

# Memo



To: Plan Commission  
Cc: Tom Harrigan, Village Manager  
From: Ethan Sowl, Assistant Village Manager / Zoning & Planning Administrator  
Date: February 2, 2026  
Re: Plan Commission Meeting Memorandum

---

**1. Review and act on a Plan of Operation for Magnificent Top Notch Cleaning LLC, 910 Elm Grove Rd #32**

Magnificent Top Notch Cleaning seeks to operate a residential cleaning company at 910 Elm Grove Road. The operation would be considered a permitted use (Business Office/Janitorial Supplies) in the B-1 Local Business District.

**2. Review and act on a Plan of Operation for Block Legal Services LLC, 13545 Watertown Plank Rd #7**

William Block seeks to operate his law office out of 13545 Watertown Plank Road. The operation would be considered a permitted use (Professional Office) in the B-3 Mid-Rise Business District.

**3. Public Hearing, Review and Act on an Ordinance Amending § 335-26. I-1 Institutional District of the Village of Elm Grove Code of Ordinances**

May 27, 2025 Board of Trustees Meeting

The Board of Trustees remanded review of the Village's I-1 Institutional District ordinance to the Legislative Committee on May 27, 2025.

Legislative Committee Meetings

Over the course of several Legislative Committee meetings, the existing permitted and conditional uses were reviewed and determinations were made as to if they are still relevant and/or appropriate for the Village of Elm Grove.

November 3, 2025 Plan Commission Meeting:

The Commission reviewed a draft revised I-1 ordinance and discussed removing community-based residential facilities (CBRFs) and residential care apartment complexes (RCACs) from the conditional use section at the request of the Legislative Committee. The only property in the I-1 District that falls into the CBRF/RCAC category is the Heritage Elm Grove Senior Living facility at 800 Wall Street. The ordinance was remanded back to the Legislative Committee for further review.

December 16, 2025 Legislative Committee Meeting:

The Committee recommended striking all mention of CBRFs and RCACs from the I-1 ordinance and reviewed a draft ordinance establishing a new zoning district, Rm-3 Multi-Family Residential, to ensure the Heritage facility remains a permitted use (albeit in a new zoning district).

Staff Recommendation:

To make a motion recommending approval of an Ordinance Amending § 335-26. I-1 Institutional District of the Village of Elm Grove Code of Ordinances

4. **Public Hearing, Review and Act on an Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents**

This ordinance establishes a new zoning district specifically for CBRFs and RCACs. The ordinance would ensure that the Heritage remains a permitted use, albeit in a newly created zoning district.

If this ordinance is approved by the Board of Trustees on February 27<sup>th</sup>, staff will prepare materials to formally rezone the property at 800 Wall Street property (The Heritage) to the newly created district. This action must be on a future agenda as it requires separate notification.

Staff Recommendation:

To make a motion recommending approval of an Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents