

PLAN COMMISSION

INTER-DEPARTMENTAL REVIEW COMMITTEE REPORT

Hollywood Hounds – 613 S. Main Street

January 22, 2024

Title

PC 24-03

Petitioner

Hollywood Hounds
(NextLevelK9 LLC),
Meg Tully
802 Old Grand Ave
Addison IL 60101

Property Owner

Main SRT Partners LLC
501 S Westgate
Addison IL 60101

Property Location

613 S. Main Street
06-17-100-005
Trustee District #6

Zoning

B2

Existing Land Use

One story commercial building

Comprehensive Plan

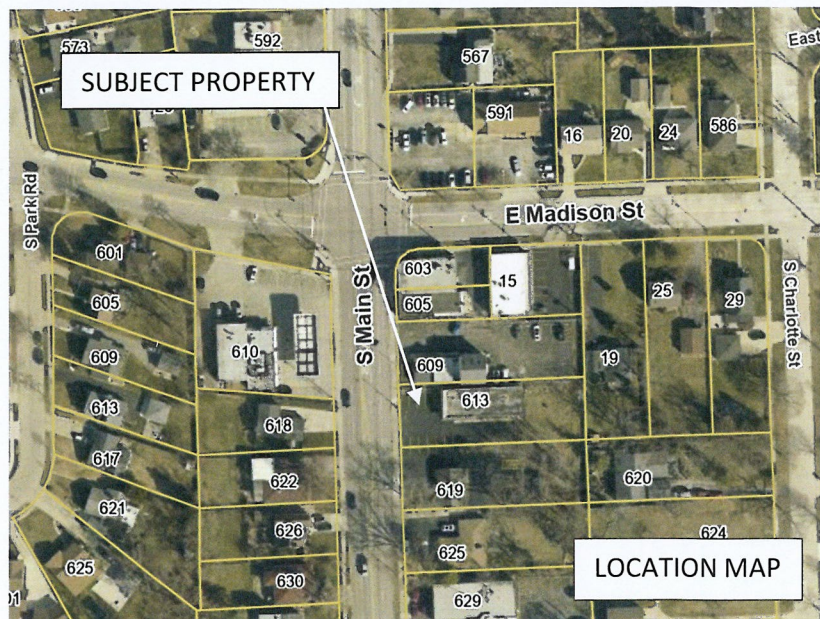
Neighborhood Commercial

Approval Sought

Conditional use to allow for a
kennel, dog daycare and training

Prepared By

Tami Urish
Planner I



PROJECT DESCRIPTION

The petitioner is proposing to establish an animal day care/kennel and dog training business at 613 S. Main Street. They are a tenant that plans to occupy the building. This is a first location for the proposed business.

Operations of kennel uses are regulated by the Illinois Department of Agriculture.

APPROVAL(S) REQUIRED

The petitioner, Hollywood Hounds (NextLevelK9 LLC), requests a conditional use pursuant to Section 155.414(C)(2) of the Lombard Village Code to allow for an overnight animal kennel, animal day care, and animal training facility to operate on the subject property located within the B2 General Neighborhood Shopping District.

EXISTING CONDITIONS

The subject property is a one-story building. The petitioner would undertake internal modifications to convert it from a retail building to an animal care/kennel use. The previous occupant was a learning center tutoring students.

Externally, the existing site is legal non-conforming in regards to landscaping. The petitioner would improve the site by adding landscaping to the east. Access to the site is from Main Street.

PROJECT STATS

Lot & Bulk

Parcel 2 Size:	12,880 SF
Building Area:	2,500 SF
Year Built:	1968
Parking Spaces:	11 (1 ADA) 8 req. per code

Submittals

1. Petition for a public hearing;
2. Response to Standards for a Conditional Use and Business Plan;
3. Plat of Survey, prepared by ALTA/NSPS LAND TITLE SURVEY, dated July 18, 2022;
4. Interior floor plan, prepared by the petitioner;
5. Correspondence from the public.

INTER-DEPARTMENTAL REVIEW

Building Division:

The Building Division has no comments and concurs with the Fire Department's comments and would hold any permit until they acknowledge the installation or the required fire safety equipment. Additional comments may be forthcoming during permit review.

Fire Department:

The Fire Department has no issues but would like to offer the below information about what the State code requires now with kennel operators since August of 2019.

All kennel operators shall comply with this Part, as applicable, and Section 25.145 of the State Code.

A kennel operator that maintains cats or dogs for boarding must meet one of the following:

- 1) Be staffed at all times cats or dogs are on the premises. A staffing plan shall be maintained on file with the Department;
- 2) Have an operational fire sprinkler system in every building where cats or dogs are located. The fire sprinkler system must communicate notifications directly to local emergency responders; or
- 3) Have an operational fire alarm system in every building where cats and dogs are located. For the purposes of this Section, a fire alarm system includes any of the following:

- A) A hard-wired fire alarm system that communicates notifications directly to local emergency responders;
 - B) A wireless fire alarm system that communicates notifications directly to local emergency responders;
 - C) A fire alarm system that is monitored by a third-party security service, with an active service contract, when the security service will communicate notifications directly to local emergency responders.
- Additional comments may be forthcoming during permit review.

Private Engineering Services:

Private Engineering Services (PES) has no comments. Additional comments may be forthcoming during permit review.

Public Works:

The Department of Public Works has no comments. Additional comments may be forthcoming during permit review.

Planning Services Division:

The Planning Services Division (PSD) notes the following:

1. Surrounding Zoning & Land Use Compatibility

	Zoning Districts	Land Use
North	B2	Commercial building/office
South	B2	Commercial building
East	R2	Single-family home
West	B2/R2	Gas station and single-family home

The B2 General Neighborhood Shopping District is intended to provide convenience shopping and services to adjacent residential areas but allows for a wider range of uses than permitted in the B1 District. Because of the proximity of commercial uses in the B2 District to sensitive residential uses in adjacent districts, and the need to protect such residential uses from potential adverse impacts. Staff finds that with proper management of noise and waste the proposed use will be complementary in the B2 District and on S. Main Street. The Lombard Animal Clinic is located two doors away on the corner of Madison Street and Main Street.

The exterior site plan shows an outside dog play area with a solid fence of up to 7 feet in height. The petitioner proposes to add an additional fence in red which would provide a buffer between the use and the single-family residential neighborhood to the east and does not encroach into the rear transitional landscape yard (shown in green box, ten feet wide).

Outdoor area blue prints, Red distinguishing where opposed fence would be. Yellow, displays current drainage, Blue is where the current in place fence is already located. Trees in the backyard are labeled with a star symbol

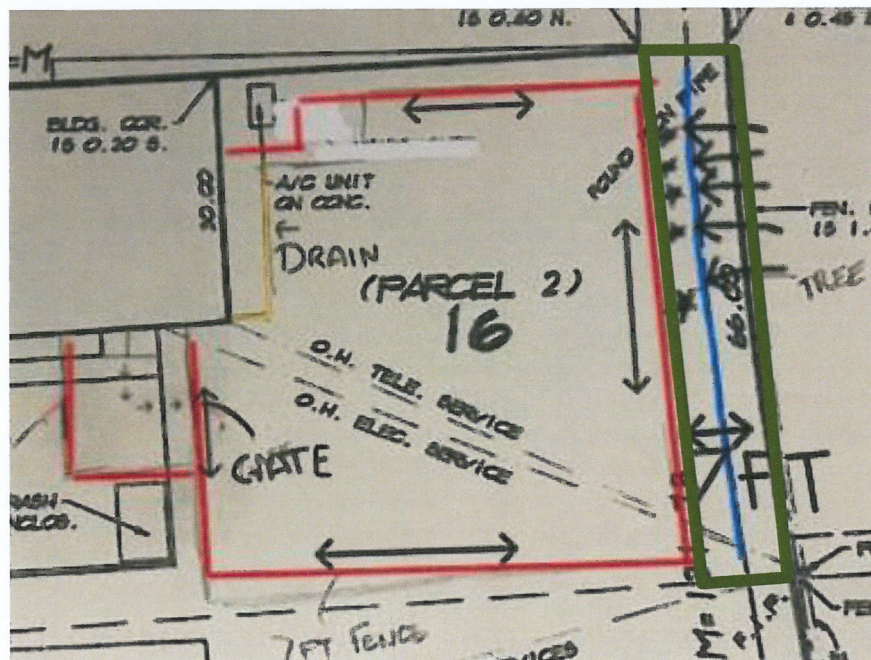


Figure 1 - Outdoor Area per petitioner

The following provisions apply to this green boxed area:

Section 155.414(J) *Transitional landscape yards.* Wherever a rear yard or interior side yard lot in the B2 District abuts a lot in the CR or a residence district, a transitional landscape yard ten feet in width shall be provided along the abutting lot line and improved in accordance with the provisions of Section 155.707 of this Chapter.

Section 155.707(B)(3) *Transitional landscape yard improvements.* Within the transitional landscape yards defined above, required planting and fencing shall be required to conform with the following provisions: (3) B1, B2, B5 and B5A Districts. Within required transitional landscape yards the following improvements shall be required:

- (a) Except within a front or corner side yard, a solid fence, the design of which shall be subject to the approval of the Director of Community Development, shall be provided along the entire length of the landscape yard. Such fence shall be six feet in height and shall conform to § 155.205 of this Chapter.
- (b) A continuous evergreen or dense deciduous shrub hedge extending the entire length of the landscape yard shall be planted. The shrub hedge shall be installed at a height of three feet. The spacing of shrubs shall be five feet on center, or as approved by the Director of Community Development.
- (c) Shade trees shall be required to conform with section 99.04 with one tree every 25 feet along the entire length of the landscape yard. Shade trees may be clustered subject to the approval of the Director of Community Development.
- (d) Planted areas shall be maintained in mulch and kept free of weeds.
- (e) Areas not planted with trees or shrubs shall be maintained as lawn.

The petitioner is requesting a conditional use for a kennel as they do board dogs. All kennels would be inside. They may sell ancillary retail items, however, dogs would not be for sale.

2. Business Operations

The petitioner addressed their business operations in the response to standards. There are detailed discussions on cleaning and noise. The business model focuses on small groups of dogs and obedience training to lessen noise. Noise panels would be added to the building interior. The business has standard operating procedures for when and how cleaning occurs. An outside waste receptacle will be screened per Section 155.710, all refuse disposal and recycling bin areas shall be screened on all sides by a solid wood fence or an equivalent material to a height of not less than six feet but not more than eight feet. There are no special requirements for trash handling per Waste Management. The trash dumpster is shown south of the building and will be screened per Code.

The outdoor dog play area is proposed to be approximately 3,500 square feet. It will be fenced by a seven-foot solid wood fence at the rear of the property to the east. An existing wood fence five feet from the proposed fence is to remain. All lawn areas between the existing fence and the property line and between the two fences are to be maintained. Dogs may be walked around the neighborhood on a limited basis.

3. Comprehensive Plan Compatibility

The proposed location and use as a kennel, dog day care and training facility is consistent with the Comprehensive Plan's recommendation of neighborhood commercial uses for the convenience of residential areas.

4. Sign Ordinance Compatibility

The petitioner has not yet proposed any signage. Any future signage applications will be reviewed by staff for their consistency with the Village's Sign Ordinance. If any future signage is determined to be non-compliant the petitioner will have the option to request a variation from the Plan Commission and Village Board of Trustees.

5. Site Plan: Access & Circulation

Access to the site is from Main Street. Eleven parking spaces are shown.

FINDINGS & RECOMMENDATIONS

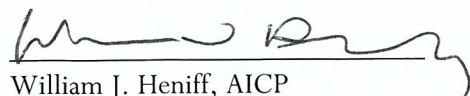
Staff finds that the proposed kennel is consistent with its surroundings, the Village of Lombard Comprehensive Plan, and Zoning Ordinance.

The Inter-Departmental Review Committee has reviewed the standards for the requested conditional use for a kennel and finds that the proposed use **complies** with the standards established by the Village of Lombard Zoning Ordinance, subject to conditions of approval based on the above considerations. As such, the Inter-Departmental Review Committee recommends that the Plan Commission make the following motion for **approval** of PC 24-03:

Based on the submitted petition and the testimony presented, the proposed conditional use does comply with the standards required by the Village of Lombard Zoning Ordinance and that granting the conditional use permit is in the public interest and, therefore, I move that the Plan Commission accept the findings of the Inter-Departmental Review Committee Report as the findings of the Plan Commission, and recommend to the Village Board **approval** of PC 24-03, subject to the following conditions:

1. That the petitioner shall develop the site in accordance with plans submitted as part of this request;
2. That the petitioner shall satisfactorily address all comments noted within the Inter-Departmental Review Committee Report;
3. Caging or boarding of animals shall not be allowed in the outdoor area. The outdoor area shall be reserved as an area where animals can roam freely;
4. The fence shall be maintained in a good state of repair at all times;
5. The transitional landscape yard shall be improved according to Section 155.707(B)(3) and be maintained in good condition at all times;
6. No dogs shall be allowed outside between 10:30pm and 7:00am;
7. The petitioner shall sound proof the building, as reviewed and approved by the Village;
8. The petitioner shall provide refuse screening per Section 155.710;
All refuse disposal and recycling bin areas shall be screened on all sides by a solid wood fence or an equivalent material to a height of not less than six feet but not more than eight feet;
9. That the petitioner shall be required to apply for and receive building permits prior to construction;
and
10. This relief shall be valid pursuant to timing provisions in Section 155.103(F)(11)(a) and Section 155.103(F)(12) of Village Code.

Inter-Departmental Review Committee Report approved by:



William J. Heniff, AICP
Director of Community Development
c. Petitioner

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;

Our dog daycare, overnight dog boarding, and training facility will comply with all necessary safety regulations and standards for the wellbeing of both dogs and humans. The dogs will primarily undergo indoor training (individually with our head trainers, and small group training) and will always remain leashed when entering or leaving the premises. Additionally, we are committed to installing a 7 ft wooden privacy fence to ensure the privacy and tranquility of neighboring businesses and residential areas, as well as installing any additional gardening .

*(1) For **daycare** Hours of operation will include 6:30am- 7:00pm (Monday- Friday) and 7:00am-7:00pm (Saturday and Sunday) for daycare drop off/pick up . All daycare dogs will be required to make prior reservations to ensure we do not go over the capacity of kennels. We plan to take a very limited amount of dogs as this would be considered an additional service to our training for dogs to socialize in group play based on the temperament of each dog with no more than 10 dogs at a time. All dogs attending the facility will remain on company property, we do not plan to take them for off facility walks as the main road could be a potential safety concern for staff and pets involved. This will also reduce residential properties to be interrupted in day to day routines or waste clean up from the facility.*

*(2) **Boarding** Dogs will be housed in Gator Kennels (attached below) where they can be properly and safely fed and sleep during break times. All clients will be required to provide each meal to prevent any health concerns or food allergy concerns. Overnight boarding dogs will be housed in individual kennels after participating in group play or training activities throughout the day. Overnight care would include having a fire system installed for the animals safety and security cameras with motion detection for alarm monitoring. We will ensure that the dogs' time spent outdoors is limited to minimize any disruption to create a safe,*

harmonious, and secure environment for both the dogs and the surrounding community and neighbors. We are prepared to install any gardening including trees and bushes if recommended , at this time there are currently 5 trees housed in the backyard of the property. No dogs will be outside after hours of the business closing at 7:00pm with all dog waste to be double bagged before being properly disposed of.

*(3) **Training** is our primary mission as a business in which we pride ourselves in quality over quantity and our main focus will be training for individual dogs and owners including group classes (hosted indoor or outdoor), obedience training included in daycare services, and board and train programs with the ability to house dogs overnight when necessary for boarding and training programs that include multiple sessions per day.*

*(4) **Cleaning** procedures for the facility will be to implement the outdoor grass and fencing to be deep cleaned with Simple Green Outdoor Solution three times throughout the day (Once at 8am, again at 12:30, and 7pm) these will be the break times where all dogs in the facility will be eating breakfast, privately napping, and the last cleaning at the end of the day when all dogs are away in their assigned kennel, allowing the staff time to clean and dry before dogs re enter the area again. The indoor section will be cleaned with K.O.E and Kennel Sol solutions to rid any bacteria and smell within the facility. Staff will deep clean all kennels and open spaces at the end of each day all seven days of the week , the lobby, hallways, and prep area will be cleaned twice a day once in the morning and once in the evening before closing at 7pm. There will also be one full time kennel technician whose only job is to both spot clean and deep clean the facility during day to day procedures 5 days of the week.*

*(5) **Safety** is our number one priority and all dogs will be required the following to attend any of the services we offer including daycare, dog training, and overnight boarding care: Rabies (required by state law), Distemper (A distemper shot for dogs is a **core vaccine that protects them from the canine distemper virus**, which is a contagious and deadly disease that*

affects dogs and other animals) Bordetella (Kennel cough vaccine) , and Lepto (Protects against leptospirosis which is transferable to humans). Any dog under 4 months would not be qualified to enter the premises as all dogs must be of age to obtain the rabies vaccine. The Lombard vet is two buildings over from us, we plan to utilize a positive relationship in the event of any emergencies or medical care that may be needed. In addition to this, each dog client will be required to have a full evaluation with one of our head trainers as well as a signed and complete waiver and an emergency contact before they are welcome to use any services. Each dog will enter the lobby one at a time to avoid any disruption or incidents. Based on our projections we do not plan to house more than 35 dogs at the time of full capacity for all safety procedures. Our staff is CPR certified, and fear free certified to ensure all pets safety on the premises. We are not a company who is looking to have high volumes of dogs, but looking to have well trained and quality dogs as an outcome of hard work.

(6) Grooming services will be an offered additional service, however we will not include any hair cutting services. Our grooming will include simple bathing, ear cleaning, nail clippings, and teeth brushing. If at any point we agree to hire a groomer for hair cuts, we can assure this person will be certified and reputable within reason.

- 2. That the conditional use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood in which it is to be located;**

The dog daycare, overnight dog boarding, and training facility will be regulated and managed to minimize noise and disturbances. We intend to install sound-reducing panels indoors and large 7ft wooden fencing outdoors as well as any additional gardening necessary to be respectful of our neighbors. It will be well-maintained as all outdoor waste will be double bagged, regularly cleaned and disposed of properly. We plan to

keep our outdoor space maintained to be deep cleaned thoroughly 3 times throughout the day seven days of the week. During day to day operations all waste will be picked up by staff immediately as each dog uses the outdoor space for potties. Our goal is to provide a professionally-run establishment that will enhance the community and serve its residents. We are prepared to enhance gardening in between our fence line and the residents behind us to both absorb noise and look visually appealing for the community. At this time the building is made of brick and there are currently 5 trees along the property line between the building and the neighboring residents to help reduce noise.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

The establishment of the facility will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. This facility will provide a valuable service to dog owners in the community, and its operation will not negatively affect the surrounding properties or disrupt the overall development plan in the district. If approved we plan to place the dogs in a secure area during the outdoor times, behind a 7 ft wooden fence for safety of our neighbors and dogs. In the event there is a dog disrupting the group play or overstimulating , we then would place them on a slip lead and walk them around to help regain engagement. Each dog will have a private kennel to tend to within the indoor facility if an in yard break attempt is not successful. All overnight dogs will be placed into the assigned individual Gator kennels inside the brick building equipped with sound paneling at 7pm to avoid any disruption for the community and each night a classical music station will be put on to help keep them in a calm state of mind throughout the entirety of the night. Our facility will also provide state of the art Ruffland Kennels for any dogs struggling with high anxiety during crate times. These crates are accustomed to be extremely productive in keeping noise inside the crate and providing a solid but safe sound barrier.

- 4. That the adequate public utilities, access roads, drainage and/or necessary facilities have been or will be provided;**

We would like to assure the Village that the establishment of our dog daycare, overnight boarding, and training facility will not hinder the normal and orderly development of the surrounding properties, as we plan to utilize the existing utilities and infrastructure that is already in place. The back of the building has a 3 foot pit already in place to prevent any drainage from flowing to neighboring properties or business. At this time we are not planning to fully turf the outdoor area and plan to utilize the natural grass and upkeep at this time.

- 5. That adequate measures have been or will be taken to provide ingress and egress so designs as to minimize traffic congestion in the public streets**

We plan to take measures to ensure that our dog daycare, overnight dog kennel, and training facility minimizes traffic congestion in public streets. This includes utilizing our large parking lot for drop-off and pick-up purposes or additional timed parking. If needed, we will actively collaborate with the village to address any concerns and make necessary adjustments for the smooth entrance and exit of our clients. For daycare, most clients spend an average of 2-5 minutes while dropping the dogs off for the day. Group classes will not have more than 6 dogs attending with their owners for one hour at a time, and will be scheduled to ensure the lot is not congested at any point in time. Overnight boarding dogs will be required to arrive with us before 6pm, allowing the last hour for quick daycare pick ups only.

- 6. That the proposed conditional use is not contrary to the objectives of the current Comprehensive Plan for the Village of Lombard**

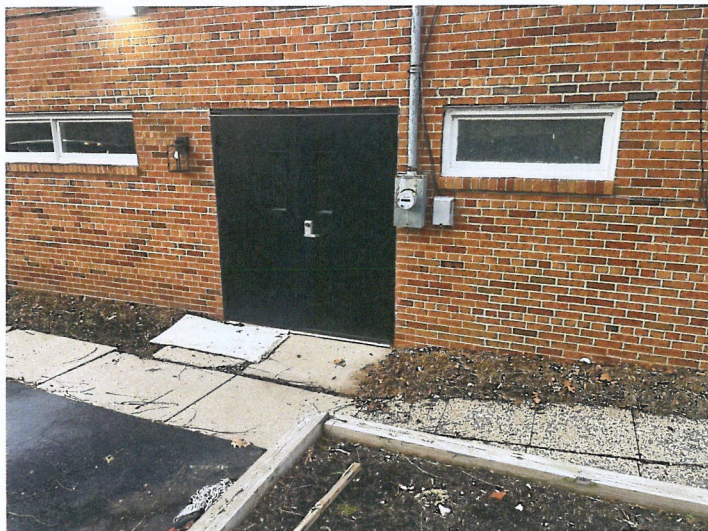
The proposed dog daycare, overnight dog boarding, and training zoning approval for the village is not contrary to the objectives of the current

Comprehensive Plan for the Village of Lombard. The daycare and training facility aligns with the goals of providing community facilities and economic development while continuing to adapt to standards within the community. Having the Lombard Animal Clinic nextdoor to us, we are able to refer any dog in need of vaccines or medical assistance to our neighbors! We are current clients of American Pet Tails in Lombard and would like to continue to refer clients here for any food or treats needed as we will not provide a retail portion to our facility. At this time we currently have been helping multiple Lombard residents within our time training and plan to continue supporting the local businesses and residents in the Village of Lombard to help create a secure and happy relationship.

- 7. That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.**

We acknowledge and understand that the dog daycare, overnight dog boarding, and training facility will comply with all relevant regulations of the district in which it is located, unless modified after recommendations from the Plan Commission.

The outdoor area in which the fence would be securely surrounded for us to take dogs out individually and safely to the outdoor yard.



The current fence in place shows existing trees. We do not plan to fence all the way to where the current fencing is , we do plan to leave this fencing up as an additional sound barrier for residents and place the new use fence approximately 7 feet closer to the premises allowing both sets of fencing and trees for noise reduction to neighbors.



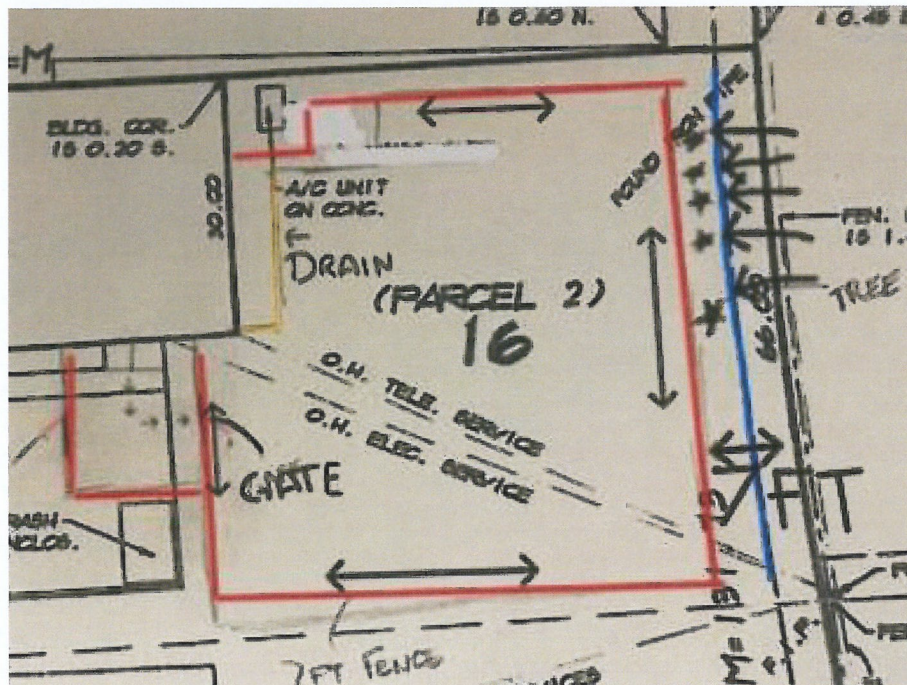
The Gator Kennels where dogs would be housed, designed for noise reduction and include secure tops for safety.



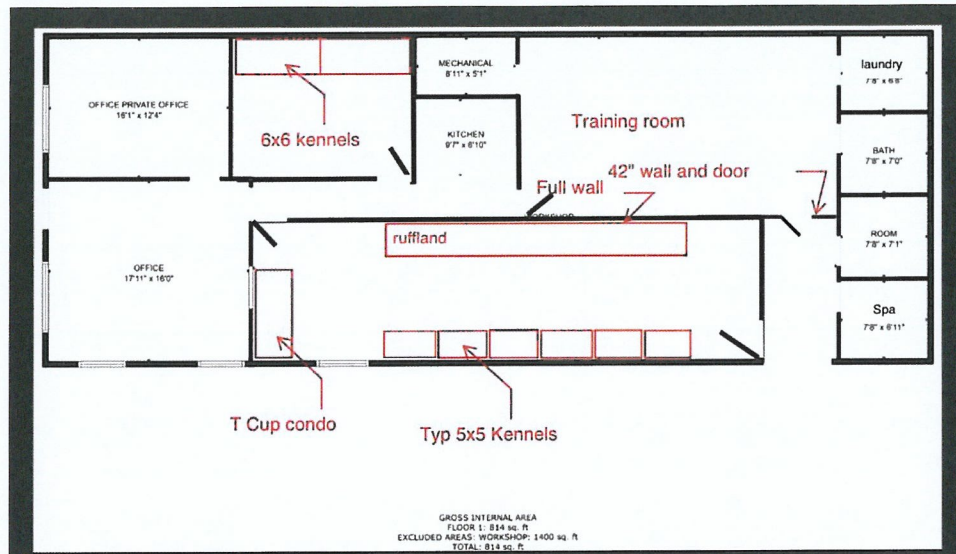
An example of the layout on landscaping and acoustic fence we are prepared to put in place .



Outdoor area blue prints, Red distinguishing where opposed fence would be. Yellow, displays current drainage, Blue is where the current in place fence is already located. Trees in the backyard are labeled with a star symbol



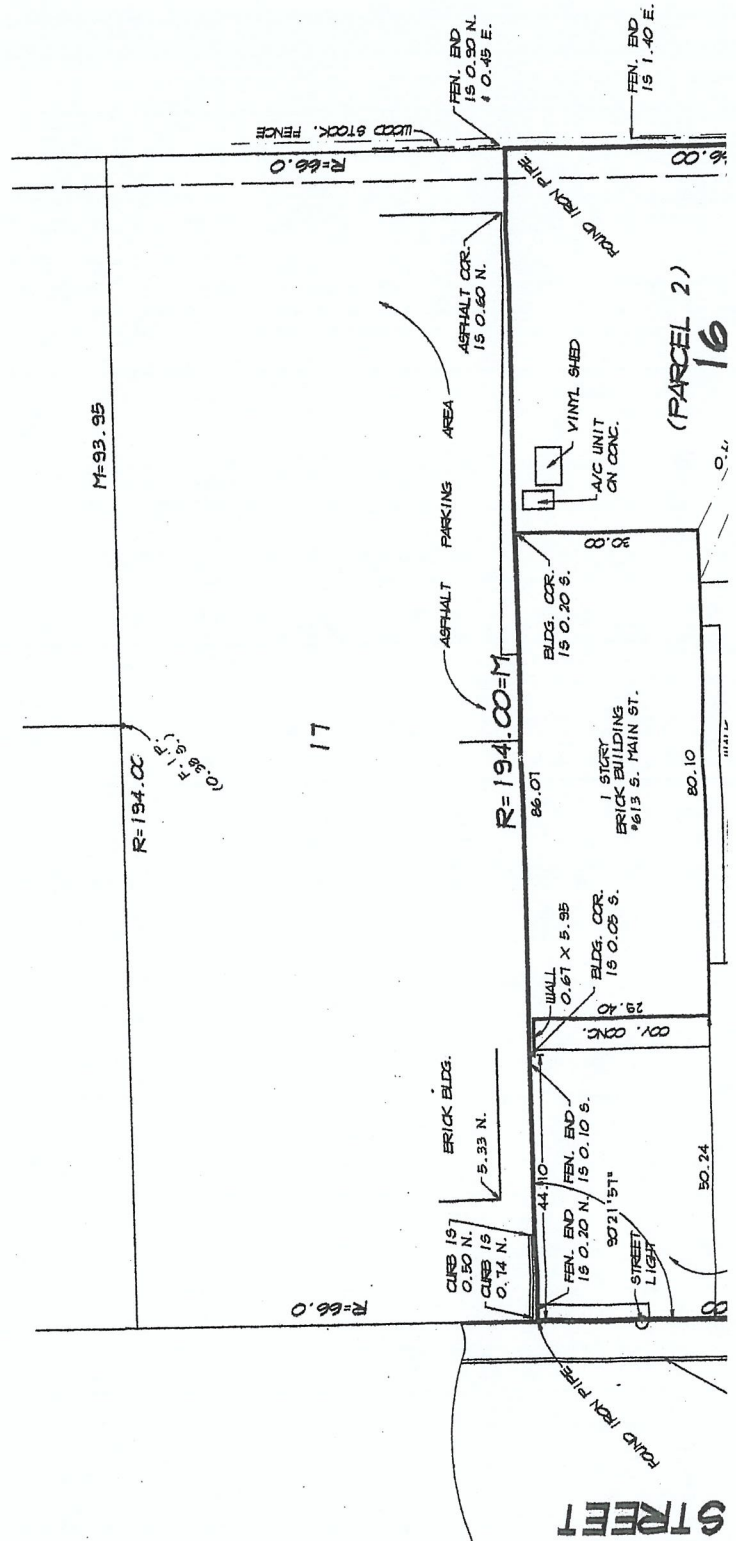
Indoor area blueprints for the Ruffland kennels and Gator Kennels within the facility

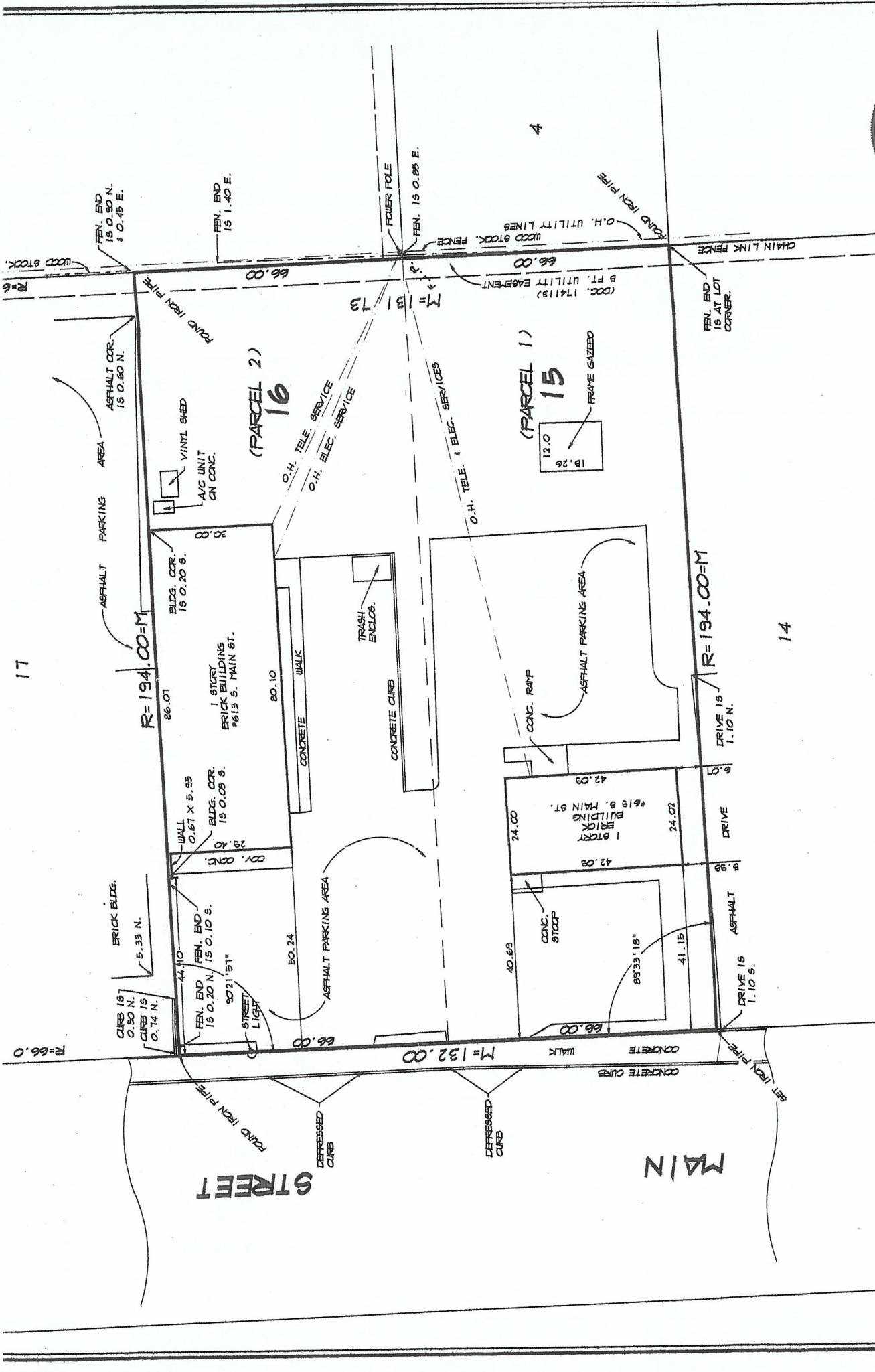


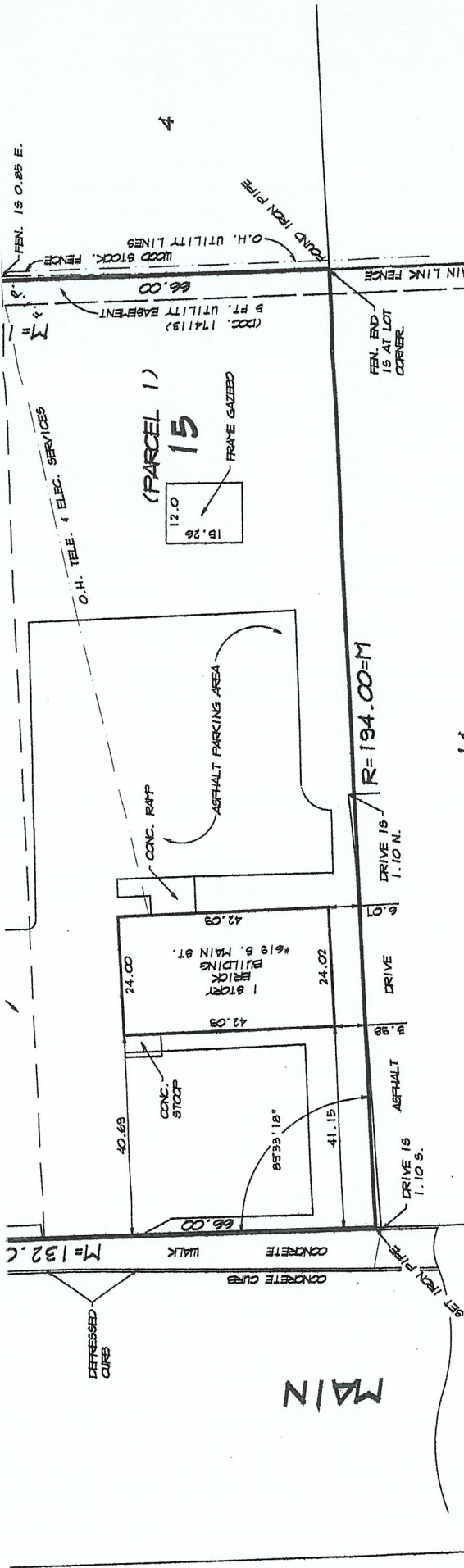
SCALE: 1" = 20 FEET

PARCEL 2: LOT 16 IN BLOCK 1 IN ARTHUR T. MC INTOSH AND CO'S LOMBARD GARDENS SUBDIVISION, BEING A SUBDIVISION IN THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 17, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 8, 1924 AS DOCUMENT 174113, IN DU PAGE COUNTY, ILLINOIS.

P. I. N. 06-17-100-005, 006







SURVEYORS NOTES -

1. THIS SURVEY WAS PREPARED USING CHICAGO TITLE INSURANCE CO. COMMITMENT NUMBER 226NN263348MH DATED JULY 18, 2022.
2. THE GROSS LAND AREA FOR THE PROPERTY IS 25.582 S.F. (0.5873 ACRES)
3. UTILITIES WERE LOCATED BY OBSERVED EVIDENCE.

Certify to: MAIN SRT PARTNER LLC
Chicago Title Insurance Company

STATE OF ILLINOIS)
COUNTY OF DU PAGE) S.S.

Prepared for:
McNees & Associates, LLC
195 Hiawatha Drive
Carol Stream, Illinois 60188

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standards Detail Requirements for ALTA/NSPS Land Title Surveys, partly established and adopted by ALTA, NSPS, and includes 1, 2, 4, 7(a) and 8 of table A thereof.

West Chicago, Illinois, August 23, 2022
Fieldwork was completed on August 12, 2022

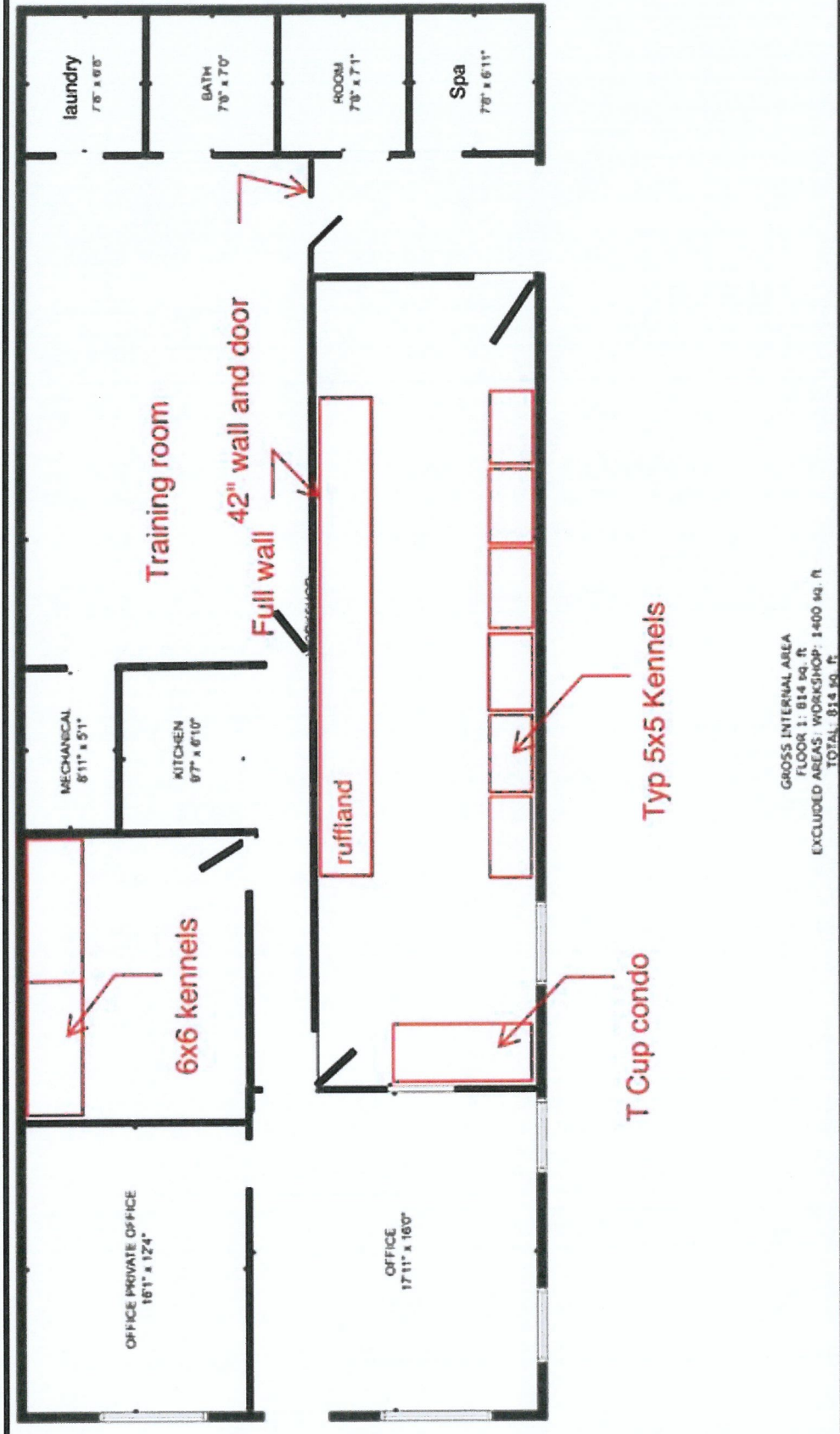
Steinbrecher Land Surveyors, Inc.

Professional Land Surveying
Design Firm Corporation No. 184-000326
141 S. Neilnor Blvd., West Chicago, IL 60185-2844
16301 293-8900

Richard J. Steinbrecher
Richard J. Steinbrecher
Professional Land Surveyor 3583
License expires Nov. 30, 2022

LEGEND	
F.I.P.	= FOUND IRON PIPE
F.T.R.	= FOUND TIE ROD
R	= RECORDED DISTANCE
M	= MEASURED DISTANCE
DEP.	= DEPRESSION
R.W.	= RIGHT OF WAY
RAD.	= RADIUS
CONC.	= CONCRETE
M.H.	= MANHOLE
W.V.	= WATER VALVE VAULT
INV.	= INVERT
CH.	= CHURCH
CCS	= REINFORCED CONCRETE PIPE
TC	= TOP OF CURB
EP	= EDGE OF PAVEMENT

FLOOR PLAN



GROSS INTERNAL AREA
 FLOOR 1: 814 sq. ft.
 EXCLUDED AREAS: WORKSHOP: 1400 sq. ft.
 TOTAL: 814 sq. ft.

From: [Community Development](#)
To: [Urish, Tami](#)
Cc: [Kohn, Jeannie](#); [Heniff, William](#)
Subject: FW: Written Statement for Hollywood Hounds
Date: Tuesday, January 16, 2024 9:09:14 AM

Anna Papke, AICP

Planning and Zoning Manager
Village of Lombard
255 E. Wilson Ave., Lombard, IL 60148
papkea@villageoflombard.org
(630) 620-5758
Building permits: [Online Portal](#)

From: Sam Krawiec <[redacted]>
Sent: Thursday, January 11, 2024 6:11 PM
To: Community Development <DevelopmentC@villageoflombard.org>
Subject: Written Statement for Hollywood Hounds

Hi,

My name is Samantha Krawiec and I am a Lombard resident at 101 S. Main Street sending in a written statement for the public hearing to approve of Hollywood Hounds at 613 S. Main Street. I have trusted this business in training my dog and they have provided incredible service. I am very excited for them to join our community in the village of Lombard.

Thank you,
Samantha Krawiec

January 11, 2024

To whom it may concern,

My name is Dr. Meaghan Cusack and I live in Lombard with my fiancé and our dog Milo. We have worked with Megan and Danny for the past year and a half and we know them on both a personal and professional level. We are thrilled at the prospect of Hollywood Hounds being in our neighborhood as it would provide us a safe place to bring our dog for boarding and training. After working with Megan and Danny I am certain that they would bring a fantastic business to our area where dogs could receive top of the care for dogs in our community.

If you have any questions, please feel free to reach out.

Sincerely,
Meaghan Cusack

A handwritten signature in black ink, appearing to read "Meaghan Cusack", with a horizontal line drawn underneath it.