include off-premises FFL transfers as a service incident to the sale of firearms and ammunition.

Off-Premises Federal Firearms License (FFL) Transfer Business: Any business that provides off-premises FFL transfer services, but does not independently sell or offer for sale any firearms or ammunition.

Firearm Manufacturer: Any business establishment that manufactures, assembles, or repairs firearms, but does not sell or offer for sale any firearms or ammunition.

3. **General Standards and Regulations of Uses:** Revise **SECTION 8.0 GENERAL STANDARDS AND REGULATIONS OF USES** as follows:

Amend the following text

8.2-34 FIREARM RETAIL BUSINESS. In addition to the specific district regulations, each firearm retail business shall be required to conform to the following requirements:

- a. No firearm retail business may be located within 150 feet, measured from closest lot line to lot line, of any church, elementary school, high school, day care, library, or lot that is zoned or used for residential purposes.
- b. No firearms or ammunition may be stored on the premises of any firearm retail business, nor shall any such business be held open to the public, unless the business has secured and maintains all required federal and state licenses and other approvals.

8.2-35 OFF-PREMISES FFL TRANSFER BUSINESS. In addition to the specific district regulations, each off-premises FFL transfer business shall be required to conform to the following requirements:

- a. No FFL transfer business may be located within 150 feet, measured from lot line to lot line, of any church, elementary school, high school, day care, library, or lot that is zoned or used for residential purposes.
- b. No firearms may be stored on the premises of any off-premises FFL transfer business, nor shall any such business be held open to the public, unless the business has secured and maintains all required federal and state licenses and other approvals.
- c. No ammunition may be stored on the site of any FFL transfer business at any time.

8.2-36 FIREARM MANUFACTURER. In addition to the specific district regulations, each firearm manufacturer shall be required to conform to the following requirements:

- a. No firearm manufacturer may be located within 150 feet, measured from lot line to lot line, of any church, elementary school, high school, day care, library, or lot that is zoned or used for residential purposes.
- b. No firearms may be stored on the premises of any firearm manufacturer, nor shall any such business be held open to the public, unless the business has secured and maintains all required federal and state licenses and other approvals.
- c. No ammunition may be stored on the site of any firearm manufacturer at any time unless the business also receives approval to operate a firearm retail business on the same lot.

Add the following text

Table 4: Index of Permitted and Special Uses – Non-Residential Uses

Use	B-2	B-3	M-1	M-2	Use Standards
Firearm Retail Business	S	S	S	S	8.2-34
Off-Premises FFL Transfer Business			S	S	8.2-35
Firearm Manufacturer			S	S	8.2-36

With regards to parking, there are several *existing* code sections within Section 11 of the Zoning Ordinance that encompass off-street parking and loading regulations that will pertain to each type of use. A summary of the existing codes in relation to each type of firearm is found below.

Firearm Retail Business uses would adhere to the following parking regulations - 11.8-2 RETAIL AND SERVICE USES g. General Business: One (1) parking space shall be provided for each two hundred fifty (250) square feet of floor area, plus one (1) space per employee for the work shift with the largest number of employees, except as specifically set forth in this Section; or one (1) parking space shall be provided for each two hundred (200) square feet of floor area; whichever is greater.

Off-Premises FFL Transfer Business uses would adhere to the following parking regulations - 11.8-3 OFFICE USES a. Business, Public and Professional Office (unless listed elsewhere): Five (5) parking spaces shall be provided for the first one thousand (1,000) square feet of floor area and one (1) parking space shall be provided for each additional three hundred (300) square feet of floor area..

Firearm Manufacturer - 11.8-4 INDUSTRIAL USES a. Establishments manufacturing or industrial in the following: production, cleaning, servicing, testing, or repair of materials, goods, or products: One (1) parking space shall be provided for each employee, based on the largest shift, plus one (1) parking space for each vehicle used in the conduct of the enterprise. OR One parking space for each eight hundred (800) square feet of floor area whichever is greater.

Since these parking regulations are already in effect, there are no proposed off-street parking regulations being proposed for firearm-related uses.

ANALYSIS ON STANDARDS FOR THE TEXT AMENDMENTS

Each text amendment request needs to be analyzed against the standards found in the Crest Hill Zoning Ordinance. This is required to ensure that such requests are granted fairly and are in keeping with the community. As such, the staff analysis is detailed below.

Standards for a Text Amendment

1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.

Staff Response: The proposed text amendments are consistent with Crest Hill's planning objectives as these amendments will ensure various land uses are clearly defined and administered. Additional regulations are fairly placed to reduce any negative impact on adjacent properties which follows the planning objective of maintaining the public health safety welfare. Also, off-street parking standards are being evenly applied so as to not create congestion in the streets due to each proposed land use.

2. The consistency of the proposed text amendment with other provisions in this Ordinance.

Staff Response: There is consistency with the proposed text amendments in comparison to other provisions of the Ordinance. Proposed parking regulations are applied uniformly with like-for-like uses. For example, firearm retail sales will follow the same regulations as general retail and services uses in Zoning Ordinance Section 11.8-2. Additionally, uses that are heavy on outside storage have accommodations in the proposed text amendment that are similar in nature to other comparable uses to ensure that there is adequate space for both items stored outside and for employee/general guest parking.

3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.

Staff Response: All proposed text amendments have been crafted with the health safety and welfare of all property owners in the community in mind. Additional setbacks and buffer regulations are being proposed for uses that have outside uses to ensure that any impacts are kept to a minimum or are non-existent. For uses involving firearms, there are several buffers and activity restrictions to ensure that neighboring properties do not experience detrimental effects from the operation of such a use. Moreover, regulations from other communities were compared and considered when crafting the proposed text amendment to ensure that other regulations that are already adopted by similar neighboring communities were considered.

4. The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.

Staff Response: The proposed text amendments will enhance the community's ability to regulate a series of land uses that either were not fully defined or missing entirely. For example, contractor and landscaping-based businesses were not defined, regulated or properly identified throughout the Zoning Ordinance.

The land uses regarding motor vehicle storage were not adequately clarified with regard to operable and inoperable vehicles. That is now defined and clarified. Firearm uses were not addressed in the Zoning Ordinance. The set of regulations identified above now encompass a series of land use definitions and parameters to regulate such uses. These land use terms are closely aligned with both federal firearm terminology and regulations of nearby communities.

5. The need for the zoning text amendment.

Staff Response All of the proposed text amendments will help staff administer the Zoning Ordinance in a more responsible and practical manner given that all of the proposed amendments

either clarify inconsistent language or add land uses that need to be regulated that were not touched on in the Zoning Ordinance below. Additionally, as business concepts evolve, amendments to the Zoning Ordinance will occur from time to time in order to keep up with emerging land uses and their secondary impacts. More text amendments will be needed to the Crest Hill Zoning Ordinance as staff continues to administer this code in relationship to such emerging business concepts and land uses.

6. Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended

Staff Response: Community Development staff and the City Attorney combed through the existing Zoning Ordinance to ensure that there are no overlaps that will lead to further modifications. The proposed text amendments shown above already include modifications to the existing code along with the newly proposed text amendments to ensure that all code sections are cohesive and compatible. An example of this analysis is the elimination of “Landscape Company” from the land use identified in Table 4 as “Landscape Company/Nursery”. This term is not defined in the definition section of the Zoning Ordinance and may have conflicted with the new land use term being introduced, “Contractor and Landscaping Based Businesses”. Now that the proposed modification is being presented, there is a clear differentiation between these two land use concepts, and “Contractor and Landscaping Based Businesses” is further defined which will assist staff and the public in future scenarios.

STAFF RECOMMENDATION

Based on the information presented, staff recommends that the Plan Commission forward a positive recommendation of the requested Special Use and the Variances. Should the Plan Commission recommend approval to the City Council.

Attachment A – Text Amendment Application

Attachment B – Firearm Regulations from Other Illinois Municipalities



Application for Development

For Office Use Only: Case Number: TXT-25-1-6-1

Project Name: City-wide Zoning Ordinance Text Amendments

Owner: Community Development Correspondence To:

Street address: 20600 City Center Blvd Street address:

City, St., Zip: Crest Hill, IL 60403 City, St., Zip:

Phone: 815-741-5106 Phone:

Email: Email:

Property Address:

Street address: City wide

City, St., Zip: N/A

PIN: N/A

Property Information:

Lot Width: N/A

Lot Depth: N/A

Total Area: N/A

*Submit an electronic version of the legal description only in a Word document to: buildingdepartment@cityofcresthill.com

Existing Zoning: N/A Existing Land Use: N/A

Requested Zoning: N/A Proposed Land Use: N/A

Adjoining Properties Zoning and Uses:

North of Property: N/A

South of Property: N/A

East of Property: N/A

West of Property: N/A

Purpose Statement (intended use and approval sought): City wide Text Amendments

Development Request: Please check all that apply and describe:

Rezoning: _____

Special Use: _____

Variance: _____

Planned Unit Development: TEXT

Annexation: _____

Plat: _____

Other: Text Amendment

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

Civil Engineer: N/A Phone: _____

Company: N/A Email: _____

Contractor: N/A Phone: _____

Company: N/A Email: _____

Architect: N/A Phone: _____

Company: N/A Email: _____

Builder: N/A Phone: _____

Company: N/A Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this



5/13/25
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

Signature of the Owner

Date

FIREARM LAND USE REGULATIONS FROM NEARBY COMMUNITIES

- The Village of New Lenox allows "gun shops" as a special use in the C-3 (general commercial), C-7 (regional shopping), and I-1 (limited industrial) districts. In each case, the "gun shop" must be at least 500' from any residentially-zoned property, school, park, church, pre-school or day care center and must further comply with specific provisions of the Village code related to the manufacture and sale of firearms.
- The Village of Romeoville allows, "Sporting goods including firearms sales and service. Facility shall not include a firing range" as a special use in their B-3 Highway/Regional Shopping District. "Firearms sales and service, including a firing range, indoor only" is listed as a permitted use in M-1, Medium Manufacturing District.
- The City of Kankakee allows both "guns & ammunition sales & service" and "gunsmithing services" as special uses in its C-1 (neighborhood commercial) district and as a permitted use in its C-2 (service commercial), C-3 (central commercial), I-1 (light industrial), and I-2 (heavy industrial) districts.
- The Village of Manhattan allows "firearm sales and service, including off-premises FFL sales" as a special use in its C-3 (general commercial), BP (business park), I-1 (office, research, and light industrial), and I-2 (light industrial) districts.
- The City of Joliet allows "firearms dealers & gunsmiths" as a special use in its B-2 (central business) district and as a permitted use in its B-3 (general business) district, subject to conditions such as the business shall be in a freestanding building, the exterior walls shall be of masonry construction and shall be 500 feet from residentially-zoned lots and 1,000 feet from school, church, daycare, park or playground.