



FORMAL APPLICATION – ZONING & SUBDIVISION RELIEF**

Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to determine if your application requires a Preliminary Review by the Board of Trustees. The following materials are the minimum required for the processing of a formal application by the Village of Northbrook's Plan Commission and Board of Trustees. A public hearing or public meeting for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Development & Planning Services Department at 847-664-4050.

****Applications for zoning relief from the Zoning Board of Appeals must use a different application form.**

The initial submittal **MUST** contain:

- ☐ 1 electronic version (PDF) of ALL application materials (refer to application section regarding instructions for naming files).

Applicant Information

Legal Name S2 Partners LLC

Company _____
Address 2800 De Cook Ave.

City, State, Zip Park Ridge, IL 60068

Primary Contact Person

Name Safik Ghogha

Company _____
Address 2800 De Cook Ave.

City, State, Zip Park Ridge, IL 60068

Consultants (as applicable)

Attorney

Name Rasha Gad

Company _____
Address _____

City, State, Zip _____

Architect/Planner

Name Stephanie Tolentino

Company Saday Design

Address 4425 N Campbell

City, State, Zip Chicago, IL 60625

Civil Engineer

Name _____
Company _____
Address _____

City, State, Zip _____

Phone No. _____
Email _____

Other

Name _____
Company _____
Address _____

City, State, Zip _____

Phone No. _____
Email _____

Village of Northbrook

FORMAL ZONING & SUBDIVISION RELIEF APPLICATION

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: 2750-9 Dundee Road, Northbrook, IL

Property Index Numbers: 04-04-302-049-0000

Size of Property: lot = 3.85 acres; building = 40,696 sf (square feet/acres)

Size of Building Space, if applicable: Unit - 4,394 sf (square feet)

Comprehensive Plan Land Use Designation¹: community retail

Current Zoning: C-2

Current Use of the Property: shopping center

Is any portion of the property within the 100-year floodplain?¹ Yes: _____ No: x

Requested Action(s) *(check all that are applicable)*

- | | |
|--|---|
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Zoning Code Text Amendment |
| <input type="checkbox"/> Annexation <i>(separate form required)</i> | <input type="checkbox"/> Zoning Variation (in conjunction with other relief)
for _____ |
| <input type="checkbox"/> Rezoning from _____ to _____ | |
| <input checked="" type="checkbox"/> Special Permit for <u>childcare center</u> | <input type="checkbox"/> Planned Development |
| _____ | <input type="checkbox"/> Subdivision - Tentative Plat |
| _____ | <input type="checkbox"/> Subdivision - Final Plat |
| <input type="checkbox"/> Renewal of Special Permit Ord. No. _____ | <input type="checkbox"/> Subdivision - Variations/Waiver for _____ |
| <input type="checkbox"/> Amendment to Existing Special Permit | |
| Ord. No. _____ | <input type="checkbox"/> Exception for _____ |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Other _____ |

☐ **Plat of Survey & Parcel Legal Description(s)**

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

☐ **Conformity with Comprehensive Plan**

Include a written statement explaining the conformity, or lack of conformity, of the approval being requested to the Village's Official Comprehensive Plan and Official Map. Where the approval being requested does not conform to the Official Comprehensive Plan or Official Map, provide reasons justifying the requested approval.

☐ **Surrounding Property Owners Addresses**

Please attach the names and mailing addresses of all property owners of record (not tenants) within 250 feet of the property, excluding public rights-of-way, based on current County tax records. See page 9 of this document for instructions on how to obtain the addresses.

¹ As found on the Village website www.northbrook.il.us/Government/Departments/Planning/GIS/index.php

SITE OWNERSHIP AND CONTROL

Current Property Owner Information

Legal Name: Shiner Dunbrook LLC

Primary Contact: Bill Shiner

Address 3201 Old Glenview Road Suite 235

City, State, Zip Wilmette, IL 60091

Proposed Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Attach a copy of a title policy or deed showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. (Check which document(s) are attached):

- ☐ Deed
- ☒ Title Policy or Title Commitment (***Required for Subdivision Applications & Plats of Consolidation Applications***)
- ☐ Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries
- ☒ **Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property**
- ☐ **Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.**

Applicants Involvement with the Property

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property (Check which document is attached. The dollar amounts in documents may be blacked-out):

- | | |
|---|---|
| <input type="checkbox"/> Owner (see the previous box) | <input checked="" type="checkbox"/> Lease |
| <input type="checkbox"/> Real Estate Contract | <input type="checkbox"/> Other _____ |

- ☐ **Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.**

Additional Required Attachment(s)

Submit all relevant attachments specified in the below worksheet(s) that correspond with your application request(s) selected on page two of this application; the worksheets can be found on the Village of Northbrook website www.northbrook.il.us. (Check all that are applicable)

- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Plan Amendment Worksheet | <input type="checkbox"/> Zoning Variation Worksheet |
| <input type="checkbox"/> Annexation Worksheet | <input type="checkbox"/> Planned Development Worksheet |
| <input type="checkbox"/> Rezoning Worksheet | <input type="checkbox"/> Subdivision Worksheet – Tentative Plat |
| <input type="checkbox"/> Special Permit Worksheet | <input type="checkbox"/> Subdivision Worksheet - Final Plat |
| <input type="checkbox"/> Site Plan Approval Worksheet | <input type="checkbox"/> Subdivision Worksheet - Variations/Waiver |
| <input type="checkbox"/> Zoning Code Text Amendment Worksheet | <input type="checkbox"/> Plat of Consolidation Worksheet |

Village of Northbrook
FORMAL ZONING & SUBDIVISION RELIEF APPLICATION

Filing Fees

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted. A copy of the fee schedule is attached to the application form.

\$ _____ Amount of Non-Refundable Fee
\$ _____ Amount of Escrow
\$ _____ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as Village attorney time (currently billing at approx. \$400.00 per hour), public notice expenses, public meetings (\$50.00 per mtg), & staff review time. If these expenses exceed the initial escrow deposit, the applicant is responsible for additional payment to the Village prior to completing approval process. If the expenses are less than the escrow deposit, the applicant will be issued a refund.

Northbrook Ethics Code *(potential conflicts of interest)*

On a separate sheet of paper list the name, address, nature, and extent of any current or potential interest that any Village officer or employee may have in, or with respect to the owner, the applicant, or the property. **If none, check here:** _____

Repeat Application

Has any other application for this property been submitted to the Village and denied within the last two years?

____ yes ☒ no (check one)

If yes, attach a statement of the grounds justifying reconsideration.

Applicant/Owner Acknowledgments


By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Northbrook that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) have carefully read this application, the Northbrook Zoning Code and Northbrook Subdivision & Development Code and fully understand the terms and provisions of each.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I (We), in accordance with the requirements of the Annual Fee Ordinance, the Northbrook Zoning Code and the Northbrook Subdivision & Development Code, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

Signature of Applicant:  Date 11/18/25

Print Name & Title: Safik Ghogha - Applicant

Signatures of Property Owner(s):  Date 11/18/2025

Print Name & Title: William A. Shiner - Manager Property Address: _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of rezoning, special permit, and subdivision applications may be dependent upon the Applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

ATTACHMENT A: Current Property Owner – Beneficial Interest

Please check which of the following describes the current property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If current property owner is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input checked="" type="checkbox"/> Partnership or LLC	If current property owner is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If current property owner is a trust, please provide the trust number _____ and name and address of the Trustee _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the current property owner in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: William A Shiner

Address: _____

Ownership or Trust Interest: 17.86 %

Name: Richard Ravin

Address: _____

Ownership or Trust Interest: 21.43 %

Name: Sherwin Zuckerman

Address: _____

Ownership or Trust Interest: 8.93 %

Name: Noel Wilner

Address: _____

Ownership or Trust Interest: 7.14 %

Name: SZ Irrevocable Family Trust

Address: _____

Ownership or Trust Interest: 8.93 %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

ATTACHMENT C - Applicant – Beneficial Interest

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If applicant is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input checked="" type="checkbox"/> Partnership or LLC	If applicant is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If the applicant is a trust, please provide the trust number _____ and name and address of the Trustee _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the applicant in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: Safik Ghogha
S2 Partners LLC
Address: 2800 De cook ave
Park ridge, IL 60068
Ownership or Trust Interest: 100 %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Northbrook Daycare Consolidated Explanation

Applicant: Safik Ghogha

Property Address: 2750-9 Dundee Road, Northbrook, Illinois 60062

Proposed Use: Licensed Childcare Center (Daycare)

Description of Proposed Use

The applicant proposes to operate a licensed childcare center within an existing multi-tenant commercial building located at 2750-9 Dundee Road in Northbrook, Illinois. The daycare will provide early childhood education and care for up to forty (40) children ranging in age from six weeks to five years. The proposed use will occupy approximately 4,394 square feet of existing tenant space and will utilize the building without major structural changes.

The proposed childcare center is consistent with the family-oriented and community-serving objectives of the Village of Northbrook's Comprehensive Plan, which encourages educational and service-oriented uses within established commercial corridors such as Dundee Road. The project will enhance the local amenity mix while making productive use of existing commercial space.

Hours of Operation

The daycare will operate Monday through Friday from 7:00 a.m. to 6:00 p.m. The facility will be closed on Saturdays and Sundays. These hours align with standard daycare operations and are intended to serve working families within and around Northbrook.

Number of Employees

The center will employ approximately two (2) to seven (7) staff members during operating hours, depending on enrollment and time of day. Staffing levels will comply with all DCFS licensing requirements and mandated child-to-staff ratios for each age group.

Enrollment and Classroom Configuration

The facility will serve a maximum of forty (40) children and will include five classrooms designed to meet the developmental needs of specific age groups. Infant classrooms will operate at a maximum ratio of 1:4, toddler and two-year-old classrooms at a maximum ratio of 1:5, and preschool and pre-kindergarten classrooms at a maximum ratio of 1:10. When fully enrolled, the center expects to have approximately seven staff members on site.

Parking and Site Details

The property is part of an established multi-tenant commercial plaza that provides approximately two hundred (200) shared parking spaces, which exceeds the minimum parking

required under the zoning code. Parking demand generated by the daycare will be modest and primarily limited to short-term drop-off and pick-up activity during morning and late-afternoon hours.

To accommodate a required outdoor play area, eleven existing parking spaces will be removed (6 from the north side of the unit and 7 from the east side of the building). Following this adjustment, there will be eleven parking spaces located to the north of the tenant space and thirty parking spaces located to the east of the tenant space.

Traffic volume is expected to remain low due to staggered scheduling and short dwell times. Drop-off and pick-up times are assigned in advance in ten-minute blocks, with no more than three families scheduled per block. Drop-off occurs between 7:00 a.m. and 9:30 a.m., and pick-up occurs between 3:00 p.m. and 6:00 p.m. Parents are instructed where to park for arrivals and departures, curbside activity is not permitted, and children are dropped off in the lobby to ensure efficient circulation.

Parents check children in and out using the Brightwheel application, further streamlining arrival and departure and minimizing congestion.

Building Configuration and Site Work

A new door will be added on the east side of the building, as shown on the site plan, and will serve as the primary entrance to the daycare. Interior modifications will be made as required to meet DCFS licensing standards, including the installation of classrooms, child-sized restrooms, and required safety features. All renovations will comply with applicable Village building and fire codes.

Outdoor Activity Area

A dedicated outdoor play area will be provided in accordance with DCFS licensing requirements. The playground will be fully enclosed with a six-foot (6') commercial-grade wrought iron fence featuring self-closing, self-latching gates. For additional safety, a curb buffer and bollards will be installed where the play area borders the parking lot.

The outdoor play area will include age-appropriate play structures and safety surfacing and will be used by children in same-age groups during scheduled times, weather permitting. Outdoor activity will occur during normal daycare hours and is not expected to generate noise beyond typical levels associated with children's play.

Safety Measures

Safety features at the facility will include secured and locked entry doors with access restricted to approved families and authorized officials. Safety gates will be installed in reception areas to prevent unauthorized child movement. Fire and sprinkler systems will be monitored and

maintained, and security cameras will cover interior spaces, the parking area, and the outdoor play area. All staff will be trained in CPR, first aid, and emergency response procedures.

Meals and Deliveries

Meals will be catered daily by a licensed commercial childcare meal provider. The warming kitchen will include a three-compartment sink, food preparation sink, handwashing sink, commercial-grade refrigeration, and a ventless convection oven for warming food.

Meal deliveries will occur once daily, Monday through Friday, typically between 6:30 a.m. and 7:00 a.m., prior to the arrival of families. Deliveries will be made using a standard refrigerated catering van or small box truck and will typically take approximately ten (10) to fifteen (15) minutes. No semi-trucks or large freight vehicles are required.

Compatibility With Surrounding Uses

The multi-tenant commercial building includes a mix of neighborhood-serving uses such as offices, salons, fitness studios, and small retail establishments. The proposed childcare center is compatible with these uses and will contribute to a balanced mix of daytime activity on the site.

Special Events

The facility will not host large-scale or public events. Occasional small gatherings, such as parent orientations or graduation events, may occur two to three (2–3) times per year and will typically take place after normal operating hours. These gatherings will involve enrolled families only and will not require additional parking beyond what is available on site.

Conclusion

The proposed licensed childcare center is compatible with surrounding commercial uses, meets applicable parking and safety standards, and conforms to the intent of the Village of Northbrook's Comprehensive Plan. The applicant respectfully requests approval of the proposed use at 2750-9 Dundee Road.

PROPOSED SITE PLAN

