



Village of Arlington Heights
Conceptual Plan Review Committee
Virtual Meeting
August 12, 2020
6:00 PM

I. CALL TO ORDER

- A. In response to the COVID-19 pandemic, this meeting is closed to in-person, public attendance. The meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.

To participate in the virtual meeting, please follow these instructions: <https://bit.ly/39Wt0IY>

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village at shubbard@vah.com. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3:00 p.m. on August 12, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. 1821 N. Verde Ave. Subdivision - T1700
Subdivision, Rezoning, Variations
- B. 555 E. Golf Rd. - Live/Work Building - T1704
Planned Unit Development, Land Use Variation
- C. 3 N. Wilke Rd - T1705
Special Use Permit for Motor Vehicle Sales

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.



**Conceptual Plan Review Committee
8/12/2020**

Item: 1821 N. Verde Ave. Subdivision - T1700

Department: Planning & Community Development

Requested Action

1. Rezoning from the R-1, One-Family Dwelling District to the R-3, One-Family Dwelling District.
2. Plat of Subdivision to subdivide the property into two lots.

Variations Required

1. A Variation from Chapter 28, Section 5.1-3.1, to allow a 68.5' wide lot where 75' width is required.
2. A Variation from Chapter 29 of the Municipal Code, Section 29-307b.2, to allow a 68.5' wide lot where 75' width is required.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed rezoning from the R-1 District to the R-3 District, and the proposed subdivision to create two lots, and the following variations from the Municipal Code:

- A Variation from Chapter 28, Section 5.1-3.1, to allow a 68.5' wide lot where 75' width is required.
- A Variation from Chapter 29 of the Municipal Code, Section 29-307b.2, to allow a 68.5' wide lot where 75' width is required.

The SDC is generally supportive of the application, subject to the addressing the following:

1. The petitioner shall provide written justification to the following hardship criteria for any variation requested:
 - 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. Upon submission of a detailed plans, staff will analyze the proposed lot sizes in comparison to the lot sizes within the vicinity, past rezoning's in the vicinity, and any recent subdivisions that have occurred within the neighborhood. If the proposed lot sizes are not compatible with the surrounding lots, modifications to the plan may be required.

3. The existing home of the subject property shall be demolished no more than six months after subdivision approval.

4. Prior to appearing before the Plan Commission, the petitioner shall hold a neighborhood meeting.

5. Impact fees shall be required for the new home that will be constructed on Lot 1.

6. A Design Commission application shall be required for each new home on the subject property.

7. Linkage fees, in accordance with the Inclusionary Housing Ordinance, shall be required for the teardown and replacement of the existing home on proposed Lot 2, which shall be required at time of building permit.

8. The petitioner shall provide an exhibit showing all existing front yard setbacks along the east side of North Verde, south of the Frontage Road and north of Yale Court, as well as the existing exterior sideyard setback of the home to the east of the subject property.

9. A fee in lieu of onsite detention shall be required.

10. The petitioner shall update the eastern side of the Verde frontage to comply with current code requirements (curb/gutter, sidewalk, etc.), or an Estoppel agreement in lieu of these improvements shall be required at the discretion of the Engineering Division.

11. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

12. 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

Project Narrative

Conceptual Subdivision Plan

Type

Board or Commission Report

Exhibits

Exhibits

Exhibits



VILLAGE OF ARLINGTON HEIGHTS
STAFF DEVELOPMENT
COMMITTEE REPORT

Temp File Number: T1700

Project Title: 1821 N. Verde Subdivision

Address: 1821 N. Verde Ave.

PIN: 08-16-202-009, 08-16-202-010

To: Conceptual Plan Review Committee

Prepared By: Sam Hubbard, Development Planner

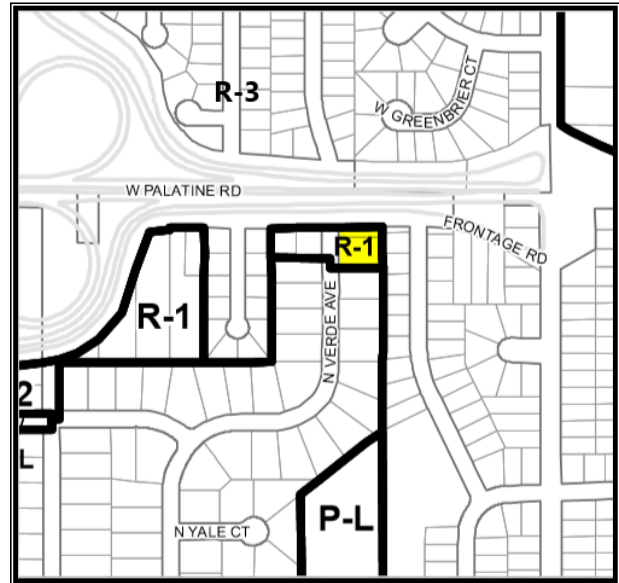
Meeting Date: June 24, 2020

Date Prepared: June 19, 2020

Petitioner: John Van Kooten

Address: 8607 N. Osceola Ave
Niles, IL. 60714

Existing Zoning: R-1: One-Family Dwelling District
Comprehensive Plan: Single-Family Detached



SURROUNDING LAND USES

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

Requested Action:

1. Rezoning from the R-1, One-Family Dwelling District to the R-3, One-Family Dwelling District
2. Plat of Subdivision to subdivide the property into two lots.

Variations Required:

1. A Variation from Chapter 28, Section 5.1-3.1, to allow a 68.5' wide lot where 75' width is required.
2. A Variation from Chapter 29 of the Municipal Code, Section 29-307b.2, to allow a 68.5' wide lot where 75' width is required.

Project Background:

The subject property is located at the southeast corner of the intersection of North Verde Avenue and the Frontage Road along W. Palatine Road. There is currently a single-family home on the southern portion of the site and a detached garage on the northern portion of the site. Access to the property comes from two curb cuts along Verde Avenue, one to the existing home and its' attached garage, and the second to the detached garage on the northern side of the site. The property is 27,335 square feet (0.62 acres) in size and was platted in 1956 as two lots, both of equal size. However, when the Palatine Road interchange was constructed, a portion of the northern lot was acquired as Right of Way (ROW), and the home there was presumably demolished, leaving the detached garage standing in its' current location on the subject property. The remaining portion of that lot was left non-compliant as it lost over 50% of its land area due to the ROW acquisition, and at some point it came under the same ownership as the lot abutting to the south, which contains the existing home on the subject property. The property is currently zoned R-1, One-Family Dwelling District.

The petitioner has bought the subject property and is proposing to re-subdivide the site to create one code-compliant lot at the northern side of the site, and another lot on the southern side of the site that is 6.5 feet short of meeting the minimum code required lot width of 75 feet. Two homes would be constructed, one on each lot, which would involve the demolition of all structures currently on the subject property. In addition, the site would be rezoned into the R-3 District; both proposed lots conform to minimum lot size regulations in the R-3 District.

Zoning and Comprehensive Plan

As mentioned above, the subject property is currently zoned R-1, One-Family Dwelling District. The Comprehensive Plan shows this property as suitable for "Single-Family Detached" uses, which classification corresponds to the R-3 Zoning District. Therefore, the proposed rezoning is compatible with the Comprehensive Plan. The property abutting to the east is within the R-3 District, and all land north of the subject property (across Palatine Road) is within the R-3 District as well.

The Staff Development Committee is generally supportive of the proposed subdivision, however, upon submission of a detailed plan, staff will analyze the proposed lot sizes in comparison to the lot sizes, past rezoning's, and subdivisions that have occurred within the vicinity. If the proposed lot sizes are not compatible with the surrounding lots, modifications to the plan may be required. Because the proposed subdivision places the new dividing line between the two proposed lots through a portion of the existing house, the home must be demolished no less than six months after approval of said subdivision.

An analysis of the proposed lot sizes and widths relative to the standards within the R-3 District is shown below:

Zoning Requirements	Minimum Lot Size SF	Minimum Lot Width (feet)
Required		
R-3 Lot	8,750 SF	Standard Lot: 75' (if between 8,750 - 9,999 SF) Corner Lot: 90' (if between 15,000-19,999 SF)
Proposed		
Lot 1 (northern lot)	15,465 SF	Corner lot: 90'
Lot 2 (southern lot)	11,784 SF	Standard Lot: 68.5'

As shown, Lot 2 is 6.5' deficient relative to the minimum allowable lot width required in the R-3 District. Therefore, the following variation is required:

- **Chapter 28 of the Municipal Code, Section 5.1-3.1, to allow a 68.5' wide lot where 75' width is required.**

In order to demonstrate conformance with the standards of approval for this 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.**

Prior to appearing before the Plan Commission, it is recommended that the petitioner hold a neighborhood meeting to introduce the project to the surrounding community and understand what concerns they may have. Impact fees shall be required for the new home that will be constructed on Lot 1. In addition, Design Commission approval shall be required for each new home on the subject property. Finally, linkage fees, in accordance with the Inclusionary Housing Ordinance, shall be required for the teardown and replacement of the existing home on proposed Lot 2, which shall be required at time of building permit.

Building, Site, Landscaping:

Based on a preliminary analysis of the proposed lots, compliance with all required setbacks and bulk restrictions appears to be viable for each lot. However, the petitioner should note that the front yard setbacks along Verde Avenue will be based on the average setbacks of all the existing homes on that frontage, which is the east side of Verde from the Frontage Road south to Yale Court. The petitioner will need to provide an exhibit showing these setbacks to allow staff to calculate the required setback along Verde for the proposed subdivision. With regards to the exterior side yard setback on Lot 1 (to the north), it will be required to be setback no less than the existing setback of the home on the property to the east, and an exhibit verifying the existing setback of that property must be provided.

A formal landscape plan is not required for subdivisions that have less than four lots. However, staff notes that there is at least one large, mature tree on the site, and several other trees that may be worth preserving. While a tree preservation plan is not a code requirement given the low number of lots, as part of the rezoning request, the petitioner is encouraged to preserve any high quality trees on the site.

Engineering and Infrastructure.

As a two-lot subdivision, no onsite detention will be required. However, the petitioner will need to conform to all applicable Village and Metropolitan Water Reclamation District (MWRD) regulations relative to stormwater, and detention calculations shall be required as part of the Plan Commission application. For any stormwater capacity required by code but not provided onsite, a fee in-lieu of onsite detention shall be provided for the volume accommodated in the Village's storm sewer system.

The petitioner should be aware that both Preliminary and Final Plat of Subdivision approval shall be required. Preliminary engineering plans shall be required for Preliminary Plat of Subdivision approval, and final engineering plans shall be required for Final Plat of Subdivision approval. All public improvement and maintenance bonds/deposits shall be required prior to Final Plat of Subdivision approval by the Village Board.

Full street improvements are required on the east half of Verde, per code (curb/gutter, sidewalk, street trees, etc.). The petitioner is encouraged to reach out to the Engineering Division to understand what specific improvements may be needed given the existing infrastructure in the area. The Village is open to the possibility of an Estoppel Agreement in-lieu-of these public improvements, but this will need further analysis and should be discussed directly with the Engineering Division.

The Frontage Road frontage appears to comply with code requirements relative to public improvements, but this will need to be verified once detailed plans are submitted. The petitioner should be aware that the Frontage Road is under IDOT jurisdiction, and as the property abuts IDOT Right-of-Way, an IDOT signature may be required on the Final Plat of Subdivision.

Parking and Traffic:

A traffic and parking study is only required in subdivisions within the R-3 District that include 100 lots or more. Because the proposed subdivision includes only two lots, no traffic or parking study is required. Each home will have, at a minimum, a two car garage. Staff expects the proposed subdivision to have a negligible impact on traffic within the vicinity.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed rezoning from the R-1 District to the R-3 District, and the proposed subdivision to create two lots, and the following variations from the Municipal Code:

- A Variation from Chapter 28, Section 5.1-3.1, to allow a 68.5' wide lot where 75' width is required.
- A Variation from Chapter 29 of the Municipal Code, Section 29-307b.2, to allow a 68.5' wide lot where 75' width is required.

The SDC is generally supportive of the application, subject to the addressing the following:

1. The petitioner shall provide written justification to the following hardship criteria for any variation requested:
 - **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. Upon submission of a detailed plans, staff will analyze the proposed lot sizes in comparison to the lot sizes within the vicinity, past rezoning's in the vicinity, and any recent subdivisions that have occurred within the neighborhood. If the proposed lot sizes are not compatible with the surrounding lots, modifications to the plan may be required.
3. The existing home of the subject property shall be demolished no more than six months after subdivision approval.
4. Prior to appearing before the Plan Commission, the petitioner shall hold a neighborhood meeting.
5. Impact fees shall be required for the new home that will be constructed on Lot 1.
6. A Design Commission application shall be required for each new home on the subject property.

7. Linkage fees, in accordance with the Inclusionary Housing Ordinance, shall be required for the teardown and replacement of the existing home on proposed Lot 2, which shall be required at time of building permit.
8. The petitioner shall provide an exhibit showing all existing front yard setbacks along the east side of North Verde, south of the Frontage Road and north of Yale Court, as well as the existing exterior sideyard setback of the home to the east of the subject property.
9. A fee in lieu of onsite detention shall be required.
10. The petitioner shall update the eastern side of the Verde frontage to comply with current code requirements (curb/gutter, sidewalk, etc.), or an Estoppel agreement in lieu of these improvements shall be required at the discretion of the Engineering Division.
11. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
12. 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 7, 2020

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1700



Map created on August 6, 2020.

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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.

1821 N. Verde Ave. Arlington Heights

Property Description:

172' x 159 (27,207 sq. ft.)
03-19-104-001-0000
03-19-104-002-0000
Single Family (slab foundation)
Cape Cod
Poor condition (to be demolished)

Project Description:

Demolition of the existing Single-Family Home (SFH) for the purpose of sub-dividing the land for the construction of 2 new SFH's fronting N. Verde Ave.

Proposed Building Lots:

Lot 1 - 90' x 171.83' / 15,464 sq. ft. N/W corner of Palatine Frontage Rd./N. Verde Ave. (90 FF on N. Verde Ave.)
Lot 2 – 68.57' x 171.85' / 11,784 sq. ft. Interior lot facing N. Verde Ave. (68.57' FF on N. Verde Ave.)

Approvals Requested:

Rezoning from R-1 to R-3

- to correspond with the Village of Arlington Heights Comprehensive Plan 2015, adjoining existing R-3 zoned properties adjacent on the east (Patton Ave) and across Verde Ave to the west (Palatine Frontage Rd. & N. Yale Ave.

Variance for the interior lot width

- reduced less than 10% from 75' (required) to 68.57' (requested)

Owners/Developer:

John & Annie Van Kooten
DBA: Windy City Enterprises of Chicago, LLC

Projected Timeline:

Demo – Fall 2020

Earth Work Begins – Late Fall 2020 or when permitting allows

Construction Complete – Spring 2020

Homes:

2 story brick/frame with basements, 3,000-4,000 sq. ft., \$750,000 - \$850,000

Previous experience:

John Van Kooten

- Managing Member McVan Development, LLC (2004 – 2014)
- Illinois Licensed Real Estate Agent
- Projects
 - o 5544 N California Ave. Chicago, Rehab SFH
 - o 1935 S. Canalport Ave Chicago, New Construction Condo's
 - o 2126-2128 W. Van Buren Ave. Chicago, New Construction Condo's
 - o 30 N Throop Ave. Chicago, New Construction SFH
 - o 3342 W. Ogden Ave. Chicago, New Construction Condo's

Annie Van Kooten

- Thrush Construction – Construction Accountant
- Renzi Corp. – Construction Accountant
- GF Structures – Construction Accountant (public sector)

--- UTILITY EASEMENT
--- INTERIOR LOT LINE

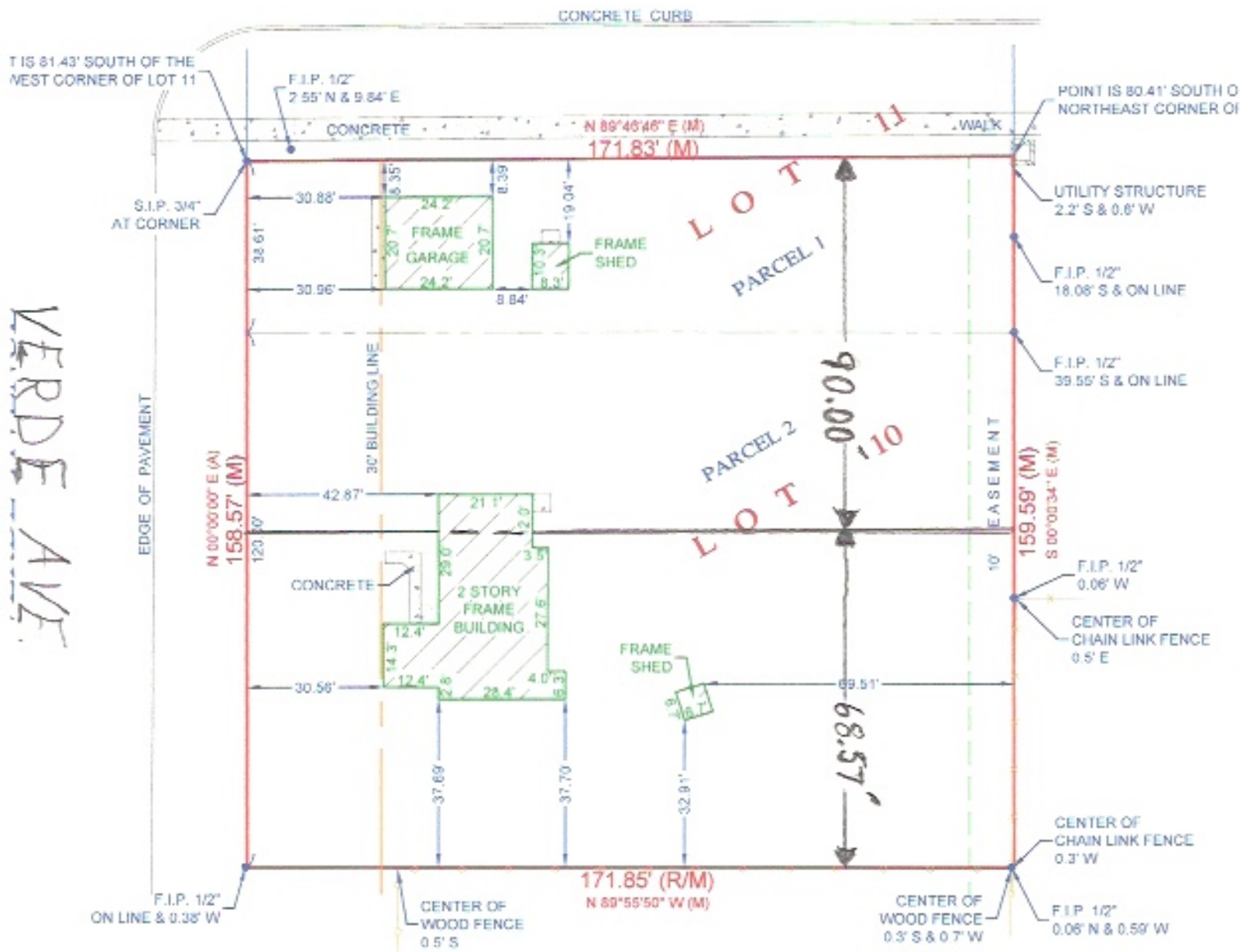
PARCEL 2: LOT 10 IN TRENDLE-LOWE SUBDIVISION, A SUBDIVISION OF THE NORTH 659.62 FEET OF THE WEST HALF OF THE EAST HALF (EXCEPT THE WEST 221.5 FEET THEREOF) OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

--- UTILITY EASEMENT
--- INTERIOR LOT LINE
SUBDIVISION. N 00°00'00" E (A)

AREA OF SURVEY:

CONTAINING 27,335 SQ. FT. OR 0.62 ACRES MORE OR LESS

PALATINE FRONTAGE ROAD





**Conceptual Plan Review Committee
8/12/2020**

Item: 555 E. Golf Rd. - T1704

Department: Planning & Community Development

Requested Action

1. Planned Unit Development (PUD) allow an approximately 13,123 square-foot mixed-use residential and office building.
2. Land Use Variation to allow for six 2-bedroom residential units in the O-T District.

Variations Required

1. None identified at this time.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed Planned Unit Development (PUD) for a 13,123 square foot mixed-use live/work office building, and is generally supportive of the application subject to resolution of the following:

1. The petitioner shall provide a written justification demonstrating compliance with the standards for land use variation approval as outlined in Chapter 28, Section 12.2 of the Arlington Heights Municipal Code.
2. Prior to appearing before the Plan Commission, the petitioner shall hold a neighborhood meeting to introduce the proposed development to the surrounding community and to understand what concerns they may have.
3. Petitioner shall provide a detailed traffic and parking study prepared by a certified traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking, and potential ingress/egress conflicts with the Goebbert Road turn lane.
4. Petitioner shall explore a heavy planting screen, including evergreen trees for year-round screening, along the southern property line.

5. A code compliant landscape plan shall be required.
6. A Design Commission application shall be required.
7. Preliminary engineering plans and detention calculations shall be required.
8. A Photometric Plan shall be required.
9. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
10. 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
Plans

Type

Board or Commission Report
Exhibits
Exhibits



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

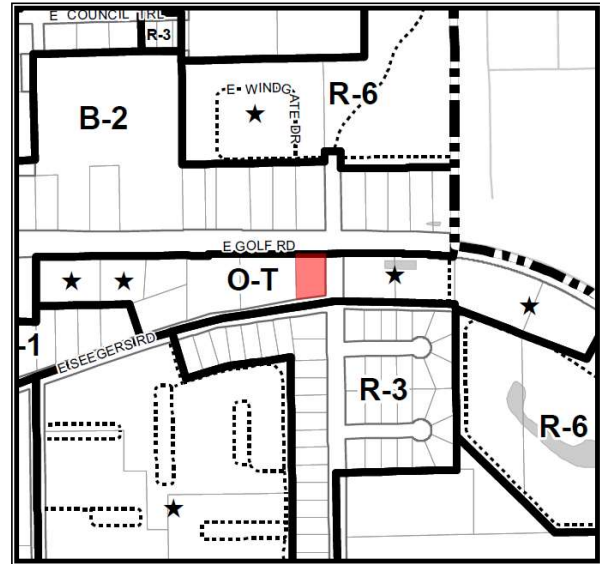
Temp File Number: T1704
Project Title: 555 E. Golf Rd. Live-Work PUD
Location: 555 E Golf Rd.
PIN: 08-15-100-007

To: Conceptual Plan Review Committee
Prepared By: Jake Schmidt, Assistant Planner
Meeting Date: August 12 2020
Date Prepared: August 7 2020

Petitioner: Christian Torres

Address: 555 E. Golf Rd.
 Arlington Heights, IL 60005

Existing Zoning: O-T: Office Transitional District
Comprehensive Plan: Offices Only



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-2: General Business District	Aldi Grocery Store	Commercial
South	R-3: One Family Dwelling District	Single-Family Home	Single Family Detached
East	O-T: Office Transitional District	Multi-tenant office building	Offices Only
West	O-T: Office Transitional District	Multi-tenant office building	Offices Only

Requested Action:

1. Planned Unit Development (PUD) allow an approximately 13,123 square-foot mixed-use residential and office building.
2. Land Use Variation to allow for six 2-bedroom residential units in the O-T District.

Variations Required:

1. None identified at this time.

Project Background:

The subject property is occupied by an approximately 1,250 square foot single-family structure that was most recently used as a law office but has sat vacant for several years. The site is approximately 26,115 square feet (0.60 acres) in size and has existing access to both Goebbert Road and Seegers Road. The petitioner is proposing to demolish the building and construct a 9,964 square foot multi-tenant mixed-use residential and office building.

The northern portion of the structure would contain 3,646 square feet of office space. This component would be two stories tall, with the first floor rented out individually and the second floor designated for built-to-suit office space. The southern portion of the structure would be comprised of 6 live/work townhome units, with living space on the first and second floors and an office area accessible to the public off of Goebbert Road. The building would be constructed in two phases; the first would involve site improvements, buildout of the first floor of office space, construction of the second floor shell of office space, and construction of four live/work units. The second phase would involve the buildout of the second floor office space, and the addition of two more live/work units. Access to the site would be via an access drive on Seegers. No access is proposed along Golf or Goebbert Road.

Zoning and Comprehensive Plan

The subject property is zoned O-T, Office Transitional District. The proposed office use is a permitted use within the O-T, however residential uses are not. As such, a Land Use Variation is required to allow for the live/work units. All developments within the O-T District are required to receive PUD approval, and the petitioner is requesting PUD approval to construct the 13,123 square foot mixed-use building. It should be noted that staff is also evaluating the possibility of rezoning this property to allow for dwelling units without a Land Use Variation. In order to demonstrate conformance with the standards of approval for a land use variation, the petitioner must provide a written justification to the criteria as outlined in Chapter 28, Section 12.2 of the Arlington Heights Municipal Code.

Based upon a preliminary zoning analysis, the proposed building conforms to all bulk, setback, and height restrictions, and therefore no variations have are necessary for the proposed structure. However, the petitioner will need to ensure the proposed height of the building does not exceed 30 feet to avoid a height variation, or alternatively, they can request a variation, the merits of which would be evaluated by staff.

The Comprehensive Plan classifies the subject property as appropriate for “Offices Only”, and the proposed use is compatible with this designation as the primary use is office facilities. The Village has entertained multiple development concepts for this property over the years, (multi-tenant commercial development, Family Video store, fast food restaurant, an O’Reilly’s Auto Parts store, and a medical office building). The Village has expressed concerns with many of these developments as they did not conform to the existing zoning or Comprehensive Plan. The primary proposed use, office space, which is a permitted use in the O-T District and is compatible with the Comprehensive Plan, is an excellent land use for this property. The residential component, while not compatible with the underlying zoning or designation of the property, is also appropriate given the residential uses immediately south of the site. Given the close proximity of the subject property to these single-family residential areas to the south, staff is recommending that the petitioner hold a neighborhood meeting with surrounding property owners to introduce the proposal to the community and to be aware of any concerns that the adjacent property owners may have.

Building, Site and Landscaping:

The proposed building is well designed and provides a nice transition from the single-family homes at the south to office and commercial buildings to the north, west, and east. A Design Commission application will be required for this project. In addition, onsite detention must be provided and the petitioner will need to submit preliminary engineering plans and detention calculations as part of their Plan Commission submittal.

Relative to landscaping, the petitioner has provided additional space for parking lot plantings on the west side of the property, and has set back the building along the north, east, and south property lines, which provides space for additional plantings.

Staff encourages the petitioner to explore options for dense screening along the southern property line. The proposed 30-foot setback from Seegers Road provides sufficient space for a larger landscape plantings in this area, such as arborvitae, which would provide a better buffer for the residential homeowners to the south. The parking lot provides required landscape islands at the end of each parking row, and appears to provide sufficient space for plantings along the west property line. The Fire Department has expressed a desire to extend the parking lot through to Golf Road for better fire access. The feasibility of a right-in/right-out driveway on Golf Road will be explored as part of the Plan Commission process. Lastly, a photometric plan shall be required as part of the Plan Commission application.

Parking, Traffic, and Circulation:

Per Chapter 28, Section 6.12-1(2)a, the petitioner is required to provide a detailed traffic and parking study prepared by a certified traffic engineer that assesses on site traffic circulation and the impact on adjoining roads.

The proposed use conforms to parking code requirements, and the detailed parking calculations are shown below. The parking study should compare the proposed parking supply to the projected peak parking demand based on the *Institute of Traffic Engineers (ITE), 10th Edition* volume.

Address	Use	Use	Square Feet	Parking Ratio	Parking Required	Parking Provided
555 E Golf Rd	Office Space	General Office	3,646	1 per 300 Sq. Ft.	12	12
555 E Golf Rd	Live/Work Units	Six 2 BR Units	9,477	2 per Unit	12	12
TOTAL SQUARE FOOTAGE			13,123			
OVERALL SURPLUS / (DEFICIT)					0	

Per code, 1 bicycle parking space is required for every 10 dwelling units, and 1 bicycle parking space is required for every 6,000 SF of office space, with a minimum of 2. As such, three bicycle parking spaces are required. While not shown, there is adequate space on-site to accommodate a rack for three bikes.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Planned Unit Development (PUD) for a 13,123 square foot mixed-use live/work office building, and is generally supportive of the application subject to resolution of the following:

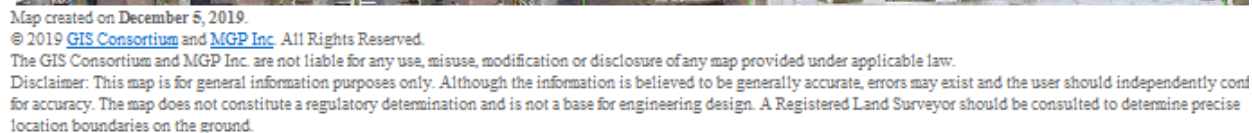
1. The petitioner shall provide a written justification demonstrating compliance with the standards for land use variation approval as outlined in Chapter 28, Section 12.2 of the Arlington Heights Municipal Code.

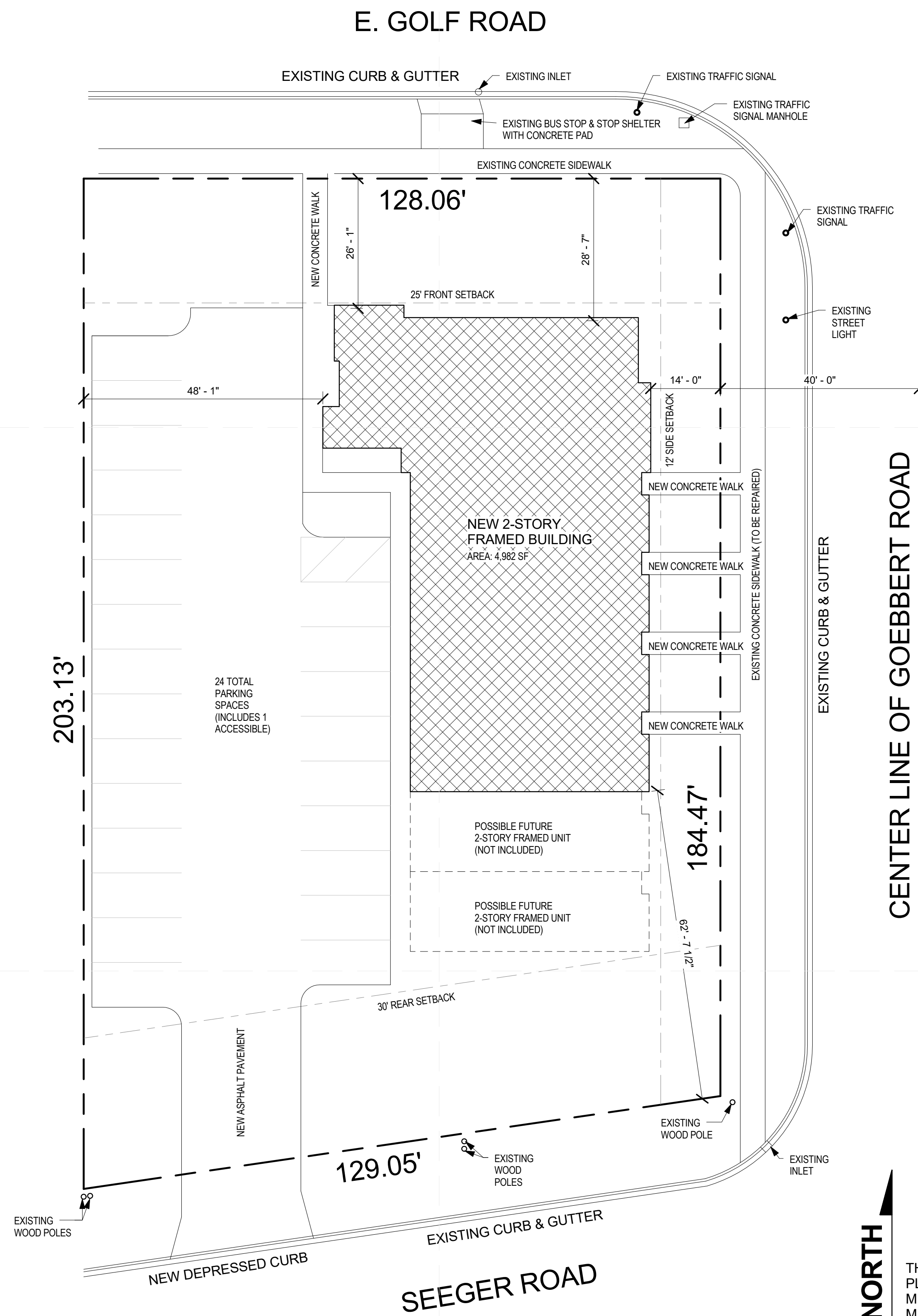
2. Prior to appearing before the Plan Commission, the petitioner shall hold a neighborhood meeting to introduce the proposed development to the surrounding community and to understand what concerns they may have.
3. Petitioner shall provide a detailed traffic and parking study prepared by a certified traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking, and potential ingress/egress conflicts with the Goebbert Road turn lane.
4. Petitioner shall explore a heavy planting screen, including evergreen trees for year-round screening, along the southern property line.
5. A code compliant landscape plan shall be required.
6. A Design Commission application shall be required.
7. Preliminary engineering plans and detention calculations shall be required.
8. A Photometric Plan shall be required.
9. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
10. 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 7, 2020

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1704





THIS SITE PLAN IS BASED ON A PLAT OF SURVEY AS DRAWN BY MICHAEL J. EMMERT DATED MARCH 11TH OF 2019.



2 DESIGN INTENT SKETCH
SKETCH NOT TO SCALE

ZONING DISTRICT DATA AND REGULATIONS	
O-T ZONING	24,795 SF
MAX BUILDING LOT COVERAGE : 40%	9,918 SF
MAX FLOOR AREA RATIO: 80%	19,836 SF

ZONING LOT COVERAGE	
CATEGORY	SITE SF
TOTAL BUILDING COVERAGE	4,982 SF
BUILDING LOT COVERAGE	20.09%

FLOOR AREA RATIO	
AREA	AMOUNT
FIRST FLOOR	4,982 SF
SECOND FLOOR	4,982 SF
TOTAL	9,964 SF
FLOOR AREA RATIO	40.19%

DESCRIPTION OF DEVELOPMENT	
NEW CONSTRUCTION OF 9,964 SF 2-STORY FRAME BUILDING. THE STRUCTURE WILL BE BUILT ON A CONCRETE SLAB ON GRADE FOUNDATION WITH FRAMED WALL PARTITIONS AND A LARGE CURTAIN WALL ON THE SHARED OFFICE SIDE. BRICK WILL BE USED IN SOME AREAS TO MATCH THE SURROUNDING BUILDINGS. THE INTENT OF THE DEVELOPMENT IS TO PROVIDE (8) SINGLE RENTAL OFFICES AND (4) RENTAL WORK FROM HOME UNITS, WHICH ALL SHARE THE CONFERENCE ROOMS AS AN AMENITY. A NEW OFFICE CONCEPT THAT WE ARE EXPLORING. THE SINGLE BUILDING DEVELOPMENT WILL BE DIVIDED INTO TWO PARTS. THE OFFICES AND SHARED CONFERENCE ROOMS ON THE NORTH SIDE OF THE LOT AND THE WORK FROM HOME, LIVE-IN, UNITS ON THE SOUTH SIDE OF THE LOT. THE LIVE-IN UNITS, SHOWN ON THE SOUTH SIDE, WILL HAVE MATERIALS THAT WILL TO BLEND IN WITH THE EXISTING RESIDENTIAL PROPERTIES SOUTH OF SEEGER ROAD, WHILE THE OFFICE RENTALS AND SHARED CONFERENCE ROOMS ON THE NORTH SIDE WILL HAVE BRICK AND GLASS TO BLEND IN WITH THE SURROUNDING OFFICE BUILDINGS. THE DESIGN WILL TIE THE BUILDING TOGETHER. THE (8) SINGLE RENTAL OFFICES ARE TAILORED TO START-UP BUSINESS AND SOLE PROPRIETORS THAT ONLY NEED ONE SMALL PRIVATE OFFICE. THESE TENANTS HAVE THE LUXURY TO USE THE CONFERENCE ROOMS TO HOST IN-PERSON MEETINGS AND TO RENT MULTIPLE OFFICES AS THEIR BUSINESS GROWS. THE (4) RENTAL WORK FROM HOME UNITS ARE 2-STORY LIVE-IN UNITS, SIMILAR TO A ROW HOUSE, INTENDED TO BE USED FOR TENANTS WHO HAVE WORK FROM HOME FLEXIBILITY AND/OR FAMILIES THAT RUN THEIR OWN BUSINESS. THE FRONT ROOM OF THE HOME IS THE OFFICE, WHICH CAN BE CLOSED OFF FROM THE REST OF THE LIVING SPACE FOR PRIVACY. MORE AND MORE COMPANIES ARE SWITCHING TO A VIRTUAL WORK ENVIRONMENT DUE TO THE RECENT COVID-19 PANDEMIC AND WE WANT TO BUILD THESE TAILORED MADE UNITS TO SUPPLY TENANTS WITH UNITS BUILT INTENDED FOR THAT PURPOSE. THOSE TENANTS WILL ALSO HAVE ACCESS TO THE SHARED CONFERENCE ROOMS FOR FLEXIBILITY TO HOST IN-PERSON MEETING IF NEEDED. THIS IS A DEVELOPMENT INTENDED TO ADAPT TO THE CHANGES FOR THE FUTURE.	

SHEET INDEX	
SHEET NUMBER	DESCRIPTION
001	TITLE SHEET AND SITE PLAN
002	OVERALL FLOOR PLANS
003	UNIT FLOOR PLANS



555 E. GOLF ROAD
ARLINGTON HEIGHTS, IL 60005

OWNER:
CTO DEVELOPMENT

ISSUE	DATE
PRELIMINARY REVIEW	6/2/2020
PRELIMINARY REVIEW V.2	6/22/2020

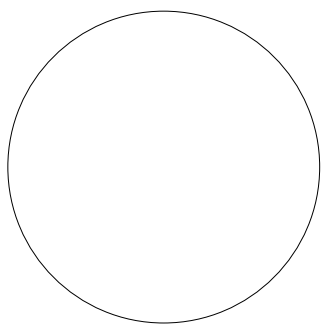
PROJECT NO:	2020.6.02
DRAWN BY:	CT
CHECKED BY:	CT

SHEET TITLE
SITE PLAN AND SKETCH

001

SHEET OF

CONFIDENTIAL



555 E. GOLF ROAD
ARLINGTON HEIGHTS, IL 60005

OWNER:
CTO DEVELOPMENT

ISSUE	DATE
PRELIMINARY REVIEW	6/2/2020
PRELIMINARY REVIEW V.2	6/22/2020

PROJECT NO:	2020.6.02
DRAWN BY:	CT
CHECKED BY:	CT

SHEET TITLE
OVERALL FLOOR
PLANS

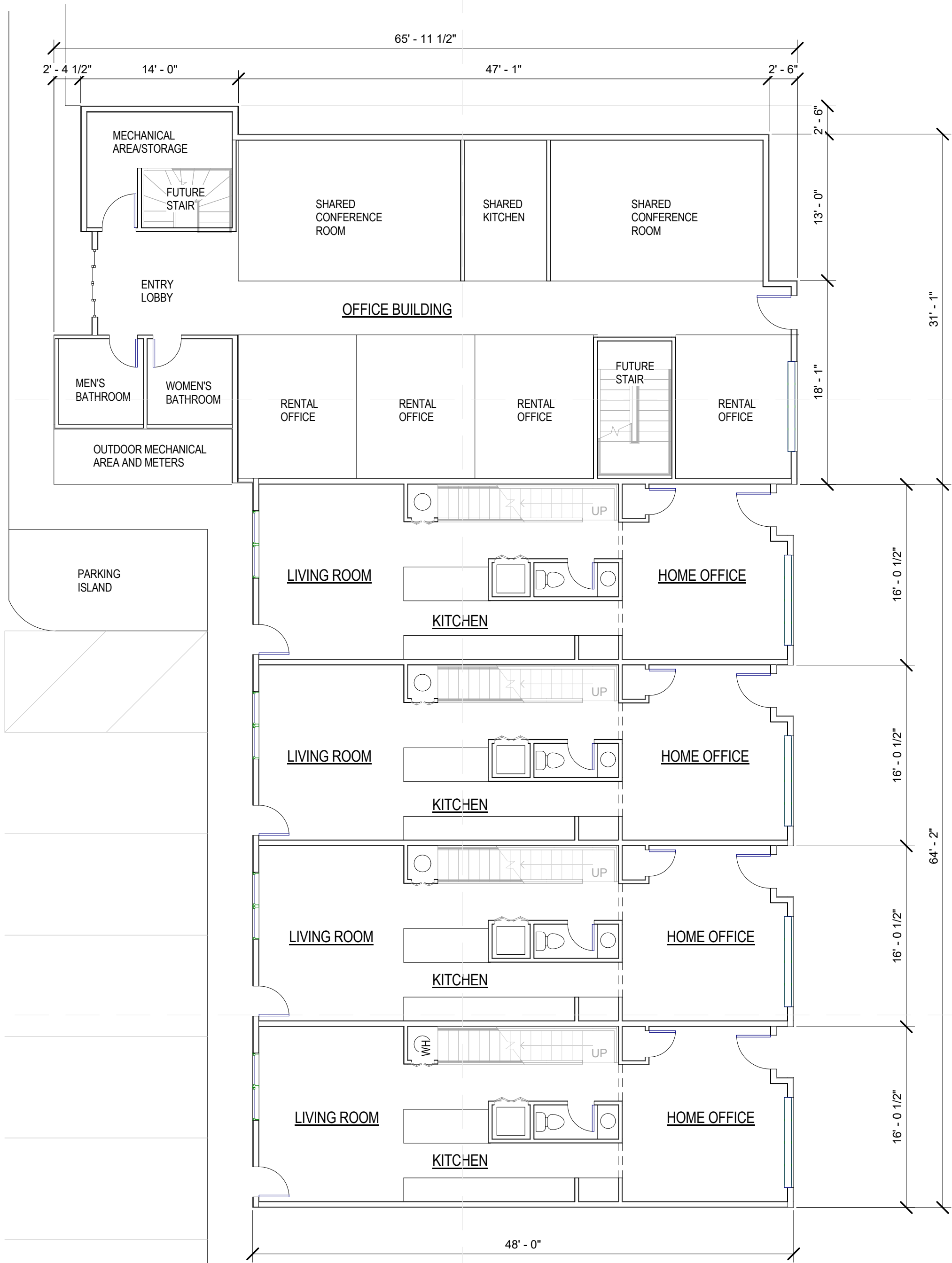
002

SHEET OF



2 NEW SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"



1 NEW FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

CONFIDENTIAL



555 E. GOLF ROAD
ARLINGTON HEIGHTS, IL 60005

OWNER:
CTO DEVELOPMENT

ISSUE	DATE
PRELIMINARY REVIEW	6/2/2020
PRELIMINARY REVIEW V.2	6/22/2020

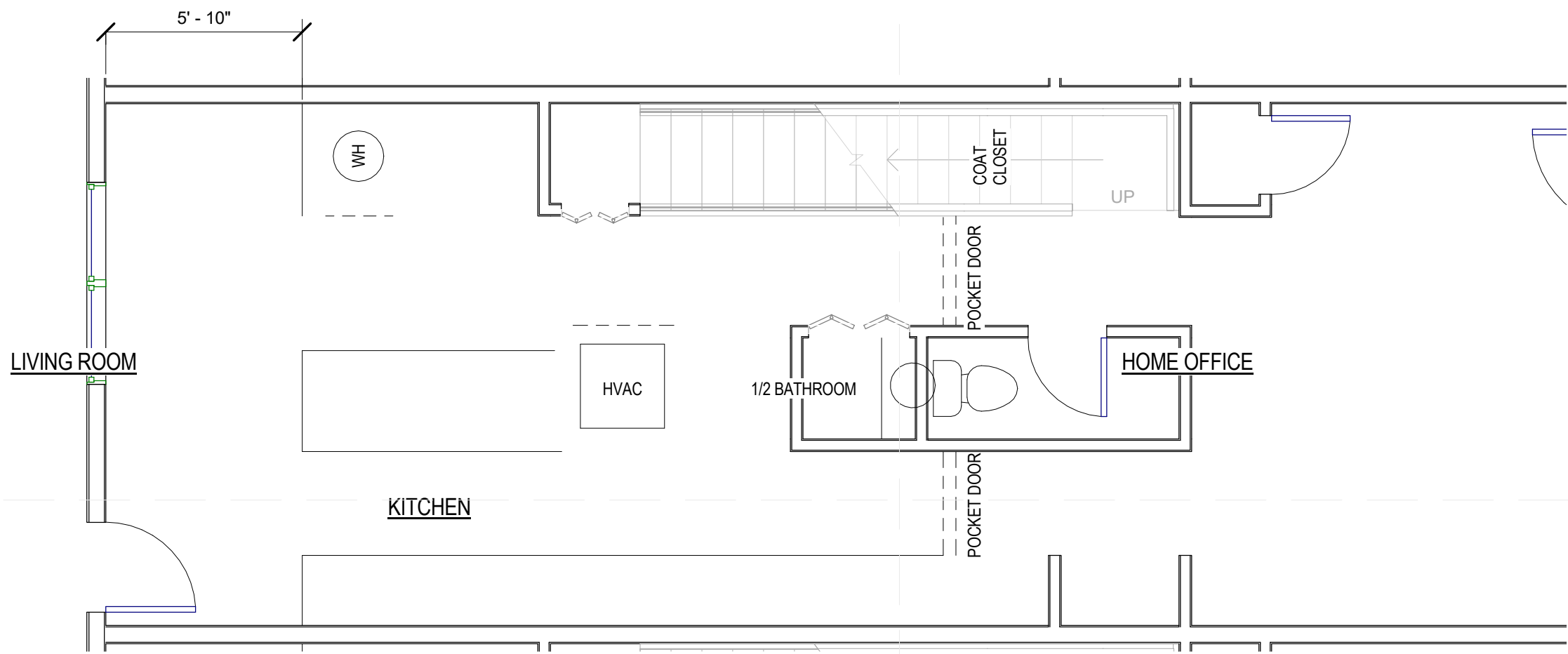
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DRAWN BY:	CT
CHECKED BY:	CT

SHEET TITLE
UNIT FLOOR PLANS

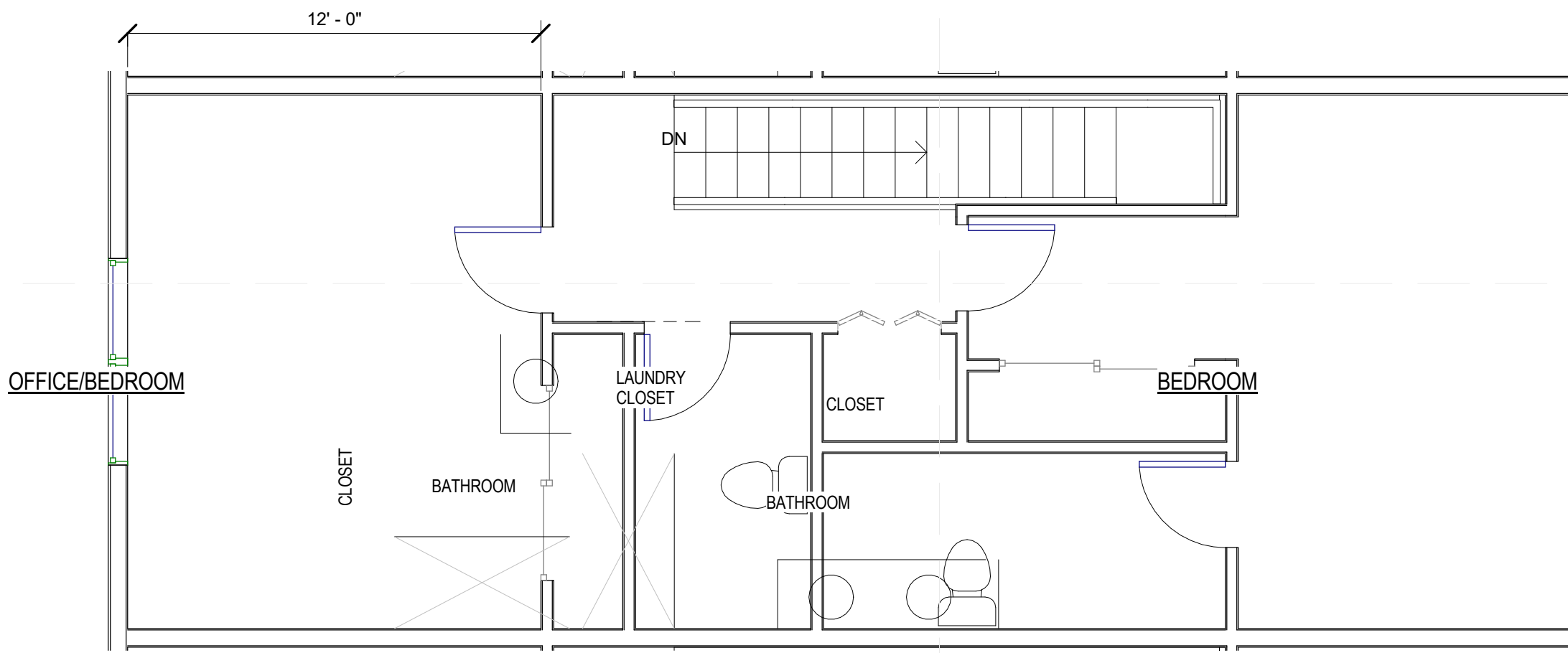
003

SHEET OF

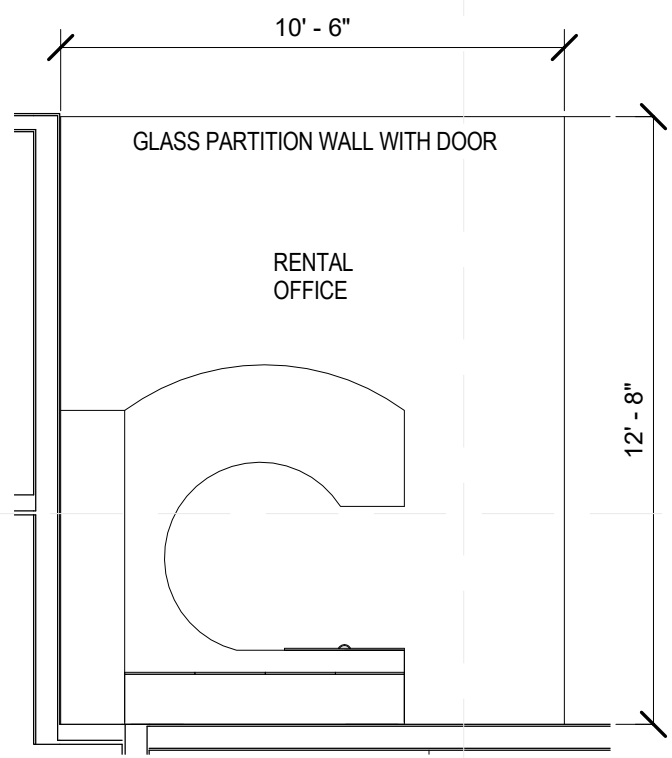
CONFIDENTIAL



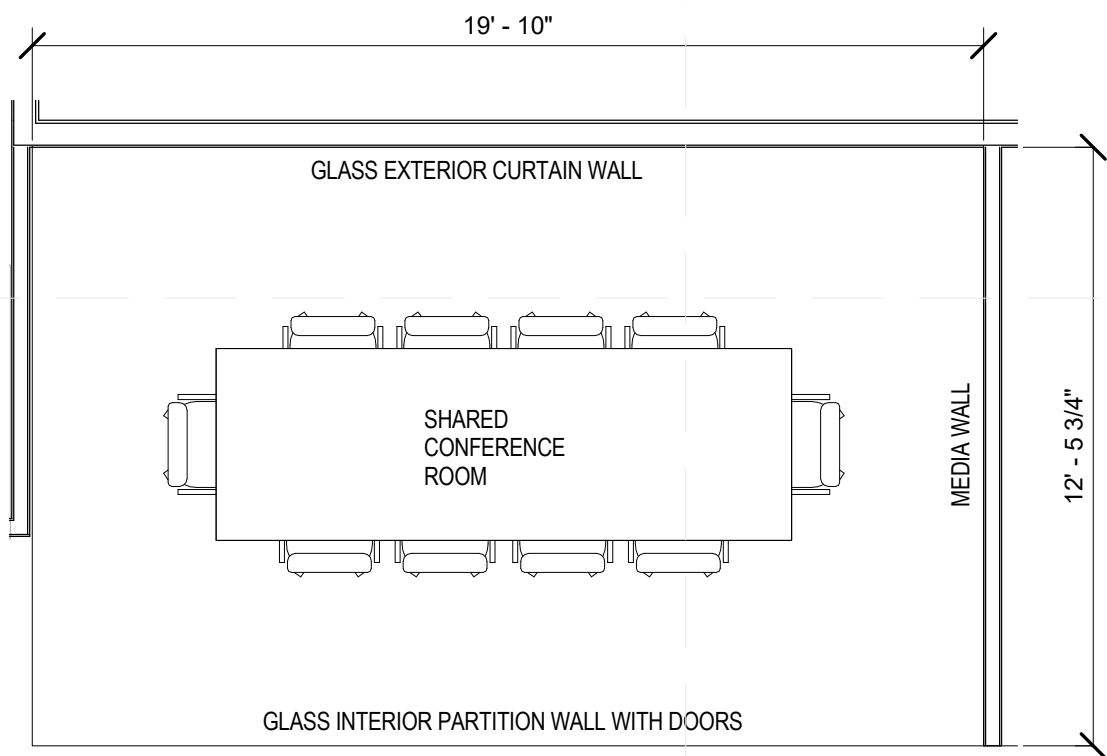
1 ENLARGED UNIT FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 ENLARGED UNIT SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



3 ENLARGED TYPICAL OFFICE
SCALE: 1/4" = 1'-0"



4 ENLARGED CONFERENCE ROOM
SCALE: 1/4" = 1'-0"



Conceptual Plan Review Committee
8/12/2020

Item: 3 N. Wilke Rd. - T1705

Department: Planning & Community Development

Requested Action

1. Special Use Permit to permit "Motor Vehicle Sales" in the B-2 District.

Variations Required

1. None identified at this time.

Recommendation

The Staff Development Committee reviewed the proposed Special Use Permit Request to allow motor vehicle sales on the subject property, and requires additional information in order to make a recommendation. The additional information required is as follows:

1. The petitioner shall provide a written justification demonstrating compliance with the standards for Special Use Permit approval as outlined in Chapter 28, Section 8.5 of the Arlington Heights Municipal Code.
2. The applicant shall provide Staff with additional information on hours of operation as well confirm the employee count.
3. The petitioner shall work with Village Staff to develop a landscape plan for the site. Onsite landscaping will be evaluated during the Plan Commission review process. Missing or deficient landscaping must be provided or replaced.
4. As part of the Plan Commission process, the number of on-site available spaces shall be verified by the petitioner via a code-compliant striping plan, as well as written proof of a parking agreement with the property to the east.
5. The petitioner shall provide Staff with information on vehicle delivery and loading operations, including the anticipated number of deliveries and the hours during which vehicle loading/unloading will occur.
6. Vehicle test driving shall only be allowed on major and secondary arterial

streets and collector streets, as defined by the Village's Thoroughfare Plan.

7. All motor vehicles sold or leased from this site, including all Internet and on site sales, shall be reported to the State of Illinois and shall include this Arlington Heights location as the point of sale in order to allow the Village to capture the municipal share of sales tax revenue. Further, the petitioner is required to obtain a business license from the Village of Arlington Heights and on said license shall include the State of Illinois sales tax identification registering this site with the State of Illinois.

8. These are just 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

Type

Board or Commission Report

Exhibits

Exhibits



VILLAGE OF ARLINGTON HEIGHTS
STAFF DEVELOPMENT
COMMITTEE REPORT

Temp File Number: T1705

Project Title: 3 N. Wilke Rd. Auto Sales
SUP

Address: 3 N. Wilke Rd.

PIN: 03-30-313-047-0000

To: Conceptual Plan Review Committee

Prepared By: Jake Schmidt, Assistant Planner

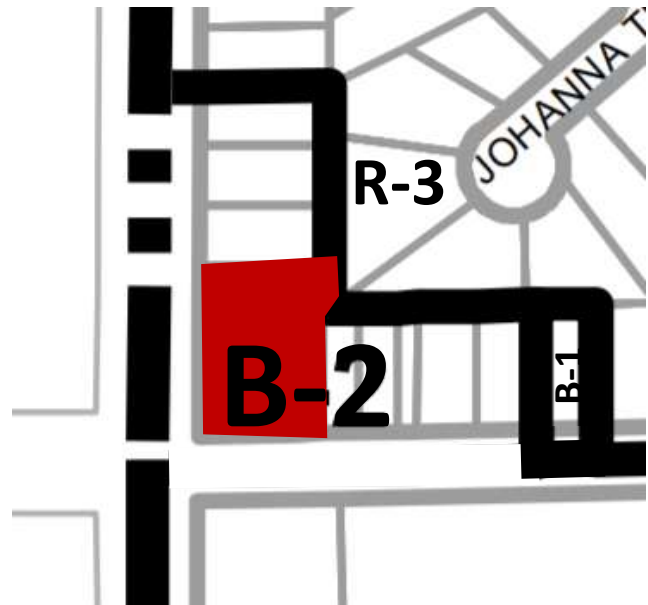
Meeting Date: August 12 2020

Date Prepared: August 7 2020

Petitioner: Syed Miah

Address: 3 N. Wilke Rd.
Arlington Heights, IL 60005

Existing Zoning: B-2: General Business District
Comprehensive Plan: Commercial



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-2: General Business District	Wilke Commons Shopping Center	Commercial
South	B-2: General Business District	Westgate Park & Shop	Commercial
East	B-2: General Business District	TNT Snack Shop	Commercial
West	Single Family Uses – City of Rolling Meadows	Single Family Homes	City of Rolling Meadows

Requested Action:

1. Special Use Permit to permit “Motor Vehicle Sales” in the B-2 District

Variations Required:

1. None identified at this time.

Project Background:

The subject property is located at 3 N. Wilke Rd., and is currently developed with a 4-pump Marathon gas station, a 1,600 SF auto-repair facility (Wilke Automotive) with 4 bays, and a 400 SF convenience store.

The petitioner is proposing to add the sale of used motor vehicles to the existing services offered at the subject site. Vehicles would be stored on-site, and sales processed from the existing 400 SF convenience store portion of the facility. 3 persons are employed by the facility.

Hours have not been provided for vehicle sales, though vehicle sales hours would be governed by State regulations. Per Illinois Secretary of State regulations, vehicle sales can be conducted from 9AM to 8PM Monday-Thursday, and from 9AM to 6PM on Saturdays. Vehicle sales cannot be conducted on Sundays. The hours of the Gas Station (6AM-10PM Monday-Saturday, 7AM-9PM on Sunday) and Motor Vehicle Service Center (7AM-5PM Monday-Friday, 8AM-1PM Saturday, Closed on Sunday) are not proposed to change. As part of the petition, the applicant shall provide Staff with additional information on hours of operation for the auto sales business, confirm the hours of operation for the existing gas station and auto repair facility, and confirm the overall employee count.

Zoning and Comprehensive Plan

The subject property is located within the B-2 Zoning District, and the proposed use is classified as “Motor Vehicle Sales”, which is a Special Use within this Zoning District. To proceed forward, the Plan Commission must review and the Village Board must approve a Special Use Permit for the subject property. In order to demonstrate conformance with the standards of approval for a Special Use Permit, the petitioner must provide a written justification to the following criteria:

- 1. That said special use is deemed necessary for the public convenience at this location.**
- 2. That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.**
- 3. That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.**

The subject property is designated as appropriate for commercial uses per the Comprehensive Plan of the Village of Arlington Heights. The proposed sale of vehicles is compatible with this designation.

Building, Site Plan, and Landscaping

The applicant has not identified any site alterations as part of the proposed project. During the formal Plan Commission review process, staff will evaluate the condition of the parking lot to determine if any repairs, resurfacing, or restriping is needed. Additionally, staff will also evaluate the existing site landscaping to ensure that it conforms to all code requirements where necessary and feasible. Opportunities for additional landscape screening along Wilke Road and Campbell

Street will be explored, as well as opportunities to add landscaping to existing parking areas and along the building perimeter.

Traffic and Parking

The total parking requirement for the proposed facility is based off of the respective uses within the building, broken down by the gross square footage or unit count of each use. Retail space was assessed at ratio of 1 space per 300 square-feet, and the auto repair space was assessed at a ratio of 1 space for each employee and 3 spaces per each lift. A preliminary parking estimate is shown in **Table I** below:

Table I: Required Parking

ADDRESS	TENANT	CODE USE	GROSS SQUARE FOOTAGE	NUMBER OF EMPLOYEES	NUMBER OF SERVICE BAYS	PARKING REQUIREMENT	PARKING REQUIRED
3 N. Wilke	Marathon Gas and Service Station	Retail Store	300	N/A	N/A	1 per 300 sq. ft.	1
		Auto Service Station	1600	3	4	1 per employee plus 3 per service	15
		Auto Sales	100	N/A	N/A	1 per 600 sq. ft.	1
Total Square Footage			2,000	Total Required			17
						Total Provided*	23
						Surplus / (Deficit)	6

Handicap Parking Required	1	* Includes the following: 8 spaces (1 adjacent to each pump), 4 interior bay spaces, 7 faded striped spaces (one of said spaces is non-conforming due to poor access) , and 4 spaces to the rear of the building.
Handicap Parking Provided	0	

Per the Staff analysis, a total of 17 spaces would be required for the proposed facility. The subject site is currently improved with 23 spaces, resulting in a code-required parking surplus of 6 parking spaces. This surplus is adequate for accommodating the proposed outdoor vehicle storage, though it should be noted that if the project proceeds forward Staff is likely to recommend a limit on vehicles offered for sale based upon the site parking surplus. Additionally, the site requires 1 Handicapped Parking Space per the Illinois Accessibility Code. Additionally, 4 spaces appear to be encroaching onto the property to the east, and 1 on-site space appears inaccessible due to obstructions. As part of the Plan Commission process, the number of on-site available spaces shall be verified by the petitioner via a code-compliant striping plan, as well as with written proof of a parking agreement with the property to the east. To demonstrate that all uses on site will have adequate parking, the aforementioned striping plan shall also show the areas in which vehicles for sale will be stored, where vehicles undergoing service will be stored, and where vehicles accessing the retail or auto sales portion of the business can park.

Section 6.12-1 of the Zoning Code states that projects requiring a Plan Commission review do not need to provide a full traffic study if the project:

1. Comprises less than 5,000 square feet in floor area, and;
2. Is located along a major or secondary arterial street as defined by the Village's Thoroughfare Plan.

As the property is located along Wilke Road (designated a secondary arterial in the Village's Thoroughfare Plan), and the petitioner is proposing no changes to the site or building, the scope of this project falls under the 5,000 square foot threshold outlined in the Zoning Code, and a traffic and parking study is not required.

The petitioner shall provide Staff with information on vehicle delivery and loading operations, including the anticipated number of deliveries and the hours during which vehicle loading/unloading will occur. Additionally, the petitioner shall provide details on expected customer traffic generated by the auto sales business.

With respect to bicycle parking, the provision of bicycle parking spaces is required when the use of a space changes to a more intense use. The regulations specifically state that bicycle parking spaces are required when "a change in use results in the requirement for additional off-street motor vehicle spaces". As there is an increase in the number of required vehicular spaces for the facility from the previous mix of uses, additional bicycle parking spaces are required as part of this petition. Motor Vehicle Sales Uses require 1 bicycle parking space per 12,000 SF of floor area, with a minimum of 2 spaces. Automobile Service Uses require 1 bicycle parking space per 40 employees, with a minimum of 2 spaces. Retail Uses require 1 space per 6,000 SF of floor area, with a minimum of 2 spaces. As such, 6 total bicycle parking spaces are required.

RECOMMENDATION

The Staff Development Committee reviewed the proposed Special Use Permit Request to allow motor vehicle sales on the subject property, and requires additional information in order to make a recommendation. The additional information required is as follows:

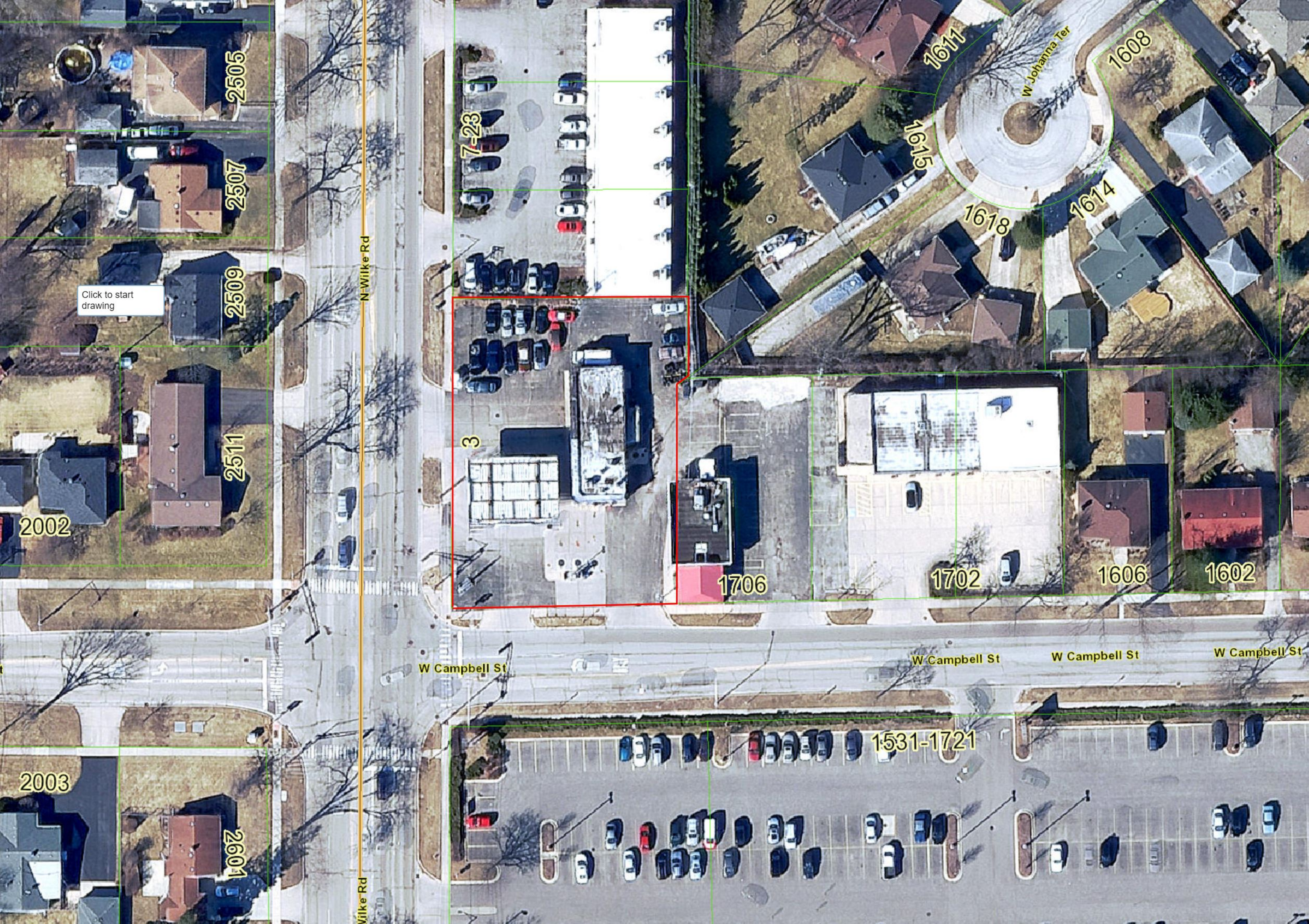
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7. All motor vehicles sold or leased from this site, including all Internet and on site sales, shall be reported to the State of Illinois and shall include this Arlington Heights location as the point of sale in order to allow the Village to capture the municipal share of sales tax revenue. Further, the petitioner is required to obtain a business license from the Village of Arlington Heights and on said license shall include the State of Illinois sales tax identification registering this site with the State of Illinois.
8. These are just 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 7, 2020

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1705



North



E

PLAT OF SURVEY ALTA \NSPS LAND TITLE SURVEY by Michael J. Emmert Surveys, Inc.

S

1" = 16 FT.
VERIFY SCALE
AGAINST THIS
GRAPHIC
BEARINGS IS ASSUMED

(STRIP SHOPPING)

