

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda


Resolution or Ordinance (Blue)     Waiver of First Requested  
 Recommendations of Boards, Commissions & Committees (Green)  
 Other Business (Pink)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott R. Niehaus, Village Manager

**DATE :** September 1, 2020 (**BOT**) **Date:** September 3, 2020

**SUBJECT:** Special Event Permit – Lombard Veterinary Hospital Temporary Location

**SUBMITTED BY:** William J. Heniff, AICP, Director of Community Development 

**BACKGROUND/POLICY IMPLICATIONS:**

Lombard Veterinary Hospital (LVH) is seeking a Special Event Permit to allow the business to move into a temporary location at 241 W. St. Charles Road.

Please place this item on the September 3, 2020, Village Board agenda for consideration. Staff recommends the Village Board grant the time extension for the requested additional days and a waiver of the requisite fee schedule for the Lombard Veterinary Hospital Special Event Permit at 241 E. St. Charles Road, so the business may be immediately and temporarily relocated.

**Fiscal Impact/Funding Source:**

Review (as necessary):

Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.





## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development *WJH*

**DATE:** September 3, 2020

**SUBJECT: Special Event Permit – Lombard Veterinary Hospital Temporary Location**

Lombard Veterinary Hospital (LVH) is seeking a Special Event Permit to allow the business to move into a temporary location at 241 W. St. Charles Road.

Lombard Veterinary Hospital is located at 244 E. St. Charles Road. Their facility sustained significant damage during the storm and tornado event of August 17, 2020. The portion of the building that houses the LVH clinical operations is currently unusable and will require major repairs or wholesale demolition and reconstruction. These repairs are expected to take many months as LVH works with insurance companies, contractors and architects to draw up plans, obtain building permits, and complete work. In order to maintain the business, LVH plans to move clinical operations to a temporary location while repairs are completed on the building at 244 E. St. Charles Road.

LVH is in the process of securing the commercial tenant space at 241 W. St. Charles Road for a temporary clinic location. The space is located in a multi-tenant building and was formerly the site of Golfer's Edge. Current tenants in the building include Praga Restaurant, a dentist's office and a day care. LVH may need to make some modifications to the interior of the tenant space, and is in discussions with the landlord about installing an area in the parking lot for dogs to be walked.

241 W. St. Charles is located in the B5 Central Business District Zoning District. Animal day care facilities, hospitals and kennels are conditional uses in the B5 District. LVH will be seeking the requisite conditional use approval through the zoning entitlement process with the Plan Commission. This petition will be considered by the Plan Commission on September 21 with a final decision by the Village Board in October.

In the meantime, LVH is seeking a special event permit to allow operation of an animal hospital at 241 W. St. Charles Road. The special event permit will cover the period of time from the present up to the point at which the Village's public hearing process for the conditional use approval is complete. This will allow LVH to apply for a certificate of occupancy and begin operations at 241 E. St. Charles Road as soon as buildout activities are completed.

### **ACTIONS REQUESTED**

In order for this concept to be favorably considered, two actions will need to occur:

1. LVH will operate under a special event permit from September 3, 2020, until the completion of the public hearing process for the conditional use approval in October, 2020. Special events lasting more than thirty days require the approval of the Village Board, per Section 110.47 of the Village Code. Staff recommends the Village Board approve the special event permit for a period of 90 days, or through December 2, 2020. The 90-day approval is consistent with the 60- to 90-day timeline typically associated with the Plan Commission public hearing process.
2. Temporary events are charged a fee of \$50.00 per day, per Section 110.45 of Village Code. At approximately one hundred and twenty-three (90) days, the fees would be \$4,500; which is cost prohibitive would exceed any anticipated costs borne by the Village. In fact, the Village costs would be limited to any companion building and life/safety inspections that would be need as part of the tenant buildout of the space. As such and as all Village fees associated with the occupancy would be covered through the permit and Certificate of Occupancy efforts, staff can support an alternate approach to the fee schedule based upon the unique nature of this request and the lack of a need for further inspections once the occupancy has been approved.

### **RECOMMENDATION**

Please place this item on the September 3, 2020, Village Board agenda for consideration. Staff recommends the Village Board grant the time extension for the requested additional days and a waiver of the requisite fee schedule for the Lombard Veterinary Hospital Special Event Permit at 241 E. St. Charles Road, so the business may be immediately and temporarily relocated.



Aerial Photograph

