

MINUTES OF THE
CREST HILL PLAN COMMISSION

The March 12, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, Commissioner John Stanton and Commissioner Jeff Peterson.

Also present were: Community & Economic Development Director Dan Ritter, City Planner Atefa Ghaznawi, and Administrative Clerk Linda Riha.

Absent were: Commissioner Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas mentioned that after receiving the draft of the February 12, 2026, minutes, he worked with Linda Riha to correct a spelling mistake and added the two motions that were made so that the minutes in the packet are all up to date.

Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on February 12, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve the minutes from the Plan Commission meeting held on February 12, 2026.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89-acre, B-2 General Business District zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing.

(#2) Motion by Commissioner Carroll seconded by Commissioner Butler, to open a public hearing case number SU-26-2-3-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Butler, Peterson, Stanton, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the case to the Commission, explaining that Melissa Polchlopek had requested approval of a special use permit for a massage establishment known as Muscle Methods LLC at 2206 Weber Road. She emphasized that no variations had been requested as part of the application and no exterior site improvements had been proposed.

City Planner Ghaznawi provided background on the applicant, describing Ms. Polchlopek as “an experienced licensed massage therapist and the founder and owner of Muscle Methods LLC.” She detailed that the business provides various customized therapeutic massage services ranging from relaxation to chronic pain relief since 2017 and currently operates in Joliet. She noted Ms. Polchlopek's experience working at facilities in Romeoville, Tinley Park, Carol Stream, and Chicago.

City Planner Ghaznawi explained that Ms. Polchlopek was looking to expand her business to Crest Hill by leasing the 1,400 square foot commercial office space at 2206 Weber Road as her new business location. City Planner Atefa Ghaznawi reported that the Crest Hill Police Department had reviewed the request and found no concerns or issues with either the applicant or the business.

City Planner Ghaznawi characterized the proposed massage establishment as “a low intensity service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-2 zoning district.” She detailed that operations would occur entirely within an enclosed building with no outdoor activities, amplified sound, or exterior storage.

City Planner Ghaznawi assured the commission that the business would comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. She noted that adequate on-site parking was available to prevent overflow into residential streets, and hours of operation would be limited to reasonable daytime and evening hours to ensure compatibility with nearby residences and commercial uses.

Concluding her presentation, City Planner Atefa Ghaznawi stated that because the proposed special use was compatible with the B-2 zoning district's intent for small and medium scale commercial activities, it would support continued economic vitality without creating conditions that would hinder development, improvement, or reasonable use of surrounding properties. Staff recommended approval of the special use application subject to the project being implemented in substantial conformance with the one condition for approval and application documents referenced in the March 12 plan commission staff report.

Chairman Bill Thomas called the applicant to the podium and administered the oath. There were initial technical difficulties with the microphones, with staff directing Ms. Polchlopek to try different microphones until one was working properly for the audience to hear.

Melissa Polchlopek explained that she has been a massage therapist for eighteen years. Her massage practice is mostly comprised of chronic pain relief, joint mobilization, and range of motion issues. She stated that she wanted to expand the amount of office space that she has to hire an employee in the future. Ms. Polchlopek looks forward to having a stretching room, massage room, waiting room and a front desk. The front desk would be a benefit so she wouldn't have to manage all of her business in one ten-by-twelve suite, as she is currently.

Commissioner Carroll inquired about Melissa's training, asking "Where did you learn all these things?" referring to the six different types of massages she offered. Ms. Polchlopek explained that as part of her massage license, continuing education is required every two years to retain the license. She shared that she had just returned from Houston where she was studying myoskeletal alignment techniques by Erik Dalton that helps people with hip misalignments, shoulder impingements, and nerve impingements. She mentioned her prenatal certification and stated that she had many certifications.

Commissioner Stanton followed up asking about capacity and staffing, "How many patients will you have at one time and how many staff members do you have in your facility?" Ms. Polchlopek said that there's typically no more than two people at a time with her. She explained that she provides care for teenagers, which requires a parental presence at all times. Sometimes a husband will drive his wife to her appointment and wait in the office. When asked about parking requirements, she confirmed there would be minimal need.

Commissioner Peterson complimented Ms. Polchlopek, saying "I just have a comment. I did Google you. You're very impressive. And you do holistics also I noticed." Ms. Polchlopek confirmed she was certified in holistic health.

Chairman Thomas continued the questioning, asking if Ms. Polchlopek still had an office in Minooka. Ms. Polchlopek clarified that her previous Minooka office was her first office and was the steppingstone to her current office on Essington in Joliet. In Joliet, she worked with Brightmore Physical Therapy, who referred their patients to Ms. Polchlopek. When asked if she would keep her Joliet office, she stated that she would not be keeping the Joliet office.

Chairman Thomas praised her online reviews, noting that it's an incredible list of five-star ratings with outstanding comments. He asked how she obtains clients. Ms. Polchlopek explained that some have found her by simply googling 'massage near me' and that she had an excellent clientele word-of-mouth business. She mentioned receiving referrals from Brightmore and a podiatrist in Joliet as well. She proudly shared that she had just received a business trade award, massage therapist of the year too.

Community & Economic Development Director Dan Ritter provided additional context for the commissioners, noting they "probably haven't seen many massage businesses come through here."

He explained that massage is "a fairly unique special use because it really doesn't typically have parking issues, noise, smells, a lot of the things that can be attached to other special uses."

Director Ritter addressed the elephant in the room: "Obviously with massage, there's a stigma attached to it that could be for right or wrong. That stigma that's attached to it. This process often helps weed out the bad apples." He explained that since he and City Planner Atefa Ghaznawi started working in Crest Hill, they've had calls for massage establishments, and when informed about the process, they typically don't hear back from the people. Director Ritter detailed their due diligence process in that they collaborate with the police department for the background checks. Ms. Polchlopek worked with the City of Crest Hill and gave the information the police needed to complete the background checks and the police department gave the thumbs up. They never found any issues or concerns regarding the business or the applicant.

Director Ritter concluded by explaining the rationale for the special use requirement: "Just to give you a little background on why a massage parlor is a special use. It's just really, again, the moral, ethical, legal issues that can sometimes accompany it. We want to make sure it's when we have massage here in Crest Hill, it's obviously a good thing. We wanted to make sure it's a legitimate business."

Chairman Thomas asked if there was anyone in the audience to comment on the case. Seeing no one, he thanked Melissa Polchlopek and invited her to sit down. Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Carroll, to close the public hearing for petition SU-26-2-3-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:14 p.m.

Chairman Thomas asked if there was any other discussion needed before proceeding to the motion. He then addressed Ms. Polchlopek directly, reviewing the conditional approval requirements: "Let me go back to some of the paperwork and just remind you and then look for an agreement that any recommendation that we would make for approval will be conditional that prior to adding any additional licensed massage therapists to the massage establishment as you talked about maybe in your future plans that you must notify the City and shall require getting the required licenses and approvals and I'm assuming you agree with that as a condition to an approval." Ms. Polchlopek agreed to the condition.

Chairman Bill Thomas asked for a motion to approve the petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89-acre, B-2 General Business District

zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois contingent on the condition just discussed.

(#4) Motion by Commissioner Peterson seconded by Commissioner Flynn, to recommend to the City Council the conditional approval of the petition SU-26-2-3-1, a request of Melissa Polchlopek LMT seeking approval for a Special Use permit for a Massage Establishment business known as Muscle Methods LLC located on the 0.89 acre, B-2 General Business District zoned property located at 2206 Weber Road, in the City of Crest Hill, Illinois.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Plan Commission unanimously recommends City Council's conditional approval of a Special Use permit for a Massage Establishment known as Muscle Methods LLC, subject to the conformance with the condition for approval and application documents referenced in the March 12, 2026, Plan Commission Staff Report for Case # SU-26-2-3-1. The approval would be conditional that prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licensures and approvals.

Chairman Thomas congratulated Melissa Polchlopek and expressed the city's appreciation, "On behalf of the City, I want to thank you for having confidence in the City of Crest Hill to want to move your business to the City and we wish you nothing but success."

Director Ritter informed Ms. Polchlopek about next steps, explaining that the case is anticipated to be presented to the City Council on March 23rd, but there is a chance it could end up being on March 30th since the City is in budget season. City Planner Atefa Ghaznawi stated that she will communicate the next steps so Ms. Polchlopek will know the next meeting date.

Chairman Thomas reiterated their gratitude: "So we'll let you know. And again, thank you very much for trusting in the City to support your business based on your recommendations and approvals that you're getting. We're going to be glad you're here. So, thank you very much."

Chairman Bill Thomas presented the 2026 Crest Hill Zoning Map Adoption and asked Community & Economic Development Director Dan Ritter to present the specifics of the zoning map adoption. Community & Economic Development Director Dan Ritter explained this was their "annual adoption of a zoning map which by state statute should happen before the end of March each year." He noted that when he looked back, he didn't see that the zoning map was presented to the Plan Commission, but he thought that it was appropriate that the Plan Commission review it.

Director Ritter clarified that the 2026 zoning map didn't have any zoning changes to it, but a new map will reflect any of the changes that have happened in the prior year. Director Ritter stated that

since the Plan Commission hears the new business cases, he thought it was appropriate for Plan Commission to see the 2026 zoning map before bringing it to the City Council on Monday.

Director Ritter explained the simple process, “That's it. We sent it out to you guys. All I need is really just a straw poll or a voice vote. There doesn't need to be a formal motion or anything. It's really just for in case we miss something or you guys catch something. And then just so you guys see the new updated map and have a copy of that as well.”

Chairman Thomas commented on the map's interest value, stating, “it's pretty interesting to see where all of these different things are located.” He then polled the commissioners for questions or comments. All indicated they had no concerns.

Chairman Thomas then mentioned their final review process, “City Planner Atefa Ghaznawi and I did one last audit of all six of these special uses. We found one typo. We have corrected that typo so that if you were to look online in the packet, the packet is now updated. And the City Council packet is updated too.” City Planner Atefa Ghaznawi confirmed this was correct.

Director Ritter confirmed that “I think you could just do a voice vote or a straw vote” rather than a formal motion. Chairman Bill Thomas asked for a straw vote to approve the request of City Staff as stated in the March 12th, 2026, City of Crest Hill Staff Report to approve the adoption of the updated 2026 Crest Hill Zoning Map. Request approved 6-0.

Director Ritter noted that “next year will be a little more interesting since we might have some actual rezonings, an annexation in there or two. So next year it could be a little more significant.”

OTHER BUSINESS: Chairman Bill Thomas asked if there was any other business.

Community & Economic Development Director Dan Ritter thanked everyone who attended the comprehensive plan and city council workshop meeting on March 9, 2026, describing it as “a fairly succinct meeting but it was good. It was a lot of good information that our consultant got. That's really just the initial kickoff. We'll keep everybody up to date.”

He provided information about the project website, “There is a website for any of you that want to right now, it's really just a survey that's up on it, but we'll be updating as we have more information and events. And that is www.cityofcresthill.com/compplan, and that'll bring you to the project website for that.”

Director Ritter updated the plan commission on recent approvals, stating that the City Council passed both the Seasons apartments and Quik Trip projects.

Regarding Quik Trip, Director Ritter reported, “Quik Trip, we have a scheduled closing with them in a couple of weeks. And then they're planning to get to demo the old city hall pretty quickly after that. We're looking forward to that coming down so it's not sitting up there as an eyesore. And then they want to start doing site work fairly quickly after that.”

For the Seasons project, “Seasons is also full swing into already getting us work on plans and looking for feedback and comments on engineering, and architectural. So, both of those projects, I think you'll see movement on them pretty quickly as the weather breaks here.”

Director Ritter announced a new initiative. “Lastly, I just wanted to mention too, we started to kick off on a pathway/pedestrian plan. We did jump ahead with the comprehensive plan. Its feedback we already knew we were going to get is walkability is a concern in this town. We've heard from the residents, employees, and people that visit here.”

He explained the scope, “We are starting a phase 1 study, which is really just a high-level overview of where can stuff go, what are the key points we're trying to get to, what are some of the big hurdles. So, it's not a design level plan or anything, but it is just a high-level phase 1 plan. But that will start us going in the right direction quicker than waiting until we're done with the comprehensive plan and then doing that.”

Director Ritter assured the commission of continued involvement, “Just wanted to let you guys know that as we get kind of drafts and we wrap that up too, we'll make sure to include everybody on the plan commission as well on that.”

Chairman Thomas expressed enthusiasm for the pedestrian plan, “You know, I made the comment on Monday night that a pathway system throughout the City is near and dear to my heart.”

PUBLIC COMMENTS: There were no public comments.

There being no further business before the Commission, a motion for adjournment was in order.

(#5) Motion by Commissioner Peterson seconded by Commissioner Flynn, to adjourn the March 12, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Stanton, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 7:25 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN