

Memo



To: Plan Commission
Cc: Tom Harrigan, Village Manager
From: Ethan Sowl, Assistant Village Manager / Zoning & Planning Administrator
Date: February 24, 2026
Re: Plan Commission Meeting Memorandum

1. **Review of Short-Term Rental Conditional Use Permit for Zaha Properties The Groves LLC, 545 Elm Grove Rd Unit #2**

Zaha Properties was issued a conditional use permit (CUP) to operate a short-term rental (STR) on March 25, 2025 by the Board of Trustees. Village Ordinance § 335-861(4)(b) specifies that the Plan Commission shall review such CUPs on an annual basis to ensure compliance with ordinance standards.

Kala and Jacob Zornow, owners of the property and operators of the STR, have filed to renew for another 365-day period. The Zornow's will be in attendance to answer any questions.

The Zornow's have been made aware of the Village's recent amendments to the STR Ordinance (2025-03) and that they must comply with them at their renewal.

Action Requested: No formal action is required. Village Ordinance prescribes a check-in. If desired, ask any questions of the Zornow's.

2. **Review and act on a revised Plan of Operation for Elm Grove Burger, LLC (D/B/A Culver's), 15280 W Bluemound Rd, for a drive-thru expansion**

Culver's is requesting to convert their single land drive-thru to a double-land drive-thru. The proposed work includes slight curb and gutter modifications, pavement restoration, and the addition of menu boards and other drive-thru signage.

The proposed improvements will reduce the number of parking spaces from 85 to 71, a 14-space reduction. However, the property will still be above the 51-space minimum for Culver's alone.

Fire Chief Brian Naylor also confirmed that the fire apparatus will fit through behind the building with the addition of a second drive-thru lane. Sheet C 3.0 identifies a width of 11.5' between the drive-thru lane and curb; the fire apparatus has a width of 9' inclusive of side lights and handrails. Additionally, Chief Naylor stated that, in the event of an emergency, entry would be from the east or west side.

Staff determined that the proposed improvements warrant an amended plan of operation by the Plan Commission.

Action Requested: Motion to approve or deny a revised plan of operation for Elm Grove Burger, LLC.

3. **Review and act on Ordinance 2026-05 to rezone an approximate 3.44-acre site at 800 Wall Street (Tax Key 1105997) to the Rm-3 Multiple-Family Residential District from the I-1 Institutional District, consistent with recent amendments to the Zoning Ordinance establishing the Rm-3 District as the appropriate district for the existing community-based residential facility (CBRF) and residential care apartment complex (RCAC) use.**

This ordinance proposes to rezone the Heritage Elm Grove Senior Living Facility (The Heritage) from the I-1 District to the Rm-3 District. The Rm-3 District was established via Ordinance 2026-02 on February 24, 2026. Ordinance 2026-01, approved on the same date, amended the I-1 Ordinance removing CBRFs and RCACs from the District. Approval of this Ordinance would ensure that the Heritage is a permitted use, albeit in its own district.

Action Requested: Motion to recommend approval or denial of Ordinance 2026-05 to the Board of Trustees.