

**Plan Commission Draft Summary Meeting Minutes**  
**Date: June 1, 2023**

The Chairman called the roll recognizing that there was a quorum present with 4 commissioners absent.

A motion to approve the minutes of the Plan Commission meeting of May 4, 2023 was made by Commissioner S. Berman and seconded by Commissioner R. Mathee. Motion passed by voice vote.

**Case Descriptions:**

**2023-10P: Parking Determination: 4400 Oakton Street, #200**

Abdul A. Mohammed representing Kohinoor Community Hall – Skokie, is requesting a parking determination for a meeting hall at 4400 Oakton Street, #200.

**2023-11P: Special Use Permit: 4400 Oakton Street, #200**

Chicago Land Title Trust Company, a corporation of Illinois as trustee under the provisions of a certain trust agreement dated March 7, 2022, and known as Trust Number 8002379462, requests a special use permit for a meeting hall in a B2 Commercial zoning district, and any other relief that may be discovered during the review of this case.

PINs: 10-22-332-027-0000, 10-22-332-028-0000, 10-22-332-029-0000, 10-22-332-030-0000, 10-22-332-049-0000, and 10-22-332-051-0000

**Discussion and Interested Parties**

Legal notice was advertised, posted, and delivered to property owners in the area as prescribed by the Zoning Chapter. Corporation Counsel determined that notice was proper and correct.

As both cases are related, they were discussed together but each case voted on separately. The chairman announced that the Plan Commission is the final hearing body regarding the parking determination but is a recommending body for the special use request which would still need final approval from the Trustees at a future Village Board meeting.

Mr. Mudassir Hussani, on behalf of the owner's group, presented the cases. He gave a brief overview of the requests. Two years ago, they took ownership of a multi-tenant office building. Fifth Third Bank occupies the 1<sup>st</sup> floor and will remain as is. The drive-through facility at 4401 Oakton is not part of the petition and will continue to be used for the bank's drive-through teller operations. They wish to convert the vacant 2<sup>nd</sup> floor into a community social gathering space to be used for weddings, birthday parties, seminars, business meetings, and family reunions. A new elevator will be installed on the west side of the building taking guests directly to the 2<sup>nd</sup> floor. The open floor plan is flexible and can be set up for auditorium seating or for formal events with a stage and dance floor. They will only have a warming kitchen - no cooking will take place on-site. No alcohol will be served.

Commissioners inquired about building occupancy and parking maximums. The applicant stated that the event space can accommodate up to 200 people but anticipates 150 guests as an

average. Staff considered this use to be comparable to a banquet hall. Worksheet comments from Fire Prevention as well as the Engineering Division show that 48 parking spaces are required for this use. The parking requirement is met with the 51 spaces provided. However, they must operate outside of the hours of the bank.

Staff requested that the reports be accepted into the record as written. Revised plans are needed prior to final presentation to the Village Board to show the correct size and location of the new exterior elevator, to depict the location of a third handicap parking space and loading area, and a new place for bicycle parking. Staff is also requiring additional landscaping within the sodded areas along Oakton Street and Kenneth Avenue. In order to place the property into compliance and the public sidewalk totally within the Oakton Street right-of-way, the petitioner will dedicate a portion of land from the subject site.

A commissioner asked about stormwater management at the site. It was pointed out that there is a retention area adjacent to the bank's drive-through at 4401 Oakton Street.

A commissioner asked if the on-site ATM is operational. Mr. Hussaini answered that the bank will be removing it. An active Special Use ordinance will need to be repealed once it is taken out of service.

Another commissioner inquired how they would manage overflow parking not spilling into the residential neighborhood. Mr. Hussaini spoke of the financial agreement made with Salvation Army at 4335 Oakton which would be mutually beneficial to both.

In closing, Mr. Hussaini commented that as the pandemic is behind us, people are ready to be social again.

## **Recommendations and Voting**

### **Case 2023-10P**

A motion was made to approve the staff recommendation of 48 parking spaces for the banquet hall use at 4400 Oakton Street, #200.

**Motion:** Mathee

**Second:** Ousley

**Absent:** Burman,  
Franklin,  
Gevaryahu &  
Minchella

Ayes: 5

Nays: 0

### **Case 2023-11P**

A motion was made to approve the staff-amended request for a special use permit for a community hall at 4400 Oakton Street, #200 requiring revised site & landscape plans to be submitted prior to final presentation to the Village Board.

**Motion:** Ousley

**Second:** Mathee

**Absent:** Burman,  
Franklin,  
Gevaryahu &  
Minchella

Ayes: 5

Nays: 0