



---

**VILLAGE PRESIDENT**

JEFFERY J. PRUYN

**VILLAGE CLERK**

JODY A. CONIDI

**VILLAGE ADMINISTRATOR**

CARIE ANNE ERGO

**VILLAGE TRUSTEES**

JEFF AIANI

DINO GAVANES

ELLEN LEAHY

KATHY LINSNER

FRANK J. MADARAS

PATRICK POWERS

**MEMORANDUM**

**TO:** Village Administrator  
**FROM:** Mo Khan, Village Planner  
**THROUGH:** Michael D’Onofrio, Interim Community Development Director  
**DATE:** July 28, 2021  
**SUBJECT:** Zoning Certificate Request for Hair Goddess, LLC. located at 213 N. Catalpa Avenue

---

**Introduction**

Hair Goddess, LLC is requesting review and approval of their Zoning Certificate Request in accordance with Sec. 14.03 of the Zoning Ordinance.

**Discussion**

Hair Goddess, LLC is a hair salon business that will also offer various hair care products for sale and collect nominal sales tax revenue. The business will be occupying approximately 1,000 ft.<sup>2</sup> at 213 N. Catalpa Ave., which is part of the multi-unit building of 211-217 N. Catalpa Ave., located at northeast corner of Catalpa Ave. and Irving Park Rd. The business will have one employee. The multi-unit building provides 18 parking stalls with 1 ADA stall for common parking.

The subject property is located within the B-6, Irving Park Road, District, which is “designed to accommodate high traffic, automobile-oriented commercial uses along Irving Park Road.” The proposed use is permitted per Sec. 8.08-1-a and is generally consistent with the intent of the B-6 Zoning District. Additionally, it will be compatible with the surrounding area and existing businesses and any potential future businesses to be located in the area.

**Fiscal Impact**

There is no proposed Fiscal Impact to take into consideration.

**Staff Recommendation**

Staff recommends the item be forwarded to the Village Board on August 3, 2021, for consideration and approval of the Zoning Certificate Request.

**After Action Steps**

If the Zoning Certificate Request is approved, the applicant will have to pay the fee for their Business License and New Tenant Inspection and pass the New Tenant Inspection.

**Attachments**

1. New Business License Application



# Village of Itasca New Business Application

Return completed form with applicable fees to:  
Village of Itasca, Community Development Department  
550 W. Irving Park Road  
Itasca, Illinois 60143  
Phone: 630-773-0835 Fax: 630-773-2505

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

## General Information

Application Date: July 21-21 Move-In Date: Aug 1 2021 Date you assume(d) control of property through lease or purchase: \_\_\_\_\_  
 Business Name: HAIR Goddess  
 Proposed Itasca Address: 213 N Catalpa Ave  
 Current Address: 1250 W IRVING PARK RD ITASCA  
 Mailing Address (if different from Proposed Itasca Address): 66 Chelsea St Bloomington 600108  
 Parent Company and Address (if applicable): \_\_\_\_\_  
 Phone: 630 817 2603 Fax: \_\_\_\_\_ Illinois Business Tax Number: \_\_\_\_\_  
 Email: blankenshipconnie@hotmail.com Website: \_\_\_\_\_  
 Does your business collect retail sales tax?  Yes  No  
 Complete Description of Business Activities: HAIR salon - Product sales

## Owner/Principal/Site Manager Information

## Contact Information (if different from owner/principal/site manager)

Name: Connie Blankenship Name: \_\_\_\_\_  
 Title: OWNER Title: \_\_\_\_\_  
 Phone: 630 817 2603 Phone: \_\_\_\_\_  
 E-mail: blankenshipconnie@hotmail.com E-mail: \_\_\_\_\_

## Site Information

Sq. Ft. of Retail Space: 0 Number of Company Vehicles Parked On-Site: 1  
 Sq. Ft. of Office Space: 0 Number of Vending Machines On-Site: \_\_\_\_\_  
 Sq. Ft. of Warehousing / Industrial Space: 0 Total # of Parking Spaces Assigned to Your Business: \_\_\_\_\_  
 Sq. Ft. of Other Space: 1,000 sq. ft. Total # of Employees at Location: 1  
 Total Sq. Ft. of Facility: 1,000 sq. ft. Number of Shifts: \_\_\_\_\_  
 Zoning: B-6 - Irving Park Road District Number of Employees On-Site During Peak Shift: \_\_\_\_\_  
 Co-tenant Names and Uses (if any): \_\_\_\_\_

**Tenant Information**

Do or will you sub-lease a portion of your space to another company at the proposed Itasca location? Yes \_\_\_\_\_ No X

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

<u>Tenant Name</u>	<u>Use</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____

**Other Itasca Sites (if applicable)**

Do you occupy more than one location in Itasca? Yes \_\_\_\_\_ No X

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

<u>Address</u>	<u>Square Feet</u>
1. _____	_____
2. _____	_____

**Fee Calculator**


Please use the table below to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

<b>New Tenant Inspection Fee</b>	1. Using the Fee Table, enter the <b>New Tenant Inspection Fee</b> amount. This fee is payable to the Village of Itasca.	1. <span style="border: 1px solid black; padding: 5px;">130</span>
<b>Business License Fee</b>	2. <u>Business License</u> : Using the Fee Table, enter Business License Fee amount.	2. <span style="border: 1px solid black; padding: 5px;">37.50</span>
	3. <u>Live Entertainment License</u> : If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3. <span style="border: 1px solid black; padding: 5px;"> </span>
	4. <u>Tobacco Seller's License</u> : If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.	4. <span style="border: 1px solid black; padding: 5px;"> </span>
	5. <u>Vending Machine License</u> : If the facility will have vending machines onsite, enter \$25 per machine.	5. <span style="border: 1px solid black; padding: 5px;"> </span>
	6. <u>Add lines 2 through 5</u> . This is your <b>Total Business License Fee</b> . This fee is payable to the Village of Itasca.	6. <span style="border: 1px solid black; padding: 5px;">167.50</span>

**Certification**

Under the penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct, and complete, and the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance, a copy of which is available online at [www.itasca.com/comdev](http://www.itasca.com/comdev).

Name: Connie Blankenship Title: Owner

Signature:  Date: July 20-21

**OFFICE USE ONLY**

<b>Fee</b>	<b>Amount Paid</b>	<b>Date</b>	<b>Received By</b>
New Tenant Inspection			
Total Business License			