

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: August 20, 2026

To: Planning and Zoning Commission

From: Noah Schumerth, Director of Economic and Community Development

Topic: Case 26-52: Special Use Permit for Indoor Commercial Place of Assembly at 1820 Ridge Road



Figure 1: Golden Eagle Office Center in 2025

APPLICATION INFORMATION

APPLICANT	Kytori Tolbert (Healthcare Innovator Institute) 39 Sundance Court Matteson, IL 60443
ACTION REQUESTED	Special use permit approval to allow the operation of a healthcare career school (classified as an <i>indoor commercial place of assembly</i>) in the B-2 Downtown Transition zoning district at 1820 Ridge Road
ADDRESS	1820 Ridge Road, #306D Homewood, IL 60430
PIN	29-31-401-040, 29-31-401-041, 29-31-401-042, 29-31-401-043, 29-31-401-044, 29-31-401-045, 29-31-401-046

ZONING & LAND USE

SUBJECT PROPERTY	ZONING	LAND USE
CURRENT	B-2 Downtown Transition	Professional office (Golden Eagle Office Center)
SURROUNDING	N: R-2 Single-Family Residential	Single-Family Residence
	E: B-2 Downtown Transition	Multi-tenant commercial center (Eagle Ridge Office Center)
	S: PL-2 Public Land and Open Space	Irwin Park
	W: B-2 Downtown Transition	Professional Office (Briones and Burns Law Office)

LEGAL NOTICE Legal notice was published in *Daily Southtown* on July 16, 2026; letters were sent to property owners and residents within 250’.

DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Application	2	Kytori Tolbert, Applicant	8/17/2026
Special Use Standards	2	Kytori Tolbert, Applicant	8/17/2026

Floor Plan	1	Kytori Tolbert, Applicant	7/6/2026
Staff Exhibits	2	Village Staff	8/18/2026

ACTION REQUESTED

Kytori Tolbert (“Applicant”) is requesting a special use permit to allow the operation of a career school for healthcare workers (classified as an *indoor commercial place of assembly*) in the B-2 Downtown Transition zoning district at 1820 Ridge Road. The business is proposed to be care the Healthcare Innovator Institute. The applicant is seeking to lease a tenant space within the Golden Eagle Office Center, a large office plaza near Downtown Homewood.

HISTORY

The business center at this location was constructed in 1970 on a 1.18-acre property near Downtown Homewood. The building received substantial renovations in 1996.

BACKGROUND

Summary: The applicant plans to open a “healthcare career center” designed to be a training school for CNAs and nursing practitioners. The applicant’s goal is to improve and grow the healthcare workforce and provide new job opportunities in the region in healthcare fields.

Business Location/Physical Details: The healthcare career learning center will be located in an existing office suite within the Golden Eagle Office Center. This suite (#306D) is located on the third floor of the building. The suite consists of a single large room that is approximately 22’ x 18’ in area. The suite will share restrooms with other office suites located on the same floor. The suite has a fire alarm system installed as required by code.

Based on occupant load requirements in the adopted 2021 International Building Code, the maximum capacity in the space for an educational facility is 20 persons.

Operation Details: The applicant plans to host small classes of up to 10 students between 9am and 6pm on weekdays and Saturdays (Monday through Saturday). The applicant plans on the highest share of classes being hosted during daytime hours (7a – 5p) with some evening classes. Classes will be taught by several instructors who are hired through the business.

Employees: The business will employ up to five employees, who will be involved in teaching activities at various times. The applicant plans to staff 1-3 employees at a time, depending on the course offering.

Parking: The Golden Eagle Office Center has 81 parking spaces in the visitor lot to the west of the office center, and 24 partially covered parking spaces located on the first floor of the building (105 total parking spaces). There are no parking requirements currently applied to property in the B-2 Downtown Transition zoning district. The business is not required to add additional parking spaces. However, the Planning and Zoning Commission may weigh the adequacy of parking and access through the special use permit review.

DISCUSSION AND SPECIAL USE STANDARDS

The applicant is seeking to receive a special use permit to operate an indoor commercial place of assembly in the B-2 Downtown Transition.

All special use permit applications are reviewed against the Special Use Standards found in Section 44-07-11 of the Village Zoning Ordinance. The full responses to the Special Use Standards, completed by the applicant, are attached with this application. Village staff have reviewed the proposed variance with these standards and provided staff findings below. No one condition is binding.

- 1) Is the special use deemed necessary for the public convenience at that location? The proposed use provides educational services which are regionally in demand. Other similar businesses are located within the same facility (including one approved as a special use in May 2026 – Case 26-35).
- 2) Will the special use be detrimental to the economic welfare of the community? Staff does not believe that the proposed use will alter the economic welfare of the surrounding community. The use is in high regional demand and is unlikely to cause negative impacts.
- 3) Will the special use be consistent with the goals and policies of the comprehensive plan and other adopted plans of the village? The area is designated for commercial use in the 1999 Comprehensive Plan. The business is proposed in the B-2 Downtown Transition zoning district, which is designed to “support the adaptive reuse of existing building for residential or non-residential uses” and “provide contextually sensitive infill development in a pedestrian-oriented environment that supports the downtown core.” The proposed business is likely to support this policy for land uses in the B-2 Downtown Transition zoning district.
- 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? Staff does not believe that the use as proposed will impair public safety, health and welfare. The proposed location of the business has necessary facilities (including elevator access, restroom access) to support the use. There have been recent code compliance issues cited by Village code enforcement officers for the building (electrical and elevator functionality).
- 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 building is unlikely to be substantially diminished in value if the special use is not approved. There are numerous businesses located within the office building, and the suite would likely find a tenant due to ongoing demand for smaller commercial spaces in the Village.
- 6) Will the special use cause substantial injury to the value of other property in the neighborhood in which it is located? The proposed use is unlikely to cause any impact on surrounding property in the neighborhood. The business is proposed to be located on the 3rd floor of the existing office building and is not anticipated to have any spillover effects outside of the building which could cause injury to surrounding property.
- 7) Will the special use be consistent with the uses and community character of the neighborhood surrounding the subject property? The proposed use is similar to those already located within the

Golden Eagle Office Center and in surrounding buildings (such as the Eagle Ridge Office Center and the neighboring Briones and Burns law offices), which primarily house professional office or small-scale assembly uses in a medium-traffic environment near the Village's downtown.

- 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 is unlikely to cause any impact on surrounding property in the neighborhood. The business is proposed to be located on the 3rd floor of the existing office building and is not anticipated to have any spillover effects outside of the building which could cause injury to surrounding property.
- 9) Will the special use impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district? The proposed business is unlikely to impede the development of any surrounding property for uses permitted in the B-2 Downtown Transition 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 site has multiple points of vehicular access (Ridge Road, Homewood Avenue, alley in rear of building) which are sufficient for managing visitor and tenant traffic. The site also has direct pedestrian frontage on both Ridge Road and Homewood Avenue to provide sufficient pedestrian access to the building which are unlikely to cause concerns with pedestrian accessibility and traffic on public streets.
- 11) Is the subject property adequately served by utilities, drainage, road access, public safety and other necessary facilities to support the special use? The business has sufficient utility and public safety infrastructure to suitable support the proposed use. The use is also accessible for all potential students, including those requiring ADA accommodations, through the entrance in the rear of the building near the covered parking area. The property has sufficient road and sidewalk access to support the use.
- 12) Will the special use have a substantial adverse effect on one or more historical, archeological, cultural, natural or scenic resources located on the parcel or surrounding properties? No impacts on historical, archeological, cultural, natural or scenic resources are anticipated.

STAFF COMMENTS

The Planning and Zoning Commission is a recommending body for special use applications. The Planning and Zoning Commission is responsible for making a recommendation to the Village Board of Trustees for approval or denial of this application.

The applicant will be required to receive a business operation certificate from the Village prior to operation. The applicant applied for this certificate on July 6, 2026.

FINDINGS OF FACT

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 upon a recommendation of approval:

1. The subject property is located at 1820 Ridge Road and is located within the B-2 Downtown Transition zoning district, with Cook County PINs # 29-31-401-040, 29-31-401-041, 29-31-401-042, 29-31-401-043, 29-31-401-044, 29-31-401-045, 29-31-401-046;
2. The subject property is currently owned by 1820 Building LLC of Wilmette, Illinois;
3. The proposed use of the property is an indoor commercial place of assembly, which is classified as a special use in Table 44-03-04 of the Village Zoning Ordinance;
4. The subject site meets the use-specific standards for places of assembly in Section 44-04-04 of the Village Zoning Ordinance;
5. The subject site meets applicable development standards in Section 44-05 of the Village Zoning Ordinance;
6. The proposed special use is consistent with the applicable standards for special use permit approval as set forth in Section 44-07-11.

RECOMMENDED PLANNING & ZONING COMMISSION ACTION

Staff recommends approval of the following motion by the Planning and Zoning Commission, based on the findings outlined in this memo:

Recommend Village Board approval for Case 26-52: Special Use Permit for Indoor Commercial Place of Assembly at 1820 Ridge Road, Suite 306D.

AND

Incorporate the Findings of Fact into the record.