



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	June 12, 2023
Submitter:	Maura Rigoni, AICP, Interim Planner
Department:	Community & Economic Development
Agenda Item:	Events and Venues by James-Special Use Banquet Facility

Summary: Mr James Sankey has filed an application for a special use for a banquet facility to permit the operation of an event space at the property located at 21121 Division Street. The proposed location is adjoining Mr. Sankey's current business Cheesecake by James. The proposal for the banquet facility would permit the applicant to host various gatherings which include baby showers, birthday parties, corporate luncheons, and community events.

The application appeared before the PCZBA on May 11, 2023, at which time the request received a favorable recommendation, conditioned upon the following:

- The prohibition of the consumption of alcohol on the premises, both inside and outside the building.
- Review and approval of a security plan by the Crest Hill Police Department.
- Limiting the occupancy of the events space and the area associated with Cheesecake by James to 75 people.
- Hours of operation are as follows, events must conclude by 10 PM with the facility being closed by 11 PM.
- At no such time shall any door to the outside of the unit be propped open.

Recommended Council Action: If the Mayor and City Council are amenable to the proposed special use, I would ask that you authorize the City Attorney and Staff to prepare the necessary Ordinance and supporting documents to approve the request subject to the Findings of Fact and the conditions as outlined in the PC recommendation.

Funding Source: N/A

Budgeted Amount: N/A

Attachments:

- Plan Commission Report (and minutes) associated plans and documents



To: Plan Commission/ZBA
From: Maura A. Rigoni, AICP, Interim Planner
cc: Jim Marino, City Administrator
Date: May 11, 2023
Re: Events and Venues by James

Project Details

Project	Events and Venue By James
Request	SU Banquet Facility
Location	21121 Division Street

Site Details

Lot Size:	N/A
Existing Zoning	B2

Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcel	Business	Business	B2
North	Residential	Residential	R3/R1A
South	Industrial	Industrial	M1
East	Industrial	Industrial	M1
West	Industrial	Industrial	M1

Attachments

Aerials, Supporting Documents prepared by applicant.

Project Summary

James Sankey has filed an application for a special use for the property located at 21121 Division Street. The requested special use is for a banquet facility to operate an event venue. Mr. Sankey owns and operates Cheesecakes by James which is immediately adjoining the subject unit.

Analysis

In consideration of the request, the points of discussion and details are as follows.

- The property is currently zoned B-2. The unit in which the proposed venue is located is adjoining the retail unit in which Cheesecake by James is operated. These two uses will share the same retail space.
- The proposed space will be offered to patrons for rental to host various events, which include baby showers, birthday parties, corporate luncheons, and community events. Refer to the business plan for additional events that will be offered.
- There is no preparation of food on-site, with the exception of the cheesecakes/desserts. All food will be catered by local restaurants or local caterers.
- The venue will also offer additional services to the clients which include party decorations and accessories.

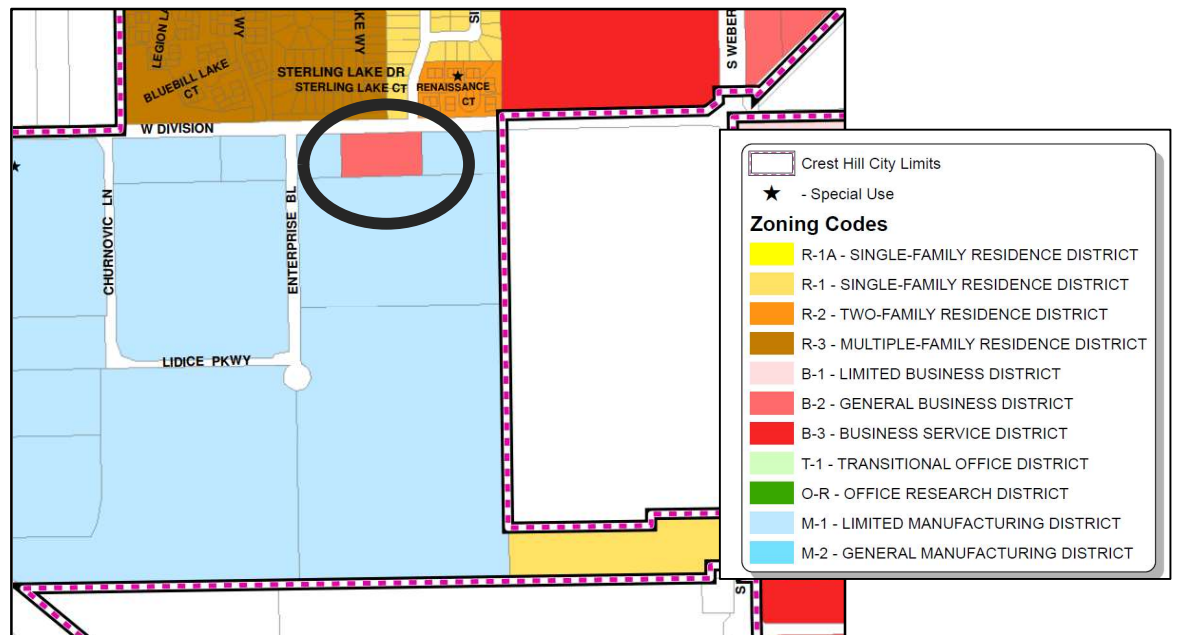
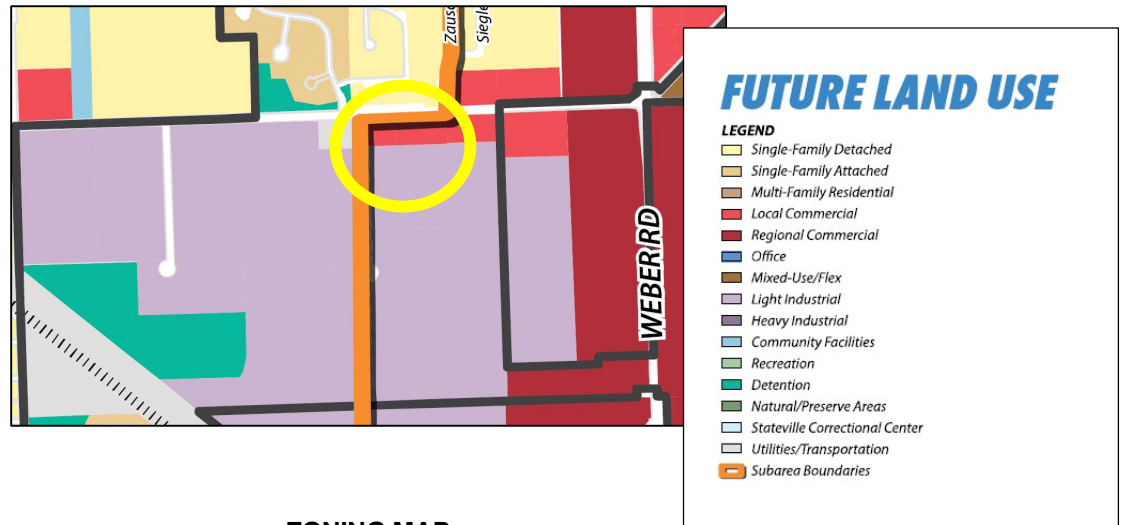
- The applicant is not seeking a liquor license. ***The Plan Commission is encouraged to place a condition prohibiting the consumption of alcohol on the premises, including inside and outside of the building.***
- The applicant proposes to have off-duty police security and venue surveillance. A member of the venue/event staff will be on the premises during all events. ***The Plan Commission is encouraged to place a condition requiring the review and approval of a security plan by the Crest Hill Police Department.***
- Due to the size of the building, based on the fire code, the maximum capacity of the venue space is 200 patrons. Such occupancy would result in additional improvements to the bathroom facilities to meet current building codes. Currently, the facility does not have the appropriate number of bathroom facilities to accommodate the maximum occupancy, and therefore the applicant has requested the Fire Department lower the occupancy to 100 people. The Fire Department will post a maximum occupancy at the facility. ***The Plan Commission is encouraged to place a condition limiting the occupancy of the facility to 100 people, which includes both Cheesecake by James and the event space.***
- The applicant has indicated events will conclude by 10 PM, with the facility remaining open until 11 PM for clean-up. ***The Plan Commission is encouraged to place a condition limiting hours of operation that the events must conclude by 10 PM with the facility being closed at 11 PM.***
- The Zoning Ordinance establishes parking at 1 space per 200 square feet, but not less than one space per two seats. With the set occupancy at 100 people, this would result in 100 chairs, requiring parking at 50 spaces. (Note: 1 space per 200 square feet is the same requirement as a general business).
 - There are a total of approximately 116 parking spaces serving this shopping center, with 74 spaces in front of the building, with the balance in the rear of the building.
 - The strip center has a variety of uses including a staffing facility, daycare, and dance studio.
 - Under the review of the proposed special use, the Zoning Ordinance allows for the opportunity to consider shared parking in developments of various uses. Consideration should be based on the type of business, along with hours of operation.
 - HP Staff, operates Monday through Friday 7:30 AM to 5:30 PM
 - The Dance Studio, based on the website, operates until approximately 9 PM during the week and 2 PM during the weekend.
 - A daycare facility operates Monday through Friday, 6 AM to 5:30 PM.
- Please note the attached business plan is not reflective of the current occupancy set by the Fire Department. A revised plan will be provided at the public hearing.
- The Plan Commission should consider and review the Standards of Special Use prior to making a recommendation. Those standards are attached to this report.

Items for discussion are as follows:

- The use as an event/venue
- Prohibition of liquor
- Security Plan
- Shared Parking
- Types of entertainment

Please contact me at 815-412-2721 or mrigoni@reltd.com with any questions or concerns.

FUTURE LAND USE MAP-COMP PLAN 2014



Events and Venues by James



4/6/2023, 8:02:10 AM

 City Limits  Parcels

 Street Labels

1:1,128
0 0.01 0.01 0.02 mi
0 0.01 0.02 0.04 km

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City Of Crest Hill

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COMPANY PROFILE



10 years of making tasty memories and a lifetime of helping people create those memories!



EVENTS & VENUE BY JAMES

MISSION & BENCHMARKS



JUST LIKE OUR CHEESECAKES, we want to mix the highest quality ingredients that Crest Hill has to offer; The People, Local Businesses & it's representatives - together in one dish & destination.

OCCUPANCY:
126 (TABLES/CHAIRS) | 200 (CHAIRS)

NEW EVENT CONTRACT
& TERMS OF SERVICE

VENUE SURVEILLANCE

OUTSIDE CATERING

OFF DUTY POLICE SECURITY

"NO ALCOHOL" POLICY
POSTED

PARTNERSHIPS

V E N D O R S & E V E N T O R G A N I Z E R



FOOD SERVICES

- LOCAL RESTAURANTS
- LOCAL CATERERS
- DESERTS PROVIDED BY CHEESECAKES BY JAMES

EVENT SERVICES

- BALLOON ARCH & SIGNS
- PHOTOBOOTHS
- SOUND & UPLIGHTING
- EVENT PLANNERS

COMMUNITY & CHARITY

- CHAMBER EVENTS
- CHARITY/FUNDRAISERS
- TEACHER NIGHTS
- INTERACTIVE CLASSES
- SMALL BUSINESS NETWORKING & TEAM BUILDING.

OUR SERVICES

E V E N T S & V E N U E



LIFE MILESTONES

- SWEET 16'S
- QUINCEANERAS
- GENDER REVEALS
- BABY SHOWERS
- BAPTISMA'S
- BIRTHDAYS

CORPORATE/PRIVATE

- CORPORATE LUNCHEONS
- TEAM BUILDING WORKSHOPS
- TRAININGS & CLASSES
- MISC

CBJ EVENTS

- COMMUNITY OUTREACH
- BOARD GAME NIGHTS
- TEACHER APPRECIATION
- PASTRIES WITH THE POLICE
- ART & RECITAL GALLERIES

FRONT PARKING LOT

21'

36"

EXIT

36"

EXIT

CHEESECAKE SHOP

RETAIL



EVENT SPACE

12'

5 1/2'

31'

24x24'

OFFICE

OFFICE

25'

6'

LADIES

7'

MENS

7'

STORAGE

KITCHEN

EXIT

EXIT

TEAM

THE INGREDIENTS



James Sankey - Owner of



Jason Heidel - GSNL Interactive Events & Marketing

Special Thanks to the Community Who Have Supported us so far.

Mayor Raymond Solimon

Crest Hill Chief of Police Ed Clark

Crest Hill BDA Clerk Zoe Rodgers

Lockport Township Fire Protection

& Dave Bricker

Residents of

Heritage Lakes

Carillon Lakes Clubhouse

Grand Haven

& Townhouses of Renwick Club



T H A N K
Y O U !



or benefits with respect to their impact upon neighboring property, public facilities, or the City as a whole.

12.7-2 INITIATION OF SPECIAL USES

Any person owning or having an interest in the subject property may file an application to use such land for one or more of the special uses provided for in the Ordinance in the zoning district in which the land is situated.

12.7-3 APPLICATION FOR SPECIAL USES

An application for a special use shall be filed with the Zoning Officer upon a form prescribed by the City (refer to the City of Crest Hill Development Handbook). The application shall be accompanied by such plans and/or data required as required by Section 9 of this Ordinance and the City of Crest Hill Development Handbook.

12.7-4 HEARING ON APPLICATION

Upon receipt, in proper form, of the application, the Plan Commission shall determine a reasonable time and place for the public hearing, published at least once, not more than thirty (30) days, and not less than fifteen (15) days before the hearing, in one or more newspapers published in the City, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the City. The published notice may be supplemented by such additional form of notice as the Plan Commission, by rule, may require.

The applicant shall notify surrounding property owners within 300' no more than 30 days, no later than 15 days prior to the public hearing. At the applicant's expense, the City will post appropriate signage on the property for notification of the Public Hearing. Notification procedures shall follow those outlined the City of Crest Hill Development Handbook.

12.7-5 AUTHORIZATION

For each application for a special use, the Plan Commission shall report to the City Council its findings and recommendations, including the stipulations of additional conditions, and guarantees that such conditions will be complied with when they are necessary for the protection of the public interest within sixty (60) days of the public hearing. Upon receipt of the findings of fact and recommendations of the Plan Commission, the City Council shall act upon the proposed application for special use within sixty (60) days. The decision reached by the City Council shall take into account the submitted findings of fact and recommendations. If a special use is granted by the City, said special use shall be included in an ordinance passed by said City Council. If the special use is granted in said ordinance, the Zoning Officer shall issue a special use permit to the applicant subject to all applicable rules, regulations and conditions.

12.7-6 STANDARDS

No special use, including Planned Unit Developments, shall be recommended by the Plan Commission unless said Commission shall find:

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.

12.7-7 CONDITIONS AND GUARANTEES

Prior to the granting of any special use, the Plan Commission may recommend and the City Council shall stipulate, such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special use as deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified herein. In all cases in which special uses are granted, the City Council shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be, complied with.

12.7-8 EFFECT OF DENIAL OF A SPECIAL USE

No application for a special use which has been denied wholly or in part by the City Council shall be resubmitted for a period of one (1) year from the date of said order of denial, except on the grounds of new evidence or proof of changed conditions found to be valid by the City Council.

12.7-9 REVOCATION

A special use shall be revoked if the testimony upon which the special use was granted was falsely given.

A special use will automatically be revoked if there is a discontinuance of the use for a period of twelve (12) consecutive months.

In any case where a special use has been granted, and where no special use development has taken place within one (1) year of granting thereof, then without