



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
August 29, 2018
6:30 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Haddow Ave. Lot Consolidation - 5/9/18
- B. Bury The Hatchet - 5/23/18

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Arlington Executive Plaza - 3335-3395 N. Arlington Heights Rd.
T1638 - Amend PUD/Parking Variation
- B. 1400 W. Thomas Subdivision - T1639
Plat of Subdivision, Rezoning from R-E to R-3

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Haddow Ave. Lot Consolidation - 5/9/18

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Haddow Ave. Lot Consolidation - 5/9/18	Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

May 9, 2018

Project Title: 614 N. Haddow Ave. Lot Consolidation
Address: 608-614 N. Haddow Ave.
Petitioner: Robert Flubacker
Robert Flubacker Architects, Ltd.
1835B Rohlwing Rd.
Rolling Meadows, IL 60008

Requested Action:

1. Preliminary Plat of Resubdivision to consolidate the two lots into one.

Variations Required:

- None identified at this time

Attendees:

Terry Kurzynski, Homeowner
Robert Flubacker, Project Architect/Petitioner
Jay Cherwin, Plan Commissioner
Bruce Green, Plan Commissioner
John Sigalos, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner
Jake Schmitt, Assistant Planner

Project Summary:

The subject property consists of two platted lots of record. The first lot contains the single-family home located at 614 N. Haddow, the second lot is addressed 608 N. Haddow and is currently vacant and serves as an additional yard/landscape area for the home at 614 N. Haddow. Both lots are owned by the resident at 614 N. Haddow Avenue, and each lot is approximately 66 feet by 132 feet. The 614 N. Haddow lot is 10,890 square feet, and the 608 N. Haddow lot is 10,730 square feet (although the Plat of Survey shows the property as including 33 feet of Haddow Avenue within the boundaries of the property which land must be dedicated to the Village). A previous owner of the vacant lot had applied for a variation in 2001 to make the vacant lot buildable, but the request was rejected by the Zoning Board of Appeals. The vacant lot was later obtained by the owner of 614 N. Haddow and has served as a portion of his yard ever since.

If approved, the combined lots would yield a 17,424 square foot singular lot (which takes into consideration the required ROW dedication) that would be 132 feet wide. The petitioner would construct an addition to the southern and western elevations of the home, which would result in an approximately 7,000 square foot residence when complete. The existing two-car detached garage would be removed from the rear yard, and a new 3-car attached garage would be added to the home. The driveway on the north side of the house would be removed and returned to landscaping, and a new driveway would be constructed at the southern side of the site.

Meeting Discussion:

Mr. Kurzynski explained that the project started out as simply a desire to create additional garage space to park his vehicles, and it led to a need to create mudroom, which in turn led to updating the kitchen, and eventually the project encompassed a large addition to the home as is currently proposed. The existing house does not have a very conducive layout for his family, and one of the goals of the project was to open the house up so that thing weren't so chopped up. The basement would be extended as part of this project.

Commissioner Green asked if they would be making the basement deeper.

Mr. Kurzynski replied that they would be slightly, and that the height of the basement would be around 10 feet. The project would also involve the creation of an outdoor porch space, which would have a wood burning fireplace, a electronic retractable screens, and infrared heating in the roof to allow for use into the winter. The existing detached garage would be demolished and an attached garage is now proposed. The demolition of the garage would free up backyard space for his children to play.

Mr. Hubbard explained that the property existed as two legally platted lots of record, and it wasn't until after 2003 that they both became owned by the same individual. The Subdivision Code stated that only if two contiguous lots have been under common ownership prior to 2003 could these two lots be used together and be considered as one "zoning" lot. In order to accommodate for the proposed addition without any variations, the property had to be consolidated via the subdivision process. The property was zoned R-1 and was shown as "Single Family Detached" on the Comprehensive plan, and the proposed subdivision was compliant with the existing zoning and compatible with the Comprehensive Plan.

A sidewalk would be required along Haddow, which is a code requirement when any property is subdivided. Additionally, the existing lot included 33 feet of land that extended out into Haddow Avenue, and this portion of the property would be required to be dedicated as Right-of-Way as part of the subdivision process. Based on an analysis of the lot sizes in the vicinity, the size of the consolidated lot would be within the range of existing lot sizes in the neighborhood. The required setback for the lot would be based on the existing home on the frontage, and so the petitioner would need to provide information on the setbacks for these existing homes in order to allow staff to determine what the required front yard setback would be.

The petitioner had the option of going through separate preliminary and final plat of subdivision approval hearings, or combining those two into one hearing with the Plan Commission. If they wished to combine both processes into one, they would need to provide final engineering plans within their Plan Commission application, as opposed to simply just preliminary engineering plans.

Mr. Kurzynski asked about engineering plans.

Mr. Hubbard replied that engineering plans needed to show the proposed lot grades, utility connections, and stormwater calculations. Final Plat of Subdivision approval would also require the provision of any required bonds/deposits for required public improvements. The proposed home addition brought the consolidated property close to maxing out on allowable F.A.R., and so staff wanted the petitioner to be aware that this could restrict future additions or detached garages on the site. Finally, a fee in lieu of detention would be required. The subdivision process triggers the need for on-site detention. For small subdivisions, the Village allows this detention to be accommodated within our stormwater system rather than providing an onsite detention area. However, a fee for accommodating the stormwater within the Village's system is required.

Commissioner Cherwin asked the petitioner is they believed that they could address the items raised by staff.

Mr. Kurzynski asked about the requirement to provide a sidewalk. He stated that the project was quite expensive as is, and the additional cost of a sidewalk was not something that he would choose to incorporate if not required. He asked if there was any negotiation on the need for a sidewalk.

Mr. Hubbard responded that the petitioner could request a variation for relief from this requirement, however, he thought that staff would probably not support this variation.

Mr. Kurzynski asked about the bonds/deposits.

Mr. Hubbard explained that the bonds/deposits were needed to guarantee the work done on the sidewalk and any other required public improvements, since eventually those improvements would become the responsibility of the Village to maintain. Therefore, the Village needed assurance that if the improvements were not constructed properly, then there was funding for the Village to bring them up to code standards. He said he believed that the amount of the bond would be 115%

of the overall construction cost of the public improvements.

Commissioner Cherwin said that he didn't have any concerns with the proposal and thought that the petitioner should take the opportunity to streamline the approval process for preliminary and final plat of subdivision in to one hearing, although if there were engineering items that made combination of the process impossible, then obviously those could prevent this.

Mr. Kurzynski asked how the engineering items could hold up the process.

Commissioner Cherwin explained that in order to combine the process, all engineering items such as the design of the sidewalk or the final detention calculations, would be needed upfront with the Plan Commission application. If those plans were not developed yet, then they could still proceed with preliminary plat of subdivision approval and would have to return to the Plan Commission for final plat of subdivision approval once those plans were finalized.

Mr. Hubbard added that final engineering plans would also be required along with any building permit application submittal, so it was a question of whether the petitioner wanted to finalize them now and combine the preliminary and final plat process, or finalize them later and go back before the Plan Commission for final plat of subdivision approval.

Commissioner Jensen asked if the petitioner was required to go through the Design Commission process.

Mr. Hubbard confirmed that the proposed addition would require a Design Commission application.

Commissioner Cherwin asked what was required in the way of stormwater detention details.

Mr. Hubbard replied that the petitioner would need to provide a calculation outlining how much stormwater runoff would be generated on the site.

Commissioner Sigalos said that he did not have any questions and said that he thought it looked like a good project.

Commissioner Green said that he liked to see people combining two smaller lots into one larger lot. He encouraged the petitioner to move forward.

Mr. Flubacker asked if full engineering drawing were needed for the consolidation process.

Mr. Hubbard explained that if they wanted to request only preliminary plat of subdivision approval when they filed an application, only preliminary engineering would be required. This would allow them to proceed to the Plan Commission and Village Board for preliminary plat of subdivision approval. It would also require that they come back before the Plan Commission and Village Board for a second appearance once they provided final engineering plans, and they would receive final plat of subdivision approval at that time. Alternatively, they could provide final engineering at the time of Plan Commission application submittal, and they would receive both preliminary and final plat of subdivision approval at the same time without needing a second appearance before the Plan Commission and Village Board.

Mr. Flubacker asked if the fee in lieu of onsite detention was based on just the change between the existing coverage and the proposed coverage.

Mr. Hubbard responded that they would need to confirm this with the Engineering Department and that he was unsure if they could get credit for the existing impervious surface coverage on the site.

Mr. Flubacker made the point that if they had chosen not to consolidate the two lots and instead asked for variations to allow the proposed building addition, no fee in lieu of detention would be required and the end result of the construction on the lot would be the same.

RECOMMENDATION

614 NORTH HADDOW AVENUE LOT CONSOLIDATION – TEMP FILE 1618

The Conceptual Plan Review Committee advised that the petitioner move forward.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



Item: Bury The Hatchet - 5/23/18

Department: Planning & Community Development

ATTACHMENTS:

Description

Bury The Hatchet - 5/23/18

Type

Minutes

REPORT OF THE PROCEEDINGS OF THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

May 23, 2018

Project Title: Bury The Hatchet
Address: 780-784 E. Rand Rd.
Petitioner: Nicole Porter
Mastermind Escape Games
5825 Glenridge Dr. - Building 2, Suite 217
Atlanta, GA 30328

Requested Action:

1. Special Use Permit to allow an "Amusement Facility, Large".

Variations Required:

- Variation from Chapter 28, Section 6.12-1, to waive the requirement for a traffic and parking study by a qualified professional engineer.

Attendees:

Nichole Porter, Petitioner
David McIntyre, Partner
Bruce Green, Plan Commissioner
John Sigalos, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The petitioner is Nicole Porter from Mastermind Escape Games, who is interested in leasing the property to establish Bury The Hatchet, an axe throwing entertainment facility. Bury The Hatchet is a nation-wide company with locations in New Jersey, Pennsylvania, and Georgia. The facility will allow patrons to book sessions for individuals or groups, and clients can bring their own food or beverage (including beer and wine). Axe throwing is supervised by a skilled axe-throwing professional and training on safe throwing techniques is done prior to any throwing activity. Additional details can be found on the company website (<https://burythehatchet.com/>).

The proposed facility would include 11 lanes for axe throwing. The petitioner estimates that peak usage is typically around 6-7 lanes at a time. Maximum number of employees at any one time would be one employee per lane in use, plus one employee staffing the lobby area. Walk ins are not permitted and reservations/bookings must be made 24 hours in advance. Hours of operation would be between 12pm and 11pm, although if there are no bookings the facility will typically close early.

Meeting Discussion:

Ms. Porter expressed an interest in opening a 'Bury the Hatchet' business in Arlington Heights. Currently, they have an entertainment facility in Schaumburg. They like the community of Arlington Heights and believe they can make a positive impact on the community by drawing more people to the Village. She explained that certified Axe Masters are onsite for every axe-throwing event and they will teach and supervise a group of axe throwers. Reservations must be made 24 hours in advance; they do not take walk-ins. Upon entry, groups are trained in a training lane by the axe master. Once the group is comfortable enough to throw in a standard throwing lane, they are moved and standard axe throwing begins. The axe master will keep score on an TV within the throwing lane.

Commissioner Sigalos asked if the axe master was in the lane with the group at the same time they are throwing.

Ms. Porter replied that with a group of two, the axe master would stand in-between the two axe throwers and keep score while a game was going on. All of the lanes are enclosed with chain link fences. Safety is their number one priority.

Mr. Hubbard explained that the property was in the B-3 zoning district. Within this district, amusement facilities were permitted as long as they were less than 5,000 square feet. Since the proposed Bury the Hatchet facility was just over 6,000 square feet, it required a special use permit. The petitioner would need to provide a written response to the special use permit justification criteria. The property was classified as "Mixed-Use" on the comprehensive plan and the proposed use is compatible with that classification. The property was governed by a set of Covenants, Conditions, and Restrictions that were recorded when the shopping center was originally constructed in the 1980's. Staff encouraged the petitioner to double check with the covenants to make sure there was no issue with the proposed use. If the petitioner was proposing any exterior alterations to the building or site, they should check with the Design Planner to make sure a Design Commission application was not necessary. A Plat of Survey would be required with the Plan Commission application.

Parking for the facility would be based on the maximum occupancy of the spaces within as based on Building Code standards. The petitioner would need to calculate this occupancy as part of the Plan Commission review process. Staff does not believe that parking will be an issue and is generally supportive of the application. A market analysis would also be required as part of the Plan Commission application. The analysis should outline the target demographic, the size of the target demographic within a certain radius of the facility, and a list of any competitors in the vicinity. He said he thought the use was unique and would be the first of its kind in Arlington Heights.

Commissioner Sigalos asked about the facility in Schaumburg.

Ms. Porter responded that the Schaumburg facility was an "Escape Room", and it did not offer hatchet throwing.

Commissioner Sigalos asked about the history of Axe Throwing facilities.

Ms. Porter replied that about five years ago, nobody had heard of escape rooms. But all of a sudden they started popping up everywhere. She said that the same was happening with axe throwing. She said that there were about 5 other axe throwing locations within the Chicagoland area, and most of them were in the City of Chicago. There were not any axe throwing facilities within the Arlington Heights area.

Commissioner Sigalos asked about the market study for such a unique use.

Ms. Porter replied that they had already done a market study, which was one of the reasons that they were very interested in Arlington Heights. It would not be a problem for them to provide a market analysis. She said that there was demand for axe throwing entertainment in this market. Axe throwing was also a popular team building exercise.

Commissioner Sigalos asked about alcohol.

Ms. Porter explained that they would be BYOB and allow only beer and wine.

Commissioner Sigalos asked about liquor licenses.

Mr. Hubbard said that the petitioner would have to work with the Village Managers office on the liquor license. He said he believed there was a BYOB liquor license.

Mr. McIntyre stated that BYOB was very common in the axe throwing venues he was familiar with.

Commissioner Sigalos asked about a previous entertainment venue that was looking within the Southpoint Shopping Center.

Mr. Hubbard recalled 'Urban Air', which was a much larger entertainment facility with slides, ziplines, video games, and trampolines, who had been looking at the Bif Furniture site.

Commissioner Green stated that he thought it was a unique use and wished them the best of luck in going through the process. He asked about how long an axe throwing session was.

Ms. Porter replied that axe throwing was usually a two-hour session, which included signing waivers, getting trained, and then the actual axe throwing part. They do have league events occasionally.

Commissioner Green asked if the axe actually sticks to the target.

Ms. Porter explained that it was very similar to darts.

Commissioner Sigalos asked about pricing.

Ms. Porter responded that it was \$40 per person for a two-hour session. If you were part of a league, the price would be different. They also allow rental of an entire lane for larger groups, which reduces the price a little. Their first location opened about a year ago and they had a total of eight operating throughout the county. The Arlington Heights location would be their first Chicago location.

RECOMMENDATION

The Conceptual Plan Review Committee advised that the petitioner move forward.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



Item: Arlington Executive Plaza - 3335-3395 N. Arlington Heights Rd. - T1638

Department: Planning & Community Development

Requested Action

Amendment to PUD Ordinances #79-166, #80-105, #81-028, and #81-035.

Variations Required

1. Variation to Chapter 28, Section 10.4-2, Retail – Commercial and Service Uses, to reduce the required off-street parking from 270 spaces to 238 spaces.

Recommendation

The Staff Development Committee (SDC) has reviewed the proposed PUD amendment and parking variation and is generally supportive of the application subject to the following items:

1. The petitioner must provide written justification outlining conformance to the following hardship criteria:
 - The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
 - The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
 - The proposed variation is in harmony with the spirit and intent of this Chapter.
 - The variance requested is the minimum variance necessary to allow reasonable use of the property.
2. The petitioner shall survey the existing onsite parking over a two week period. Each week shall including three days of survey (including one Saturday each week).
3. The petitioner shall provide additional details on the tenants and unit sizes within the 3395 N. Arlington Heights Road building.
4. The petitioner shall verify the number of existing bicycle parking spaces within the PUD. If there are less than 14 bicycle parking spaces on the property, the property shall be brought up to code requirements relative to the amount of required bicycle parking spaces.

5. The property owner shall provide written acknowledgement of the existing PUD approval condition requiring Village notification when any space is proposed to be leased to a medical office tenant.

6. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

ATTACHMENTS:

Description

Staff Report

Aerial

Floor Plan

Plat of Survey

Project Narrative

Type

Board or Commission Report

Exhibits

Exhibits

Exhibits

Correspondence



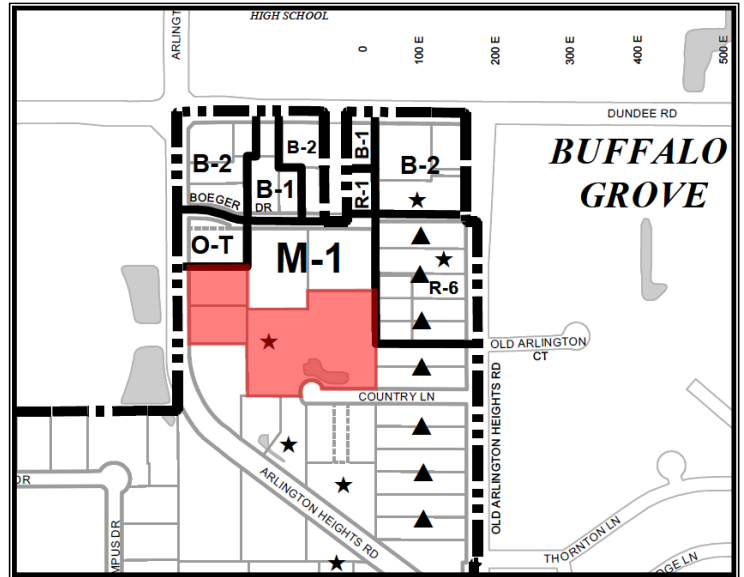
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

Temp File Number: T1638
Project Title: Arlington Executive Plaza PUD
 Amendment
Address: 3335-3395 N. Arlington Heights Rd.
PIN: 03-08-100-035, -036, and -040

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: August 29, 2018
Date Prepared: August 24, 2018

Petitioner: Karissa McCallum
Address: Family Tree Holistic Health
 3345 N. Arlington Heights Rd.
 Suite D
 Arlington Heights, IL 60004

Existing Zoning: M-1: Research, Development, and
 Light Manufacturing District
Comprehensive Plan: R&D, Mfg., Warehouse



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	M-1: Research, Development, and Light Manufacturing District, OT: Office Transitional	Johler Demolition, Office building, Cell Tower	R&D, Mfg, Warehousing
South	M-1: Research, Development, and Light Manufacturing District	Office Buildings	R&D, Mfg, Warehousing
East	M-1: Research, Development, and Light Manufacturing District, R-6: Multi-Family Dwelling District	Townhomes, Office Building	R&D, Mfg, Warehousing, Moderate Density Residential
West	Village of Buffalo Grove		

Requested Action:
 1. Amendment to PUD Ordinances #79-166, #80-105, #81-028, and #81-035

Variations Required:
 1. Variation to Chapter 28, Section 10.4-2, Retail – Commercial and Service Uses, to reduce the required off-street parking from 270 spaces to 238 spaces.

Project Background:

The subject property is approximately 7.60 acres and is located south of the intersection of North Arlington Heights Road and Dundee Road on the northern side of the Village. The property is occupied by an existing office development composed of seven one-story buildings totaling approximately 73,000 square feet of floor space. The development was approved as a PUD in 1979 with three subsequent amendments in 1980 and 1981. Access to the site comes from two full access non-signalized curb cuts onto Arlington Heights Road (one of which being on the neighboring property to the north but accessible through a driveway connection to that property and authorized via an existing easement), and a curb cut on Country Lane.

The petitioner, Karissa McCallum of Family Tree Holistic Health, is a tenant within one of the buildings and recently applied for a building permit to expand into a vacant unit located adjacent to their existing space. The current size of the business is approximately 1,018 square feet and the proposed expansion would result in a total unit size of approximately 2,030 square feet. During the building permit review process it was determined that the PUD does not conform to parking requirements and therefore a variation (via a PUD amendment) is required to allow for the proposed expansion.

Family Tree Holistic Health provides adult and pediatric acupuncture and reiki; herbal therapy, essential oils, and supplements; doula services and HypnoBirthing® education; as well as community-based workshops and support groups. As such, it is defined by the Zoning Code as a “medical office”. Hours of operation are generally 9:00am – 8:00pm on Mondays, Tuesday’s, and Thursdays, and 12:00pm - 7:00pm on Wednesdays, 9:00am – 2:00pm on Friday, and 8:00am – 1:00pm on Saturday. There are currently three employees working at Family Tree.

Zoning and Comprehensive Plan

The subject property is within the M-1, Research, Development, and Light Manufacturing District. Medical offices are a permitted use within the M-1 District. The Comprehensive Plan identifies this site as suitable for research and development, manufacturing, and warehousing. The proposed medical office is compatible with this classification as medical offices are a permitted use within the M-1 District.

Building, Site, Landscaping:

The petitioner is not proposing any changes to building other than the buildout of the adjacent unit to allow for the proposed expansion, nor are they proposing any changes to the site. As part of the Plan Commission review process, staff will inspect the existing site landscaping to ensure that it complies with code requirements.

Traffic and Parking:

Section 6.12-1 of the Zoning Code does not require a parking and traffic study by a qualified Traffic Engineer on projects that are less than 5,000 square feet in floor area and located along a major arterial. However, three days of parking surveys (including one Saturday) per week over a two-week period shall be required to verify the current parking usage within the PUD. Relative to code requirements, 270 off-street parking spaces are required within PUD and only 238 spaces exist on the site (the detailed breakdown of the parking calculations is provided within **Exhibit 1** at the end of this report). Therefore, the following variation is required:

- Variation to Chapter 28, Section 10.4-2, Retail – Commercial and Service Uses, to reduce the required off-street parking from 270 spaces to 238 spaces.

In order to demonstrate conformance with the standards of approval for a variation, the petitioner must provide written justification to the following hardship criteria:

- **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
- **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
- **The proposed variation is in harmony with the spirit and intent of this Chapter.**
- **The variance requested is the minimum variance necessary to allow reasonable use of the property.**

Out of the seven office buildings within the PUD, one of these buildings has been sold to a separate owner (3395 N. Arlington Heights Rd.), and therefore the petitioner has not yet been able to provide a list of tenants and square footages of tenant spaces within that building. For the purposes of estimating parking, staff has assumed that this building is entirely filled with non-medical office tenants. As part of the Plan Commission process, the petitioner will need to verify the uses and sizes of each tenant space within that building to allow staff to clarify the extent of the parking variation. If the building at 3395 N. Arlington Heights Road includes medical offices, then the requested variation identified above will increase.

It should be noted that when the PUD was originally approved in 1979, it was discussed that the leasing of space for medical offices could potentially cause the PUD to fall below the parking requirements since medical offices require more parking than non-medical offices. A condition of approval that required the landlord to notify the Village if any space was leased to medical offices was included within the original PUD approval. As part of any Plan Commission process, the current owner shall acknowledge and abide by this condition of approval to avoid potential future parking problems on the site.

Relative to bicycle parking, the Zoning Code requires that when any change in use results in the requirement for additional off-street motor vehicle parking, conformance to the bicycle parking regulations shall be required. Therefore, since the addition of medical spaces within the development has resulted in the requirement for additional motor vehicle parking, the PUD must provide the code required bicycle parking spaces (14 spaces). The petitioner shall provide information on whether there are any bicycle parking spaces within the PUD, and if there are less than 14 spaces, the addition of bicycle parking spaces, up to 14, shall be required.

RECOMMENDATION

The Staff Development Committee (SDC) has reviewed the proposed PUD amendment and parking variation and is generally supportive of the application subject to the following items:

1. The petitioner must provide written justification outlining conformance to the following hardship criteria:
 - **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
 - **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
 - **The proposed variation is in harmony with the spirit and intent of this Chapter.**
 - **The variance requested is the minimum variance necessary to allow reasonable use of the property.**

2. The petitioner shall survey the existing onsite parking over a two week period. Each week shall including three days of survey (including one Saturday each week).
3. The petitioner shall provide additional details on the tenants and unit sizes within the 3395 N. Arlington Heights Road building.
4. The petitioner shall verify the number of existing bicycle parking spaces within the PUD. If there are less than 14 bicycle parking spaces on the property, the property shall be brought up to code requirements relative to the amount of required bicycle parking spaces.
5. The property owner shall provide written acknowledgement of the existing PUD approval condition requiring Village notification when any space is proposed to be leased to a medical office tenant.
6. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

August 23, 2018

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1638

Exhibit 1 – Parking Calculations

Tenant	Bldg	Suite#	SF	Parking Ratio	Stalls Required
Mycomp Computer Center, Inc.	3335	A	1,724	300	6
Northwest Suburban Pediatrics (medial)	3335	C	1,878	200	9
Nikolay Tokmakov	3335	E	730	300	2
Coinnie Vitale (counselor)	3335	F	850	300	3
Dr. Kordas Pediatric Health	3335	G	2,060	200	10
Michael Ventura State Farm	3335	J	1,570	300	5
Arlington Insurance Services	3335	M	1,620	300	5
Market Max Realty, Inc.	3335	A	660	300	2
Bact Process Systems, Inc.	3345	B	2,816	300	9
Family Medical Supply	3345	C	756	300	3
Family Tree Holistic Health (medical)	3345	D	1,018	200	5
Arlington Counseling Associates	3345	E	1,600	300	5
Vacant	3345	F	800	300	3
Bact Process Systems, Inc.	3345	J	1,015	300	3
Family Tree Holistic Health (medical)	3345	K	1,015	200	5
Vacant	3345	L	715	300	2
Dr. Mary Doxas Weber	3345	M	800	200	4
Dawe's, LLC (accounting)	3355	H	4,832	300	16
Cooperative Computer Service	3355	J	5,518	300	18
Morris Shafran (counseling)	3365	A	800	300	3
FG Engineered Solutions, LLC	3365	B	440	300	1
Tactical Security, LLC	3365	C	1,422	300	5
Midwest Allergy Relief	3365	D	968	200	5
The Perfect Workout, Inc.	3365	E	800	250	3
Vacant	3365	F	800	300	3
Safeguard Business Management	3365	G	1,600	300	5
Murray Grishaber, LLC (accountant)	3365	J	1,005	300	3
Dr. Mikhail Berfman, MD (medical)	3365	K	1,025	200	5
Authentic Self Psychological	3365	L	795	300	3
Vacant	3365	M	800	300	3
Vacant	3375	A	1,500	300	5
Vacant	3375	B	1,483	300	5
New Look Laser Center (medical)	3375	C	2,455	200	12
Arlington Counseling Associates	3375	E	3,200	300	11
Vacant	3375	J	757	300	3
Neuropsychological Services PC (counseling)	3375	K	1,045	300	3
Dina Kaner, MD, SC (medical, pediatrician)	3385	A	1,583	200	8
Autism Home Support Services (office/counseling)	3385	C	1,015	300	3
Autism Home Support Services (office/counseling)	3385	D	1,320	300	4
Autism Home Support Services (office/counseling)	3385	E	737	300	2
Autism Home Support Services (office/counseling)	3385	F	620	300	2
Premier Foot & Ankle, PC (medical)	3385	G	1,617	200	8
Autism Home Support Services (office/counseling)	3385	J	1,015	300	3
Autism Home Support Services (office/counseling)	3385	K	2,473	300	8
Unknown	3395		10,360	300	35
TOTAL SQUARE FOOTAGE			73,612	TOTAL PARKING PROVIDED	270
TOTAL NUMBER OF PARKING SPACES PROVIDED					238
SURPLUS / (DEFICIT)					(32)

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The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law.

Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

FAMILY TREE HOLISTIC HEALTH

3345 N ARLINGTON HEIGHTS RD, UNITS D & K
ARLINGTON HEIGHTS, IL 60004

DRAWING INDEX

COVER

G101 - COVER

ARCHITECTURAL

- D101 - DEMOLITION PLAN
- A101 - FLOOR PLAN
- A121 - ELECTRICAL AND LIGHTING PLAN

GENERAL NOTES

- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES AND ORDINANCES AND ALL AUTHORITIES HAVING JURISDICTION.
- DO NOT SCALE DRAWINGS; DIMENSIONS TAKE PRECEDENCE. REPORT ANY DISCREPANCIES TO THE ARCHITECT FOR RESOLUTION.
- WHERE DISCREPANCIES EXIST BETWEEN THE DRAWINGS OF VARIOUS TRADES, CONSULT THE ARCHITECT BEFORE PROCEEDING WITH WORK.
- PERIMETER OF ALL OPENINGS TO BE BACKED AS NECESSARY AND CAULKED OR SEALED, INTERIOR AND EXTERIOR.
- WOOD BLOCKING IS SHOWN GENERICALLY TO ACHIEVE AN OVERALL CONFIGURATION OF FINISHED MATERIALS. ITS RELATIONSHIP TO OTHER MATERIALS CAN BE ALTERED OR REPLACED AS REQUIRED BY APPROPRIATE CONSTRUCTION PRACTICES TO ACHIEVE THE FINAL APPEARANCE INDICATED ON DRAWINGS.
- NOTHING CONTAINED IN THESE NOTES OR DRAWINGS SUPERCEDES OR RELIEVES THE CONTRACTOR(S) OF THEIR RESPONSIBILITIES FOR THE MEANS METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES OF CONSTRUCTION, SAFETY PRECAUTIONS AND PROGRAMS, SAFETY OF PERSONS AND PROPERTY.
- REVIEW ALL SHEETS THOROUGHLY AS EACH SHEET MAY HAVE INFORMATION CONCERNING EACH TRADE OR SYSTEM TO BE USED.

ARCHITECT:
CARLSON ARCHITECTURE, LTD.
334 E COLFAX ST.
PALATINE, ILLINOIS 60067

PHONE: 847.845.6946

PROJECT SCOPE : RENOVATION

COMPLIANCE STATEMENT:

- DRAWINGS AND SPECIFICATIONS HAVE BEEN PREPARED IN ACCORDANCE WITH THE LOCAL CODES AND AMENDMENTS LISTED BELOW:

- 2014 State of Illinois Plumbing Code
- 2005 National Electric Code
- 2009 International Building Code (IBC)
- 2009 International Fire Code (IFC)
- 2009 International Mechanical Code (IMC)
- 2009 International Fuel Gas Code (IMC)
- 2009 International Property Maintenance Code (IPMC)
- 2015 International Energy Conservation Code (IECC)

CARLSON ARCHITECTURE LTD.



11-18
LIC. EXP. DATE
06-07-18
DATE

THESE DRAWING WERE PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLY WITH THE REQUIREMENTS OF ARLINGTON HEIGHTS. THIS STAMP APPLIES TO ARCHITECTURAL DRAWINGS ONLY - SEE DRAWING INDEX.

FAMILY TREE HOLISTIC HEALTH
3345 N ARLINGTON HEIGHTS RD, UNITS D & K
ARLINGTON HEIGHTS, IL 60004

CARLSONARCHITECTURE
334 E COLFAX ST - UNIT D
PALATINE, ILLINOIS 60067
Phone 847.845.6946
WWW.CARLSONARCHITECTURE.COM

PROJECT NUMBER:
18005

DATE	REVISION REMARKS	PERMIT ISSUE	NO.
06-07-18			

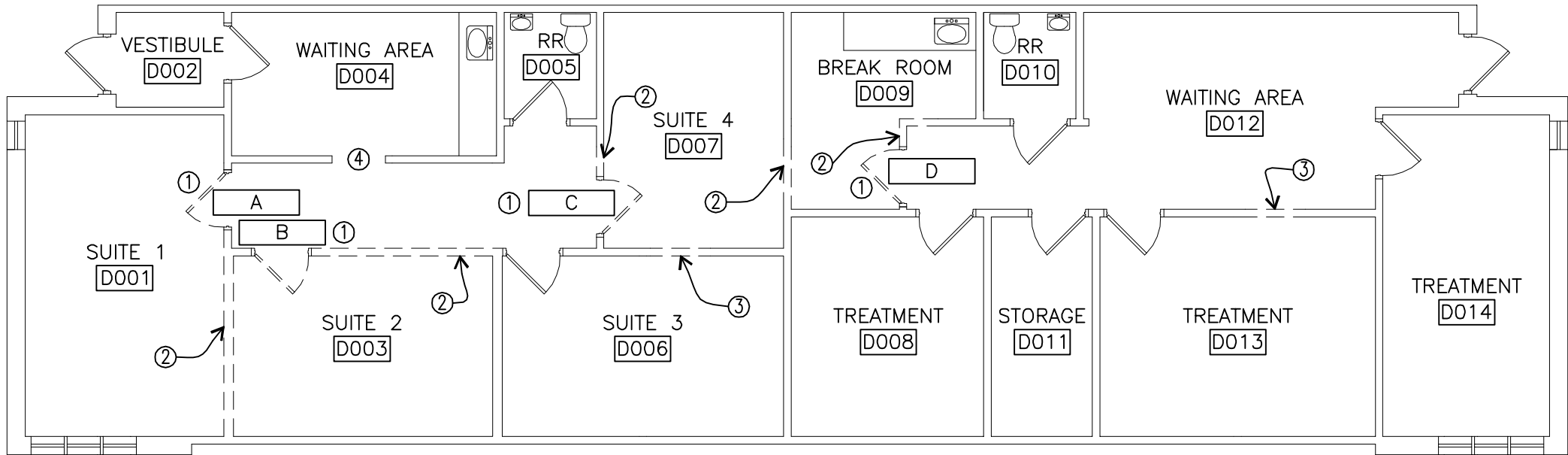
DATE:
06.07.2018

COVER

SHEET NUMBER:
G101

KEY NOTES

- 1. RE-USE EXISTING DOOR. SEE PROPOSED PLAN FOR NEW LOCATION.
- 2. REMOVE WALL AND ASSOCIATED CONSTRUCTION. SEE PROPOSED PLAN FOR LIMITS.
- 3. REMOVE PORTION OF WALL FOR NEW DOOR OPENING.
- 4. ADJUST OPENING FOR NEW DOOR AND FRAME SIZE.

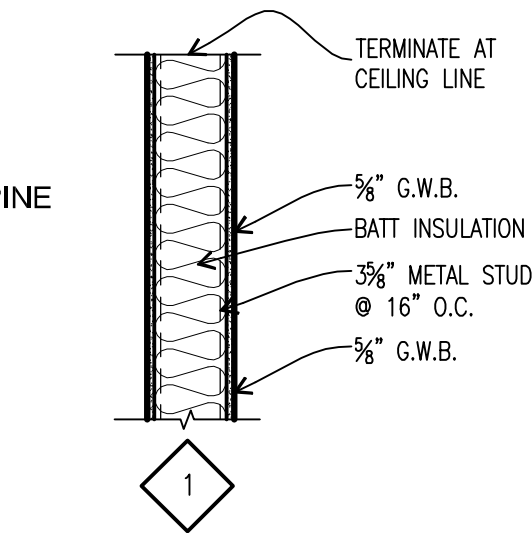


11-18
LIC. EXP. DATE
06-07-18
DATE

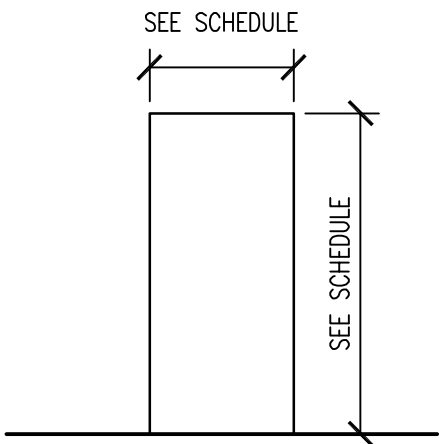


GENERAL NOTES

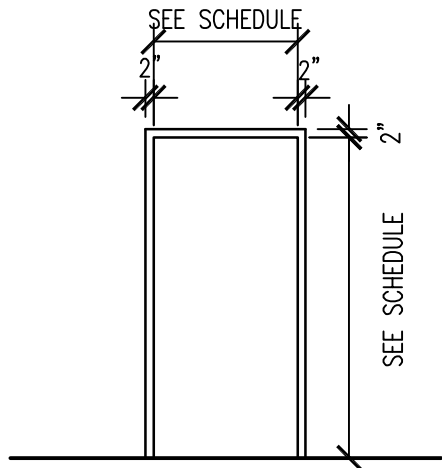
- A. NEW DOORS, FRAMES, AND
HARDWARE TO MATCH EXISTING.
- B. FLOORING: FAIR OAKS BARTLEY PINE
LAMINATE 7MM SKU#944101346
STANDARD UNDERLAY PADDING



1 WALL TYPES
Scale: 3/4" = 1'-0"



2 DOOR TYPES
Scale: 1/4" = 1'-0"

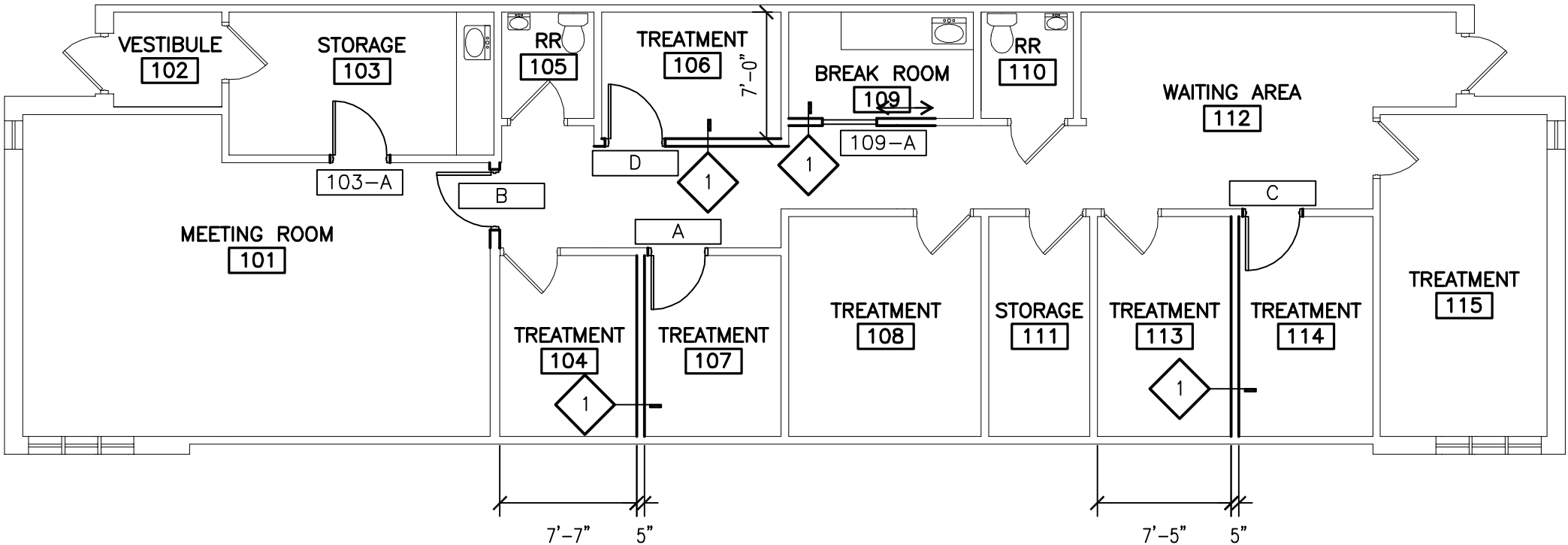


3 FRAME TYPES
Scale: 1/4" = 1'-0"



11-18
LIC. EXP. DATE
06-07-18
DATE

DOOR AND FRAME TYPE SCHEDULE															
DOOR No.	DOOR						FRAME							FIRE RATING	REMARKS
	SIZE			TYPE	GLASS	MAT'L	TYPE	GLASS	MAT'L	DETAIL					
	WD	HGT	THK							HEAD	JAMB	SILL			
103-A	3'-0"	*	1-3/4"	D1	--	WOOD	F1	--	WOOD	--	--	--		--	2
109-A	3'-0"	*	1-3/4"	D1	--	WOOD	F1	--	WOOD	--	--	--		--	1, 2



REMARKS

- 1 - POCKET DOOR
2 - MATCH EXISTING
DOOR HEIGHT

4 PROPOSED FLOOR PLAN
Scale: 1/8" = 1'-0"



FAMILY TREE HOLISTIC HEALTH
3345 N ARLINGTON HEIGHTS RD, UNITS K & D
ARLINGTON HEIGHTS, IL 60004

PROJECT NUMBER:		18005
DATE:	06-07-18	
REVISIONS:		
PERMIT ISSUE:		
DATE:	06.07.2018	

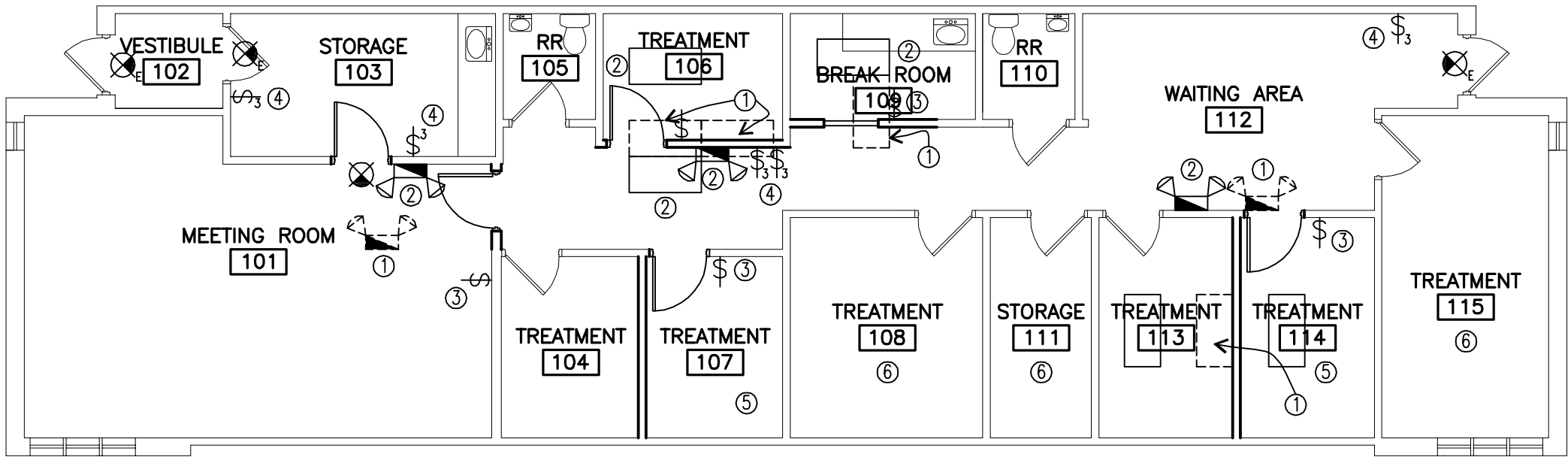
PROPOSED FLOOR PLAN
SHEET NUMBER:
A101

GENERAL NOTES

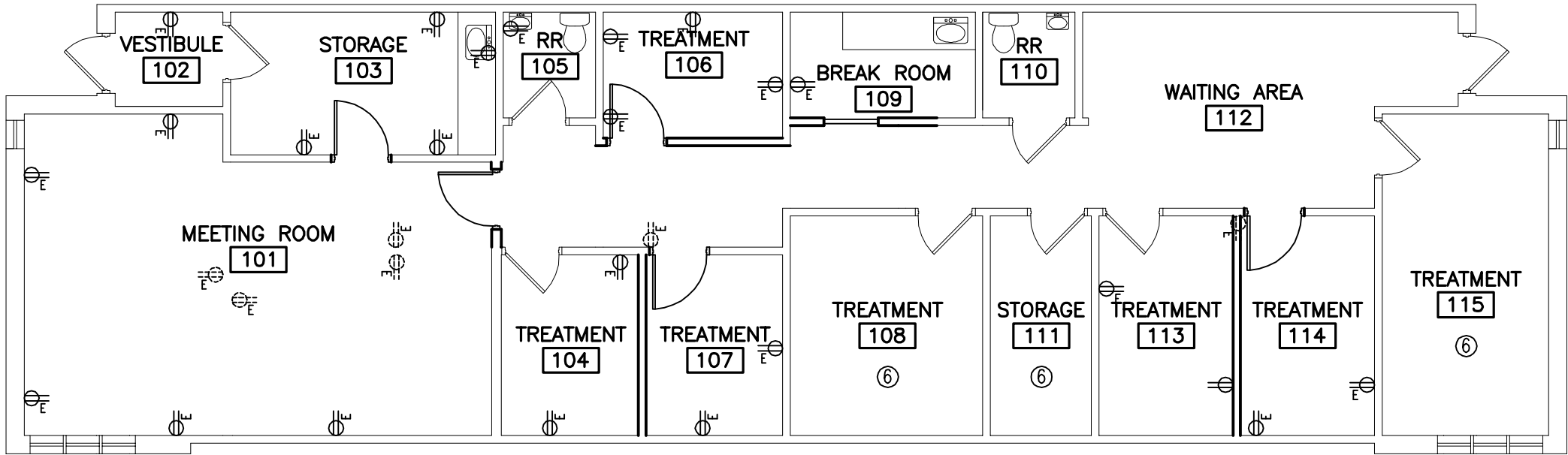
- A. COORDINATE ALL DEVICE LOCATIONS WITH OWNER IN FIELD.
- B. REMOVE AND DISCONNECT ALL DEVICES IN WALLS TO BE REMOVED.
- C. ADJUST LOCATIONS AND ADD RETURN AND SUPPLY AIR INTO NEW OR RENOVATED TREATMENT ROOMS SO THAT EACH TREATMENT ROOM CONTAINS ONE SUPPLY AND ONE RETURN.

KEY NOTES

- 1. RELOCATE EXISTING LIGHT FIXTURE.
- 2. NEW LOCATION OF EXISTING LIGHT FIXTURE. CONNECT TO EXISTING CIRCUIT.
- 3. CONNECT NEW SWITCH TO EXISTING LIGHT FIXTURE.
- 4. NEW "3-WAY" SWITCH. CONNECT TO EXISTING LIGHT FIXTURE.
- 5. DISCONNECT EXISTING LIGHT FIXTURE FROM EXISTING SWITCH.
- 6. POWER AND LIGHTING TO REMAIN UNCHANGED.



1 ELECTRICAL LIGHTING PLAN
Scale: 1/8" = 1'-0"



2 ELECTRICAL POWER PLAN
Scale: 1/8" = 1'-0"

KEY

- EXIT
- EMERGENCY LIGHTING



11-18
LIC. EXP. DATE
06-07-18
DATE



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Phone 847.845.6946
WWW.CARLSONARCHITECTURE.COM

FAMILY TREE HOLISTIC HEALTH
3345 N ARLINGTON HEIGHTS RD, UNITS D & K
ARLINGTON HEIGHTS, IL 60004

PROJECT NUMBER:
18005

NO.	REVISION	DATE
1	PERMIT ISSUE	06-07-18
2		
3		
4		
5		
6		
7		
8		
9		
10		

DATE:
06.07.2018

ELECTRICAL POWER AND LIGHTING PLAN

SHEET NUMBER:
A121

GREMLEY & BIEDERMANN

A DIVISION OF
PLCS Corporation

LICENSE NO. 184-005322

PROFESSIONAL LAND SURVEYORS

4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630

TELEPHONE: (773) 685-5102 FAX: (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM

ALTA / ACSM Land Title Survey

PARCEL 1:

LOT 3 IN NORTH RIDGE SUBDIVISION IN ARLINGTON HEIGHTS BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

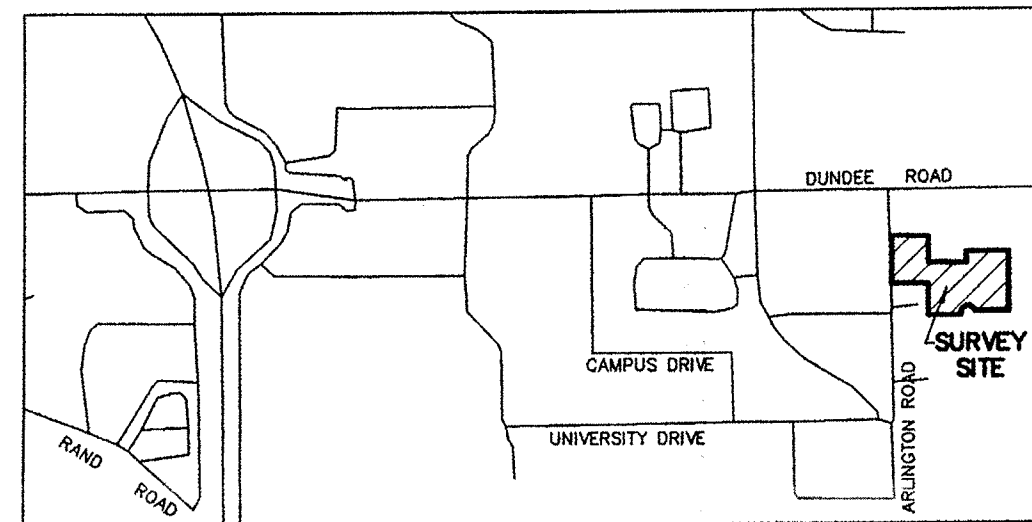
PARCEL 2:

LOT 3 IN TSCURTZ'S SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

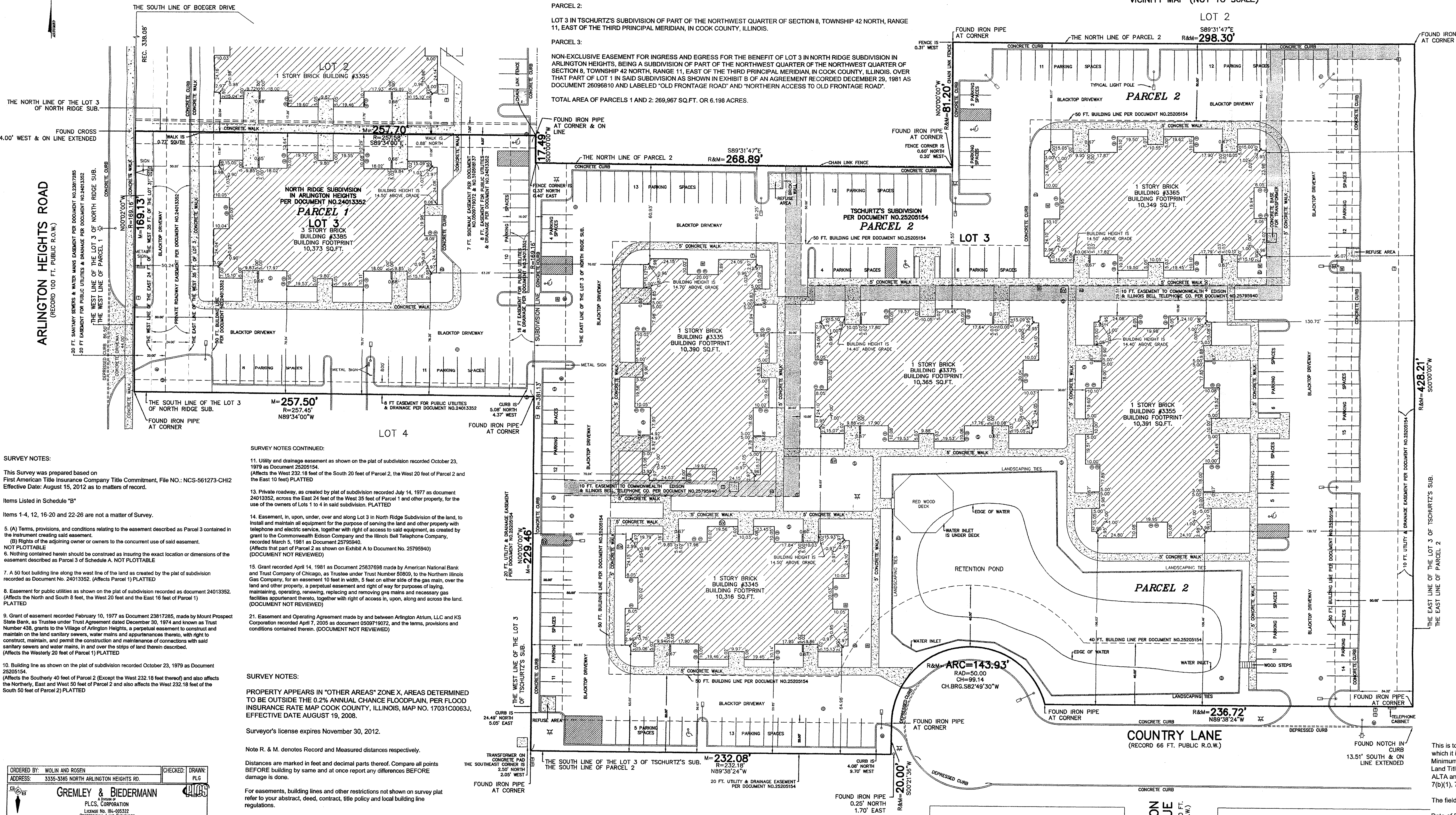
PARCEL 3:

NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF LOT 3 IN NORTH RIDGE SUBDIVISION IN ARLINGTON HEIGHTS, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, OVER THAT PART OF LOT 1 IN SAID SUBDIVISION AS SHOWN IN EXHIBIT B OF AN AGREEMENT RECORDED DECEMBER 29, 1981 AS DOCUMENT 26096810 AND LABELED "OLD FRONTAGE ROAD" AND "NORTHERN ACCESS TO OLD FRONTAGE ROAD".

TOTAL AREA OF PARCELS 1 AND 2: 269,967 SQ.FT. OR 6.198 ACRES.



VICINITY MAP (NOT TO SCALE)



SURVEY NOTES:

This Survey was prepared based on First American Title Insurance Company Title Commitment, File NO.: NCS-561273-CH2 Effective Date: August 15, 2012 as to matters of record.

Items Listed in Schedule "B"

Items 1-4, 12, 16-20 and 22-28 are not a matter of Survey.

5. (A) Terms, provisions, and conditions relating to the easement described as Parcel 3 contained in the instrument creating said easement.
(B) Rights of the adjoining owner or owners to the concurrent use of said easement.
NOT PLOTTABLE.
6. Nothing contained herein should be construed as insuring the exact location or dimensions of the easement described as Parcel 3 of Schedule A. NOT PLOTTABLE.
7. A 50 foot building line along the west line of the land as created by the plat of subdivision recorded as Document No. 24013352. (Affects Parcel 1) PLATTED
8. Easement for public utilities as shown on the plat of subdivision recorded as document 24013352. (Affects the North and South 8 feet, the West 20 feet and the East 16 feet of Parcel 1) PLATTED
9. Grant of easement recorded February 10, 1977 as Document 23817285, made by Mount Prospect State Bank, as Trustee under Trust Agreement dated December 30, 1974 and known as Trust Number 438, grants to the Village of Arlington Heights, a perpetual easement to construct and maintain on the land sanitary sewers, water mains and appurtenances thereto, with right to construct, maintain, and permit the construction and maintenance of connections with said sanitary sewers and water mains, in and over the strips of land therein described. (Affects the Westerly 20 feet of Parcel 1) PLATTED
10. Building line as shown on the plat of subdivision recorded October 23, 1979 as Document 25205154. (Affects the Southerly 40 feet of Parcel 2 (Except the West 232.18 feet thereof) and also affects the Northern, East and West 50 feet of Parcel 2 and also affects the West 232.18 feet of the South 50 feet of Parcel 2) PLATTED

SURVEY NOTES CONTINUED:

11. Utility and drainage easement as shown on the plat of subdivision recorded October 23, 1979 as Document 25205154. (Affects the West 232.18 feet of the South 20 feet of Parcel 2, the West 20 feet of Parcel 2 and the East 10 feet) PLATTED
13. Private roadway, as created by plat of subdivision recorded July 14, 1977 as document 24013352, across the East 24 feet of the West 35 feet of Parcel 1 and other property, for the use of the owners of Lots 1 to 4 in said subdivision. PLATTED
14. Easement, in, upon, under, over and along Lot 3 in North Ridge Subdivision of the land, to install and maintain all equipment for the purpose of serving the land and other property with telephone and electric service, together with right of access to said equipment, as created by grant to the Commonwealth Edison Company and the Illinois Bell Telephone Company, recorded March 5, 1981 as Document 25795940. (Affects that part of Parcel 2 as shown on Exhibit A to Document No. 25795940). (DOCUMENT NOT REVIEWED)
15. Grant recorded April 14, 1981 as Document 25937698 made by American National Bank and Trust Company of Chicago, as Trustee under Trust Number 50809, to the Northern Illinois Gas Company, for an easement 10 feet in width, 5 feet on either side of the gas main, over the land and other property, a perpetual easement and right of way for purposes of laying, maintaining, operating, renewing, replacing and removing gas mains and necessary gas facilities appurtenant thereto, together with right of access in, upon, along and across the land. (DOCUMENT NOT REVIEWED)
21. Easement and Operating Agreement made by and between Arlington Atrium, LLC and KS Corporation recorded April 7, 2005 as document 0509719072, and the terms, provisions and conditions contained therein. (DOCUMENT NOT REVIEWED)

SURVEY NOTES:

PROPERTY APPEARS IN "OTHER AREAS" ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FLOOD INSURANCE RATE MAP COOK COUNTY, ILLINOIS, MAP NO. 17031C0063J, EFFECTIVE DATE AUGUST 19, 2008.

Surveyor's license expires November 30, 2012.

Note R. & M. denotes Record and Measured distances respectively.

Distances are marked in feet and decimal parts thereof. Compare all points BEFORE building by same and at once report any differences BEFORE damage is done.

For easements, building lines and other restrictions not shown on survey plat refer to your abstract, deed, contract, title policy and local building line regulations.

No dimensions shall be assumed by scale measurement upon this plat.

Unless otherwise noted hereon the Bearing Basis, Elevation Datum and Coordinate Datum if used is ASSUMED.

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PARKING SPACES:

REGULAR PARKING - 199
HANDICAPPED - 6

ORDERED BY: WOLIN AND ROSEN	CHECKED: DRAWN
ADDRESS: 3335-3345 NORTH ARLINGTON HEIGHTS RD.	PLG
GREMLEY & BIEDERMANN	
PLCS CORPORATION	
LICENSE NO. 184-005322	
PROFESSIONAL LAND SURVEYORS	
4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630	
TELEPHONE: (773) 685-5102 FAX: (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM	
ORDER NO. 2012-16827-001	PAGE NO. 1 OF 1
DATE: AUGUST 28, 2012	SCALE: 1" = 30' FEET

G:\CAD\2012\2012-16827\2012-16827-001.dwg

Legend:

- Storm MH
- Storm CB
- Storm Inlet
- San MH
- San Clean Out
- Water Valve Vault
- Water MH
- Water Buffalo Box
- Water Hand Hole
- Water Meter
- Water Fire Hydrant
- Telephone MH
- Telephone Vault
- Telephone Pedestal
- Public Telephone
- Combination Pedestal
- Utility Pole
- Electric Manhole
- Electric MH
- Electric Vault
- Electric Meter
- Electric Pad
- Electric Pedestal
- Electric Light Pole
- Electric Traffic Signal
- Electric Light Pole with Traffic Signal
- Electric Traffic Control Box
- Electric Traffic Vault
- Electric Ground Light
- Gas Buffalo Box
- Gas Hand Hole
- Gas Meter
- Gas Valve
- Gas MH
- Gas Vault
- Cable TV Pedestal
- Tree - Deciduous
- Tree - Evergreen
- Parking Meter
- Sign Post
- Mail Box
- Bumper Post
- Guy Anchor
- Soil Boring
- Unclassified Manhole
- Auto Sprinkler
- Sprinkler Control Valve
- Hose Connection
- Fire Alarm
- Flag Pole
- Handicapped Parking

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 7(a), 7(b)(1), 7(c), 8, 9, and 11(a) of Table A thereof.

The field work was completed on AUGUST 28, 2012.

Date of Plat Sept. 14, 2012

By: Robert G. Biedermann

Professional Illinois Land Surveyor No. 2802

CH 2802, ILLINOIS



Family Tree Holistic Health (previously Sassack Family Acupuncture) is an acupuncture and healing center in Arlington Heights, IL dedicated to helping families achieve their highest level of health and wellness through natural and holistic practices. We provide affordable adult and pediatric acupuncture and reiki; the highest quality herbs, essential oils, and supplements; doula services and HypnoBirthing® education; and community-based workshops and support groups. At Family Tree Holistic Health, we treat a wide variety of conditions including, but not limited to, colds and flu, muscle and joint pain, headaches and migraines, asthma, allergies, anxiety and depression, gastrointestinal issues, women's health.

Hours of Operation:

Monday, Tuesday and Thursday 9AM-8PM

Wednesday 12-7PM

Friday 9AM- 2PM

Saturday 8AM-1PM

There are currently three practitioners:

Michael Sassack, L.Ac

Mon 3-8PM

Tues & Thurs 9AM-3PM

Wed 12-7PM

Friday 9AM- 2PM

Saturday 8AM-1PM

Karissa McCallum, L.Ac, DC(DONA)

Mon 9AM-3PM

Tues & Thurs 3-8PM

Jasmine Sassack, Reiki Practitioner, HBCE, CBE

Jasmine more recently started practicing out of the space and comes in when someone schedules an appt. She does not have set hours.

At this time there is not any additional staff. We have discussed having a front desk employee once we expand but haven't made a final decision on that.

In suite D, there are currently three treatment rooms, which allow for a maximum of four patients to be treated at one time (One room is "shared" with two treatment tables, so it's usually siblings, a parent and a child or partner treatments.); however, it's more common to be treating three patients at the same time.

I, Karissa, was an employee of Sassack Family Acupuncture but made the decision to become a partner in the spring of 2018. As a result, we are looking to double our number of treatment rooms (3-->6), to add a bathroom, to have a small space for older children to spend time while their parents are being treated, to have a classroom space for education and to have a larger space for employees by expanding into suite K. This allows me to have more hours to see patients. We would love to bring other qualified, trusted practitioners in, but it's hard to say how many. If it's another acupuncturist, there would probably be a maximum of two practitioners in the space at a time, three if Jasmine is using a room. If we brought someone like a massage therapist in, who can only use one room at a time, there could be more than three practitioners in the office at one time. We don't have anyone specific in mind at this point in time.

Attached to email is the original architectural drawing. We are making the necessary changes for our permit to be approved. Please let me know if you need any other information.

Best,
Karissa McCallum



Item: 1400 W. Thomas Subdivision - T1639

Department: Planning & Community Development

Requested Action

1. Plat of Subdivision to subdivide one lot into two lots.
2. Rezoning from the R-E District to the R-3 District.

Variations Required

None identified at this time.

Recommendation

The Staff Development Committee (SDC) has reviewed the proposed subdivision and rezoning from R-E to R-3 and has concerns regarding the compatibility of the proposed rezoning and subsequent subdivision relative to the Comprehensive Plan. If the petitioner elects to move forward through the formal Plan Commission process, the following items must be addressed:

1. The petitioner shall demolish the home on Lot 1.
2. A Plat of Subdivision to subdivide the lots shall be required.
3. The petitioner shall hold a neighborhood meeting well in advance of appearing before the Plan Commission.
4. The petitioner shall provide an exhibit that shows the average setback of the existing homes on the north side of Thomas between Harvard Avenue and Yale Avenue, and the west side of Harvard between Thomas Street and Lynnwood Avenue.
5. Engineering plans, details, and stormwater detention calculations shall be required as part of the formal Plan Commission process.
6. A fee in lieu of detention shall be determined during the formal Plan Commission process.
7. Design Review shall be required prior to demolition of the home on Lot 1 and prior to building permit application for a home on Lot 2.

8. School, Park, and Library contributions per Village Code shall be required prior to the issuance of a building permit for a home on Lot 2.

9. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

ATTACHMENTS:

Description

Staff Report

Aerial

Plat of Survey

Project Narrative

Proposed Subdivision

Type

Board or Commission Report

Exhibits

Exhibits

Correspondence

Exhibits



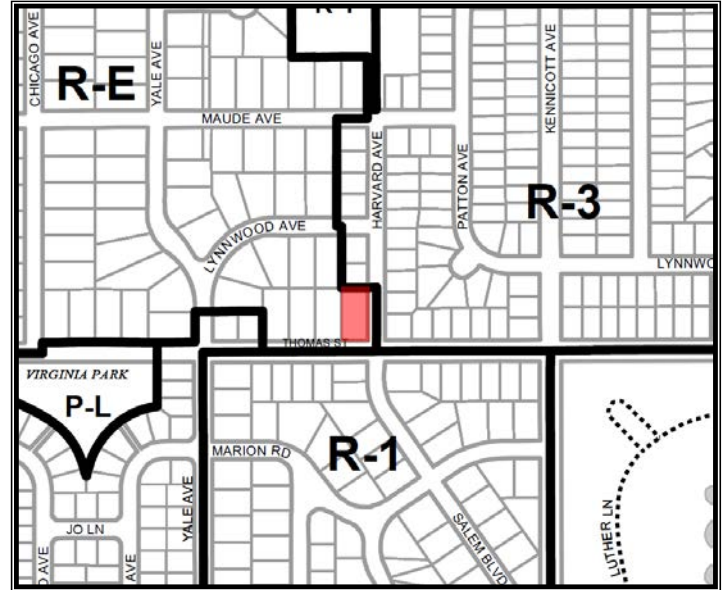
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1639
Project Title: 1400 W. Thomas Subdivision
Address: 1400 W. Thomas Street
PIN: 03-19-107-005

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: August 29, 2018
Date Prepared: August 24, 2018

Petitioner: Marcie Glueckert
Address: 1510 N. Harvard Ave.
 Arlington Heights, IL 60004

Existing Zoning: R-E: One-Family Dwelling District
Comprehensive Plan: Single Family Detached Estate



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-3, One-Family Dwelling District	Single-Family Home	Single-Family Detached Estate
South	R-1, One-Family Dwelling District	Single-Family Home	Single-Family Detached Estate 1
East	R-3, One-Family Dwelling District	Single-Family Home	Single-Family Detached
West	R-E, One-Family Dwelling District	Single-Family Home	Single-Family Detached Estate

Requested Action:

1. Plat of Subdivision to subdivide one lot into two lots.
2. Rezoning from the R-E District to the R-3 District

Variations Required:

1. None identified at this time.

Project Background:

The subject property is 20,740 square feet in size (0.48 acres) and is located at the northwest corner of Thomas Street and Harvard Avenue. The site is currently occupied by a single-family home, which is damaged and uninhabitable due a fire that took place in December of 2017. Access to the property comes from a driveway off of Thomas Street. The dimensions of the property are 103.7 feet wide by 200 feet deep.

The petitioner, who resides at the home abutting the subject property to the north, would like to subdivide the lot to allow for two single-family homes on the site, and rezone the property from the R-E District to the R-3 District. The two lots would be approximately 100 feet wide by 103.7 feet deep (10,370 square feet or 0.24 acres). The petitioner has not decided if they will demolish the existing home or try to repair it. If the existing home were to remain and be repaired, Lot 1 would be designed to accommodate the home, and the second lot would be located on the north side of the subject property which is currently open space.

Zoning Analysis

A plat of subdivision must be reviewed by the Plan Commission and approved by the Village Board. As part of the preliminary review process, the Staff Development Committee evaluated the relationship of the proposed two lots to the applicable zoning and subdivision regulations (see **Table 1**).

Table 1: Subdivision Analysis

Zoning Requirements	Minimum Lot Size (SF)	Minimum Lot Width (feet)	Front yard setback (feet)	Side yard setback (feet)	Exterior Side yard setback (feet)	Rear yard setback (feet)
Required:						
R-3 Lot	8,750	75' (when lot size is between 10,000 and 14,999 sq. ft.)	25' or average of block if 40% of frontage is developed	10% of lot width.	10% of lot width or average of block if 40% of frontage is developed	30'
Proposed:						
Lot 1	10,370	100'	34.47' (if existing home remains)*	17.6'	31.94' (if existing home remains)*	15.95' (if existing home remains)
Lot 2	10,370	100'	Depends on frontage	10'	-	30'

* The required setback could be greater than the existing setback of the home, depending on frontage. In this instance, a variation would be required.

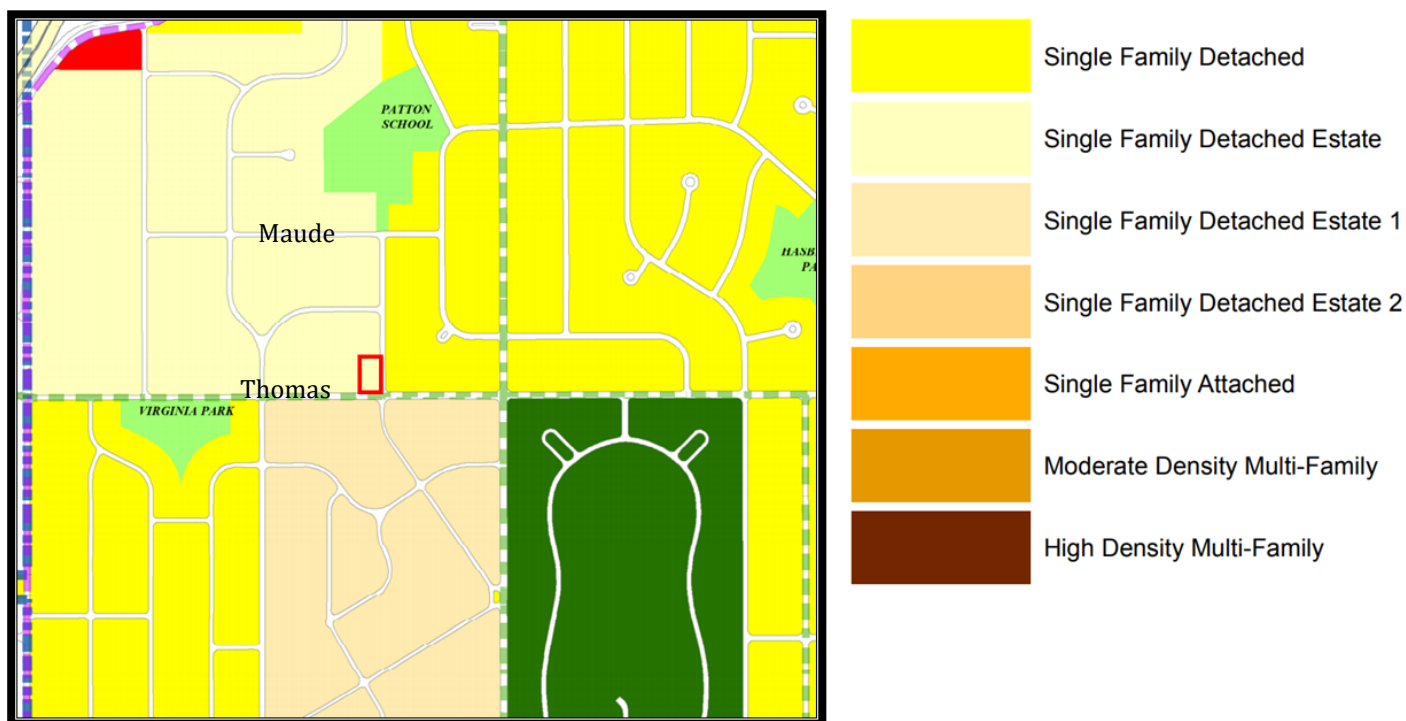
In review of the lot sizes and the existing home on the proposed Lot 1, a variation would be required for the rear yard setback of the existing home. As opposed to granting a variation for this rear yard setback, the Staff Development Committee recommends that, should this application move forward, the petitioner demolish the existing home so that any future home on this property could be designed to conform to the R-3 setback regulations. The petitioner has indicated that they are amenable to this requirement.

Relative to the required setbacks along Harvard Avenue and along Thomas Street, the petitioner will be required to provide an exhibit outlining the existing setbacks of the homes along the frontage of these two streets. Specifically, the frontage along Thomas Street includes all of the homes along the north side of Thomas between Harvard Avenue and Yale Avenue, and the frontage along Harvard Avenue includes all of the homes on the west side of Harvard between Thomas Street and Lynnwood Avenue. Once this information is provided, staff will be able to determine the required building setbacks along these streets.

Zoning and Comprehensive Plan

As previously mentioned, the subject property is currently located within the R-E, One Family Dwelling residential zoning district and the petitioner has requested a rezoning from the R-E District to the R-3 District (One Family Dwelling District). The Village's Comprehensive Plan designates the subject site as Single-Family Detached Estate, which indicates that this property is suitable for R-E zoning. Therefore, the proposed rezoning is not consistent with the Comprehensive Plan. If the proposed subdivision is to move forward, the Staff Development Committee believes that the requested rezoning is the appropriate zoning action, as opposed to keeping the existing R-E zoning and granting multiple variations for two lots that are well below the minimum size requirements of the R-E District (R-E zoning requires minimum lot sizes of 20,000 square feet).

An amendment to the Comprehensive Plan to change the classification of the subject property from Single-Family Detached Estate to Single-Family Detached would also be required. Additionally, as part of this process the Staff Development Committee recommends that the properties along the west side of Harvard Avenue (south of Maude and north of the subject property) also be reclassified from Single-Family Detached Estate to Single-Family Detached since those properties have been similarly subdivided and are zoned R-3. For reference, the Comprehensive Plan map is shown below (subject property outlined in red):



Staff analyzed the lot size of all properties within the vicinity of the subject property to determine if the proposed lot sizes were consistent with neighboring lot sizes (see **Map 1** at the end of this report which shows what properties were included in this analysis). The average lot size within this area is 13,913 square

feet (proposed lot sizes are 10,370 square feet). **Table 2** below shows this relationship and breaks downs the lot sizes within the vicinity by zoning district.

Table 2 - Lot Comparison with Surrounding Properties

Proposed Lot Sizes	10,370 sq. ft.
Lots within the vicinity of the subject property	
Average Lot Size (all properties)	13,913 sq. ft.
Average Lot Size of R-E Properties in the Vicinity	20,651 sq. ft.
Average Lot Size of R-1 Properties in the Vicinity	14,267 sq. ft.
Average Lot Size of R-3 Properties in the Vicinity	9,900 sq. ft.

While the proposed lot sizes are suitable for properties within the R-3 District and compatible to similar R-3 properties within the vicinity, staff has concern that the proposed rezoning is not consistent with the Comprehensive Plan designation for this property, which shows that the subject property should be zoned R-E.

There have been several subdivisions within the vicinity that have been approved over the last several decades that are similar to the proposed subdivision. **Map 2** at the end of this report shows these subdivisions. Staff notes that all of these subdivisions occurred prior to the creation of the R-E district and the Single Family Detached Estate residential classification within the Comprehensive Plan (2004). Should this application proceed forward, staff recommends the petitioner hold a neighborhood meeting well in advance of any appearance before the Plan Commission to understand what concerns neighbors may have regarding subdivision of the subject property.

Building, Site, Landscaping:

Anytime a property is subdivided, the subdivision code requires that all abutting roadways are fully improved with the code required infrastructure (sidewalks, curbs/gutter, parkway trees, street lights, etc.). The western side of Harvard Avenue abutting the subject property has no curb/gutter, sidewalk, or parkway trees (the eastern side of Harvard Avenue has curbs/gutter, sidewalks, and street trees). As part of the subdivision process, the petitioner must implement these improvements or request relief from this requirement. Engineering plans showing all public improvements, site grading, utility connections, and detention calculations shall be required as part of any Plan Commission application for subdivision. Additionally, bonds/deposits guaranteeing the installation of all public improvements will be required prior to Final Plat of Subdivision approval. Finally, a fee-in-lieu of detention shall be required as part of the subdivision process.

Landscape plans are only required in subdivisions involving three or more lots. A Design Commission application will be required prior to demolition of the existing home on Lot 1, and a Design Commission application will be required prior to building permit application for a home on Lot 2. Impact fee will be required prior to building permit issuance for a new home on Lot 2.

Traffic and Parking:

According to the Village's Subdivision Regulations and Zoning Code, a traffic study is required for residential developments that have at least 100 dwelling units or more. Since the petitioner is only proposing a two-lot subdivision, no formal traffic study by a certified Traffic Engineer is required. Additionally, no bicycle parking spaces are required for single-family residential uses.

RECOMMENDATION

The Staff Development Committee (SDC) has reviewed the proposed subdivision and rezoning from R-E to R-3 and has concerns regarding the compatibility of the proposed rezoning and subsequent subdivision relative to the Comprehensive Plan. If the petitioner elects to move forward through the formal Plan Commission process, the following items must be addressed:

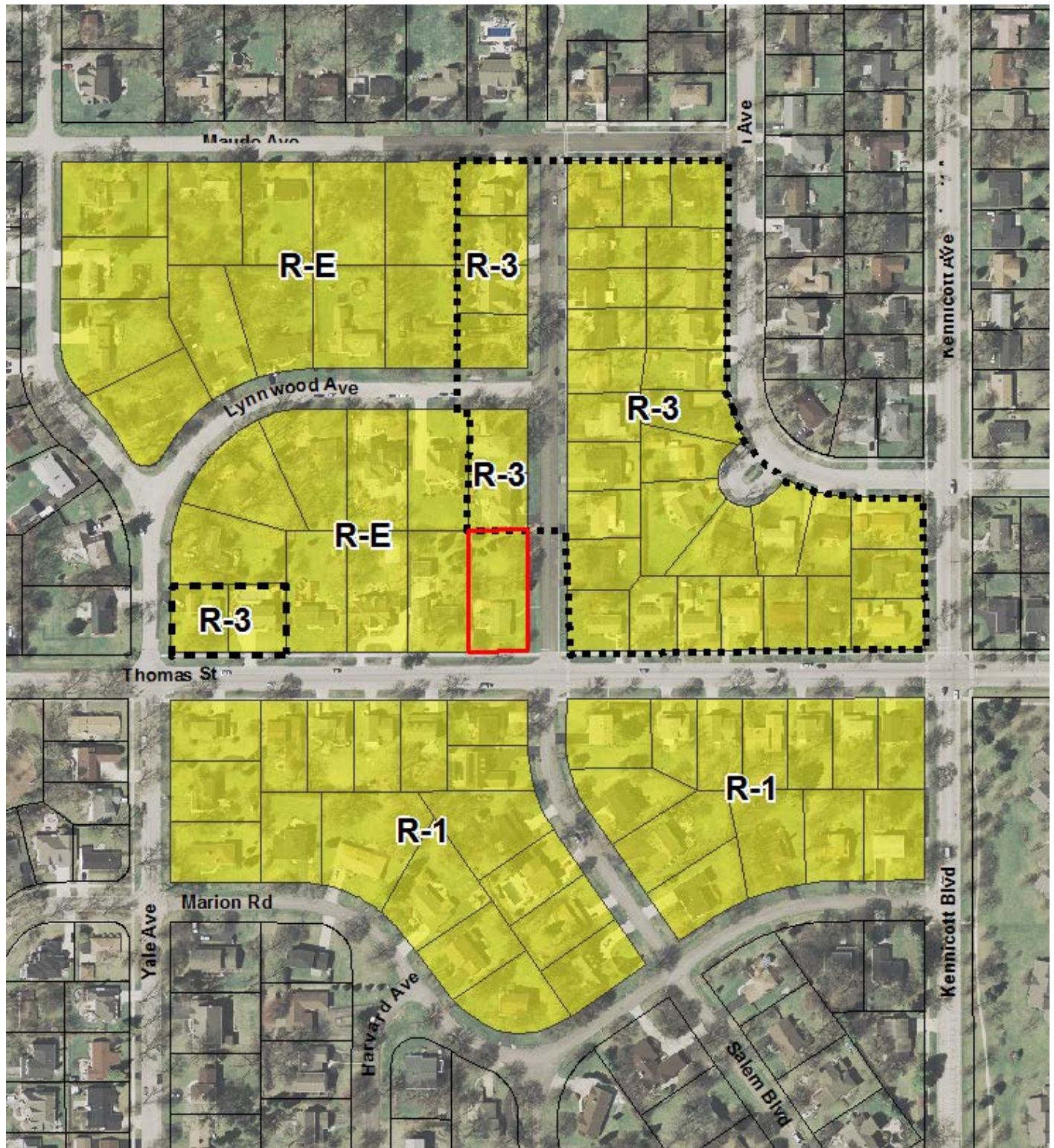
1. The petitioner shall demolish the home on Lot 1.
2. A Plat of Subdivision to subdivide the lots shall be required.
3. The petitioner shall hold a neighborhood meeting well in advance of appearing before the Plan Commission.
4. The petitioner shall provide an exhibit that shows the average setback of the existing homes on the north side of Thomas between Harvard Avenue and Yale Avenue, and the west side of Harvard between Thomas Street and Lynnwood Avenue.
5. Engineering plans, details, and stormwater detention calculations shall be required as part of the formal Plan Commission process.
6. A fee in lieu of detention shall be determined during the formal Plan Commission process.
7. Design Review shall be required prior to demolition of the home on Lot 1 and prior to building permit application for a home on Lot 2.
8. School, Park, and Library contributions per Village Code shall be required prior to the issuance of a building permit for a home on Lot 2.
9. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

August 24, 2018

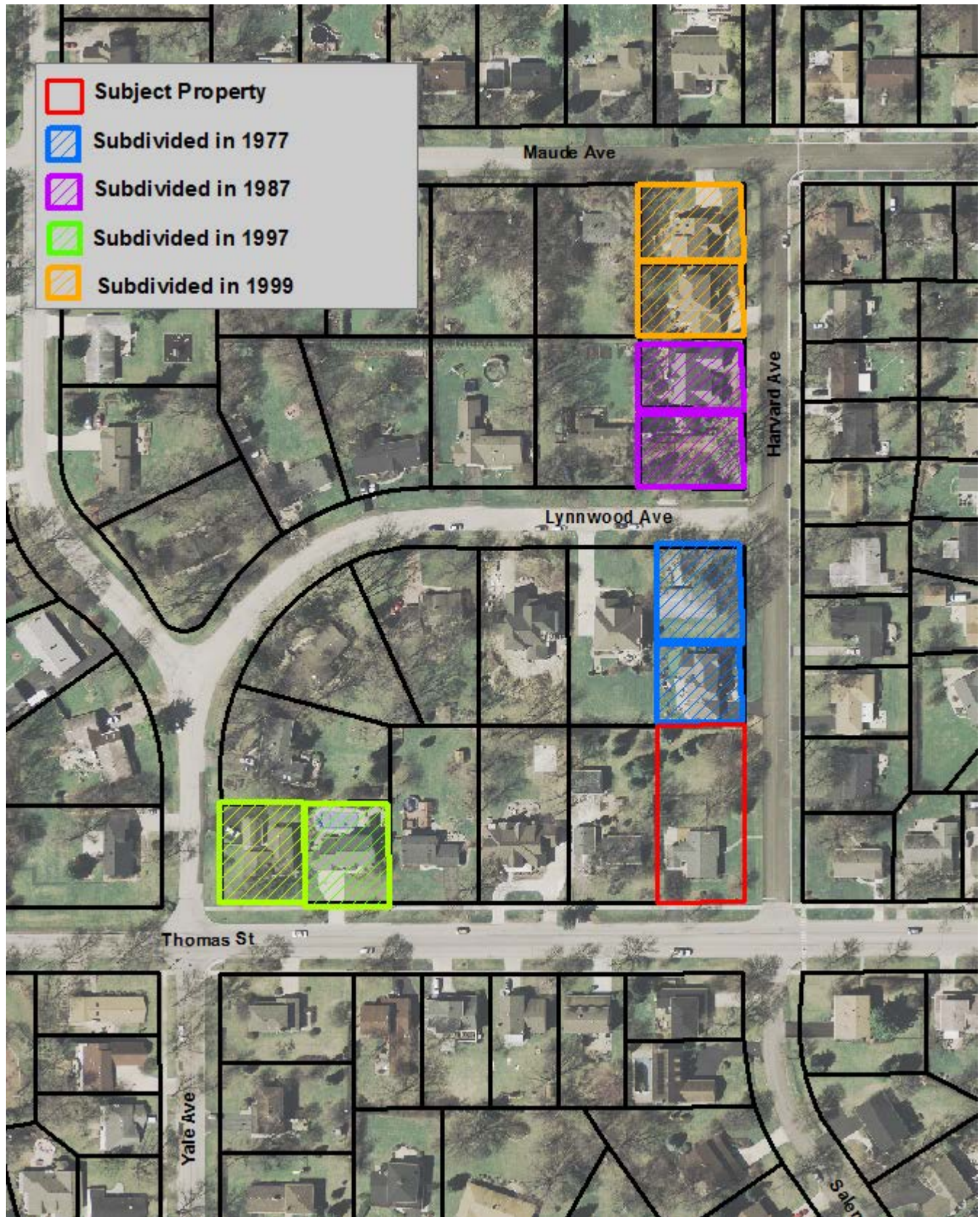
Bill Enright, Deputy Director of Planning and Community Development

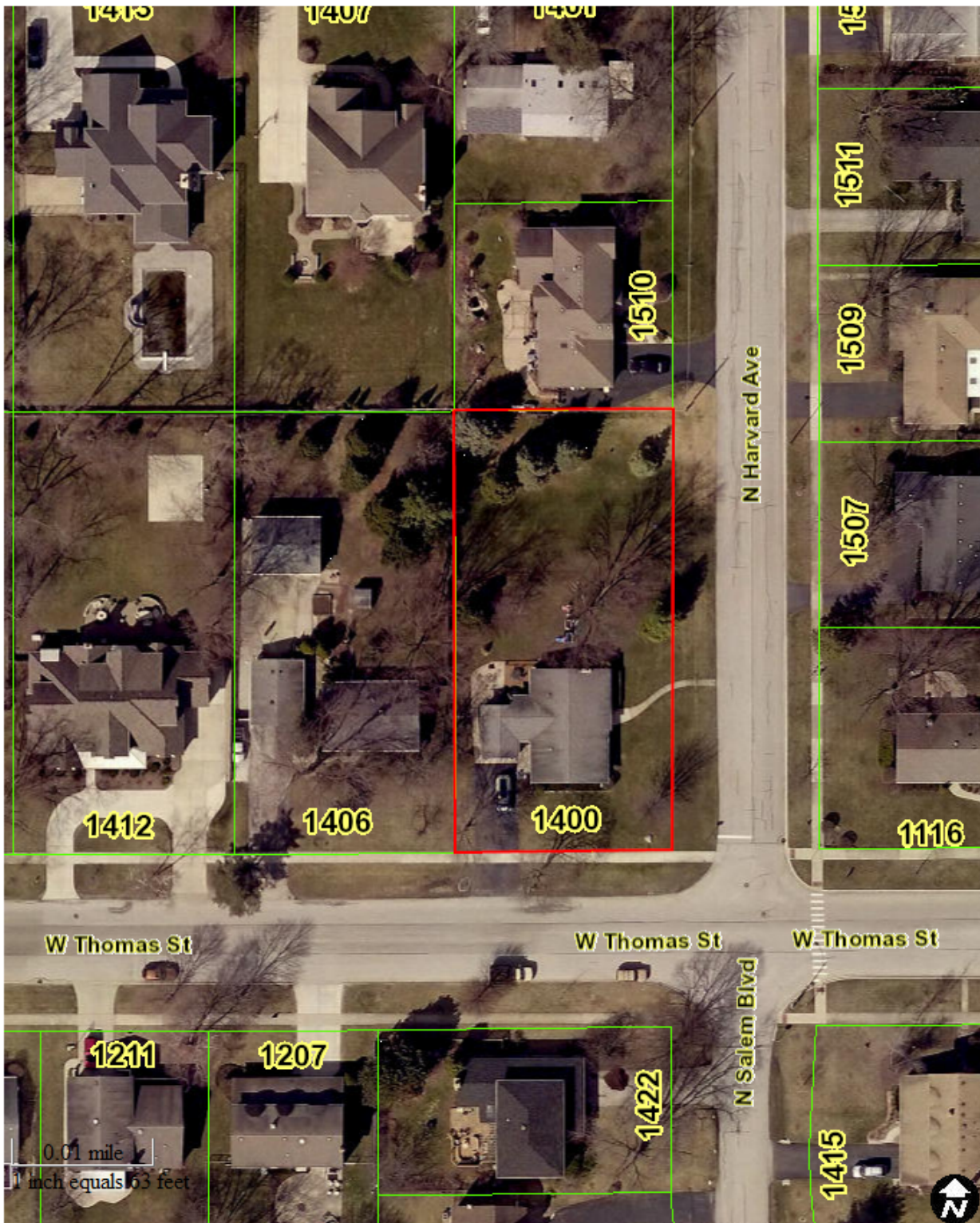
Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1639

Map 1 - Adjacent Properties analyzed relative to lot size.



Map 2 – Subdivisions within the Vicinity





Map created on August 24, 2018.

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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

576 E. NORTHWEST HIGHWAY DES PLAINES, ILLINOIS 60016
TEL. 847-795-0301 FAX. 847-795-0302
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COMMONLY KNOWN AS: 1400 W. THOMAS STREET
ARLINGTON HEIGHTS, IL



DE PLAINES, ILLINOIS NOVEMBER 13, 2014
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 26
LICENSE EXPIRES NOVEMBER 30, 2016



Arlington Heights Conceptual Plan Review Committee:

Thank you for your time reviewing our proposal to subdivide the property at 1400 W. Thomas St. Arlington Heights.

In December 2017 there was a fire at the residence of 1400 W. Thomas St. that engulfed the home. Currently the house is uninhabitable. I considered several options and believe that by dividing the property into 2 parcels will provide the best option for Arlington Heights and the community. The Zoning Map for Arlington Heights indicates that 1400 is zoned in the R-E District. The adjacent properties to the north are zoned R-3, the properties to the east across Harvard Ave are zoned R-3, the properties to the south across Thomas Street are zoned R-1, and the properties to the west are zoned R-E. I feel that the subdivided development of 1400 W. Thomas will enhance the neighborhood and complete the street on Harvard Ave. Over the years I have watched several lots that have been subdivided on north Harvard Ave., this would be the last remaining lot on the street and would truly complete the street. Once approved we would start construction on the lot at 1400 W. Thomas and restore that parcel into a nice home. At some point the additional lot would be developed. I see a benefit to the village in additional tax revenue and provide the village with 2 beautiful homes.

Some History:

I was born, raised and currently live in the village of Arlington Heights at 1510 N. Harvard Ave., which is just north of the subject property being considered. My grandparents, Richard and Mary Glueckert started and built a business in Arlington Heights in the early 1920's. The building located at 750 W. Northwest Highway still stands today, Massucci, Bloomquist, Anderson & Dunn Attorneys at Law are the current owners of the property. My father John Glueckert, established Glueckert Funeral Home, in the 1970's that was first located at the corner of Northwest Highway and Vail, and currently located at 1520 N. Arlington Heights Rd. In 1984 in preparation for the new Funeral Home on Arlington Heights Rd., three homes needed to be removed from the property prior to construction. One of the homes was donated to the Arlington Heights Fire Department to do their practice drills and then torn down, an A-frame home was sold and relocated to Olive Street. In 1984 I purchased the backyard of 1401 Lynnwood that turned into 1510 N. Harvard St. I then moved the remaining ranch home to the current location at 1510 N. Harvard Ave. In 2000 we grew out of our ranch home and added and 2nd floor and addition. As a result our family has contributed greatly to our first love, Arlington Heights, and continues to look for additional ways to make Arlington the place to live and raise families. My point being that I am not a builder, contractor or developer, I'm just a lifetime resident of Arlington Heights and think the subdivision I am asking for would greatly improve the area.

Again, thank you for your time.

Respectfully,

*Marcie Glueckert
1510 N. Harvard Ave.
Arlington Heights, IL 60004*



PLAT OF SURVEY

BY

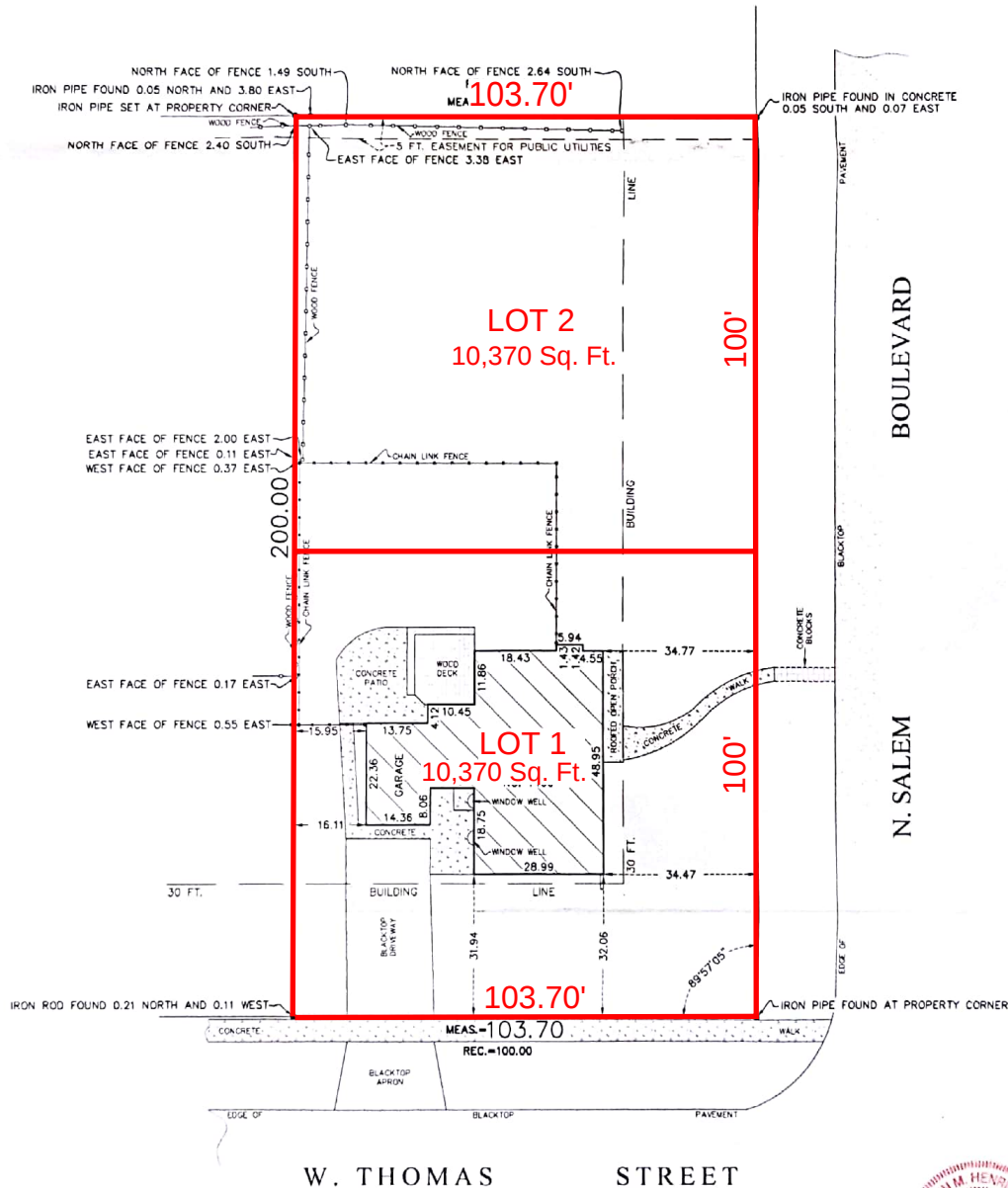
JOHN M. HENRIKSEN

576 E. NORTHWEST HIGHWAY DES PLAINES, ILLINOIS 60016
TEL. 847-795-0301 FAX. 847-795-0302
WWW.HENRIKSENSURVEY.COM

OF

LOT 1 IN LYNNWOOD SUBDIVISION UNIT NO. TWO, BEING A SUBDIVISION IN THE EAST 1/2 OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 19 AND IN THE WEST 1/2 OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 19, ALL IN TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 1400 W. THOMAS STREET
ARLINGTON HEIGHTS, IL



W. THOMAS STREET

BOULEVARD

N. SALEM

ORDER NUMBER: 991132-U

SCALE: 1 INCH = 20 FEET

ORDERED BY: FRED REINERS

BUILDING LINES AND EASEMENTS, IF ANY, SHOWN HEREON ARE BUILDING LINES AND EASEMENTS AS SHOWN ON THE RECORD SUBDIVISION PLAT CONSUL LOCAL AUTHORITIES FOR BUILDING LINES ESTABLISHED BY LOCAL ORDINANCES

PLEASE CHECK LEGAL DESCRIPTION WITH DEED

COMPARE ALL POINTS BEFORE BUILDING AND REPORT ANY DISCREPANCY IMMEDIATELY

DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING

FRACTIONAL PART EQUIVALENTS
OF HUNDREDTHS OF A FOOT

0.01-1.9"	0.25-3"
0.02-1.8"	0.30-4"
0.03-1.7"	0.35-4.12"
0.04-1.6"	0.40-4.2"
0.05-1.5"	0.45-4.3"
0.06-1.4"	0.50-4.4"
0.07-1.3"	0.55-4.5"
0.08-1.2"	0.60-4.6"
0.09-1.1"	0.65-4.7"
0.10-1.0"	0.70-4.8"
0.11-0.9"	0.75-4.9"
0.12-0.8"	0.80-5.0"
0.13-0.7"	0.85-5.1"
0.14-0.6"	0.90-5.2"
0.15-0.5"	0.95-5.3"
0.16-0.4"	1.00-5.4"
0.17-0.3"	1.05-5.5"

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY

STATE OF ILLINOIS
COUNTY OF COOK

I, JOHN M. HENRIKSEN, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWS IN A CORRECT REPRESENTATION OF SAID SURVEY. DIMENSIONS ARE SHOWN IN FEET DECIMAL PARTS THE REOF.

DE PLAINES, ILLINOIS NOVEMBER 13, 2014

John M. Henriksen
ILLINOIS PROFESSIONAL LAND SURVEYOR NO 2668
LICENSE EXPIRES NOVEMBER 30, 2016

