



Village of Arlington Heights
Plat and Subdivision Committee
Community Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
July 23, 2014
6:30 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Boys Scouts of America - T1462
617 E. Golf Rd.
Land Use Variation
- B. Honquest Furniture Repair - T1463
601-A W. Campus Dr.
Land Use Variation

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: Boy Scouts of America - T1462

Department: Planning & Community Development

BACKGROUND

A Land Use Variation to allow general merchandise sales in the O-T district to allow a 'Scout Shop'.

A variation from Chapter 28, Section 5.1-9.2 from the Conditions of Use, to allow delivery to or from the premises of goods, merchandise or wares.

A variation from Chapter 28, Section 6.12-1(3) Traffic Engineering Approval, to waive the requirement for a traffic and parking study from a Certified Traffic Engineer.

RECOMMENDATION

The Staff Development Committee is generally supportive of the Land Use Variation subject to the following:

1. Submittal of a Plan Commission application for formal review and public hearing.
2. A tenant roster identifying a current list of tenants/vacancies and the amount of square footage they each occupy shall be provided to determine the parking requirement for this site.
3. Parking counts over a three day period at this site shall be conducted and provided to demonstrate that the site has sufficient parking.
4. Arlington Heights shall be noted as the point of sale for retail items sold in the Scout Shop.
5. These are preliminary comments only. Additional comments may be provided during formal review.

ATTACHMENTS:

Description

Staff Report

Narrative

Location map

Type

[Report](#)

[Correspondence](#)

[Exhibits](#)

STAFF DEVELOPMENT COMMITTEE REPORT

To: Plat and Subdivision Committee
Prepared By: Latika Bhide, Development Planner
Meeting Date: July 23, 2014
Date Prepared: July 17, 2014
Project Title: Northwest Suburban Council of the Boy Scouts of America
Address: 617 E. Golf Road, Suite 110

BACKGROUND INFORMATION

Petitioner: Ray Okigawa on behalf of Northwest Suburban Council of the Boy Scouts of America
Address: 1240 West Northwest Highway
 Palatine, IL 60067

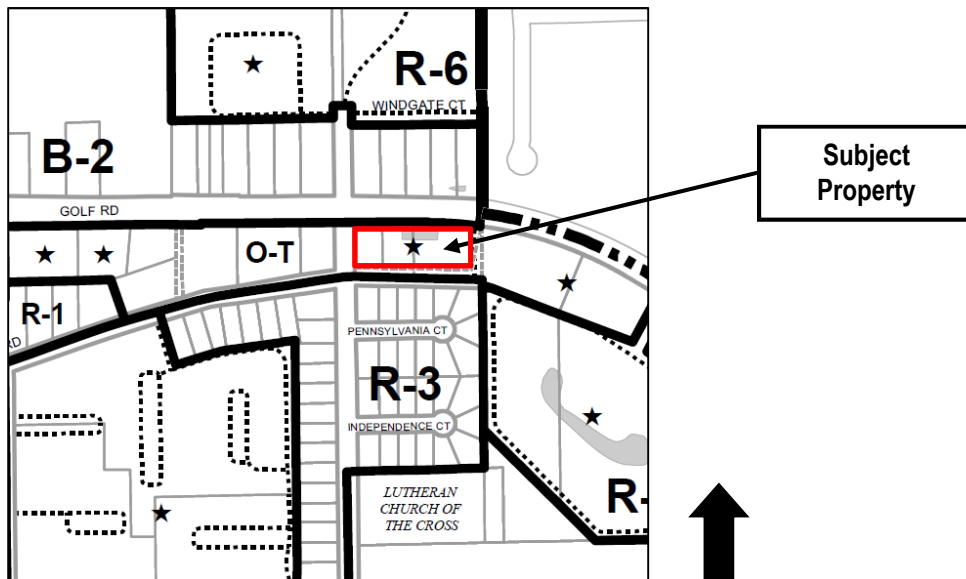
Existing Zoning: O-T (Office Transitional)

Requested Action:

- A Land Use Variation to allow general merchandise sales in the O-T district to allow a 'Scout Shop'

Variations Identified:

- Chapter 28, Section 5.1-9.2 from the *Conditions of Use*, to allow delivery to or from the premises of goods, merchandise or wares;
- Chapter 28, Section 6.12-1 *Traffic Engineering Approval*, to waive the requirement for a traffic and parking study from a Certified Traffic Engineer.



Surrounding Properties

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-2 General Business	Commercial (Go-Go Center)	Commercial
South	R-3 One-Family Dwelling	Single Family Residences	Single Family Detached
East	O-T Office Transitional	Office (Advocate Medical Group)	Offices only
West	O-T Office Transitional	Single Family Residence	Offices only

Background

The subject property is approximately 2.6 acres in area with three free-standing buildings totaling approximately 33,782 square feet in tenant space. A Final Planned Unit Development approval was granted for the property in 1986. The existing parking lot is located along the south, east and west building elevations and has a total of 131 parking spaces that are accessible via driveways along Golf and Goebbert Roads.

The petitioner, Northwest Suburban Council of the Boy Scouts of America is proposing to relocate the Scout Shop and Council Service Center to this location from Mount Prospect. Northwest Suburban Council of the Boy Scouts of America is interested in leasing an approximately 7,861 square feet tenant suite at this location. Approximately 2,000 square feet (approximately 25%) of the tenant space will be designated for the *Scout Shop* and the remaining area will be used as office space. Offices are a permitted use in the O-T district; however, the *Scout Shop* is classified as a General Merchandise Store and is not permitted in the O-T district. Therefore a Land Use Variation is necessary for this retail component.

According to the summary provided, the Service Center has 19 full and part-time employees and the Scout Shop has 2 employees. A dedicated external entrance is not being proposed for the Scout Shop. One main visitor entrance is proposed, with a reception area for the office and an internal entrance to the Scout Shop. The Scout Shop will be open between the hours of 9:00 a.m. and 6:00 p.m. from Monday through Friday and between 9:00 a.m. and 3:00 p.m. on Saturday. The Council Service Center will be open between the hours of 9:00 a.m. and 5:00 p.m. from Monday through Friday. The applicant expects that no more than 3 or 4 visitors shall be present at the Council Service Center and Scout Shop at any time.

Zoning and Comprehensive Plan

The site is currently zoned O-T Office Transitional District. Pursuant to the Village's Zoning Ordinance, General Merchandise Sales is not permitted in this district; therefore the petitioner must submit a written justification based on the following hardship criteria:

- **The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone; and**
- **The plight of the owner is due to unique circumstances; and**
- **The variation, if granted, will not alter the essential character of the locality.**

The Village's Comprehensive Plan designates this property as 'Offices only'. As only approximately 25 percent of the tenant space is used for Retail Sales and the rest as offices, the proposed action can be considered consistent with the Village's Comprehensive Plan.

Building and Site Related Issues

The applicant has indicated that no new internal demising walls are planned. Some existing built-in work areas are proposed to be converted to a meeting room, a doorway is proposed to be installed between an existing room and the new Scout Shop, a wall within the Scout Shop area proposed to be removed, and a door installed between the Scout shop and reception area.

Because two different use groups, Mercantile and Office, are proposed to be located within this tenant space, rated separation between the uses will be required per Code. The petitioner's architect should meet with the Building Department as soon as possible to ascertain what building code improvements will be necessary.

Building, Site, and Landscape Related Issues

The Petitioner is not proposing any exterior modifications therefore Design review is not required. The property was developed as a Planned Unit Development and must remain in conformance with the approved plans, including landscape plans.

Traffic & Parking Related Issues

The following is a breakdown of parking requirements for this use:

			<u>Spaces</u>
Retail:	2,000	1:300 sf	7
Work Area:	5,861	1:300 sf	20
TOTAL REQUIRED:			27

A total of 131 parking spaces are provided for this development. Per the Zoning Ordinance, a Traffic and Parking study is required for projects seeking a Land Use Variation that are 5,000 square feet or more in floor area and located on a major or secondary arterial street. Staff supports a variation to not require a full study, but in lieu of, would recommend a parking analysis. This analysis should include parking counts at the site over a three day period (2 weekdays and Saturday).

The following variations are requested:

- **Chapter 28, Section 5.1-9.2 from the Conditions of Use, to allow delivery to or from the premises of goods, merchandise or wares;**
- **Chapter 28, Section 6.12-1(3) to waive the required Traffic and Parking Study.**

The petitioner must submit a response to the variation hardship criteria.

Recommendation

The Staff Development Committee is generally supportive of the Land Use Variation subject to the following:

1. Submittal of a Plan Commission application for formal review and public hearing.
2. A tenant roster identifying a current list of tenants/vacancies and the amount of square footage they each occupy shall be provided to determine the parking requirement for this site.
3. Parking counts over a three day period at this site shall be conducted and provided to demonstrate that the site has sufficient parking.
4. Arlington Heights shall be noted as the point of sale for retail items sold in the *Scout Shop*.
5. These are preliminary comments only. Additional comments may be provided during formal review.

July 17, 2014

Bill Enright, Deputy Director of Planning and Community Development

C: Diana Mikula, Interim Village Manager
All Department Heads

NARRATIVE

The Northwest Suburban Council of the Boy Scouts of America is considering leasing office space at 617 E. Golf Rd. in Arlington Heights for their council service center. The primary function of the council service center is office and meeting space, and a secondary function is a Scout Shop to sell merchandise like uniforms, handbooks, badges, etc. to members and leaders. The Scout Shop is not intended to serve the general public, and the Boy Scouts would like confirmation that the use is permitted within their suite.

The Northwest Suburban Council of the Boy Scouts of America serves approximately 6,000 youth and 2,800 adult volunteers in 33 northwest suburbs.

Here is some background information:

There are 3 office buildings located at 617-657 E. Golf Rd., at the southeast corner of Golf and Goebbert Roads. I believe the buildings are zoned O-T. A brochure for the properties is attached.

The Boy Scouts are interested in Suite 110 in the 617 E. Golf Rd. building.

The total square footage of the 3 buildings is approximately 33,782 SF.

Suite 110 is approximately 7,861 SF, or approximately 23% of the complex.

The area designated for the Scout shop is a little under 2,000 SF, or 25% of Suite 110 and under 6% of the office complex. The highlighted area in the attached floor plan shows the area the Scout Shop would occupy within the suite.

The office complex has 131 parking spaces with a 3.9 per 1,000 SF parking ratio. If the 3.9:1,000 parking ratio is applied to the 7,861 SF suite, the suite would require 30 car parking. The attached aerial photo shows the parking areas.

The council service center has 19 full and part-time employees, and the Scout Shop typically has 2 employees.

During a typical day, there are no more than 3 or 4 visitors at the council service center and scout shop at any one time.

Since most meetings are during the evenings, the other tenants in the office complex have left for the day so there is more than ample parking at the office complex.

Council service center hours are 9:00 AM to 5:00 PM Monday through Friday, with frequent meetings during weekday evenings and occasional meetings on Saturdays.

The Scout Shop hours are 9:00 AM to 6:00 PM Monday through Friday and 9:00 AM to 3:00 PM on Saturday.



Subject Property

Northwest Suburban Council of the Boy Scouts of America
617 E. Golf Road, Suite 110
Prepared by: The Village of Arlington Heights
Department of Planning & Community Development
July 17, 2014



Item: Honquest Furniture Repair - T1463

Department: Planning & Community Development Department

BACKGROUND

A Land Use Variation to allow “Furniture Cleaning, Refinishing and Upholstery” in the M-1 district.

A variation from Chapter 28, Section 6.12-1(3) Traffic Engineering Approval, to waive the requirement for a traffic and parking study from a Certified Traffic Engineer.

RECOMMENDATION

The Staff Development Committee is generally supportive of the Land Use Variation subject to the following:

1. Submittal of a Plan Commission application for formal review and public hearing.
2. A tenant roster identifying a current list of tenants/vacancies and the amount of square footage they each occupy shall be provided to determine the parking requirement for this site.
3. These are preliminary comments only. Additional comments may be provided during formal review.

ATTACHMENTS:

Description	Type
Staff Report	Report
Narrative	Exhibits
Location map	Exhibits

STAFF DEVELOPMENT COMMITTEE REPORT

To: Plat and Subdivision Committee
Prepared By: Latika Bhide, Development Planner
Meeting Date: July 23, 2014
Date Prepared: July 17, 2014
Project Title: Honquest Furniture
Address: 601-A W. Campus Drive

BACKGROUND INFORMATION

Petitioner: David Honquest
Address: 601-A W. Campus Drive
 Arlington Heights, IL 60005

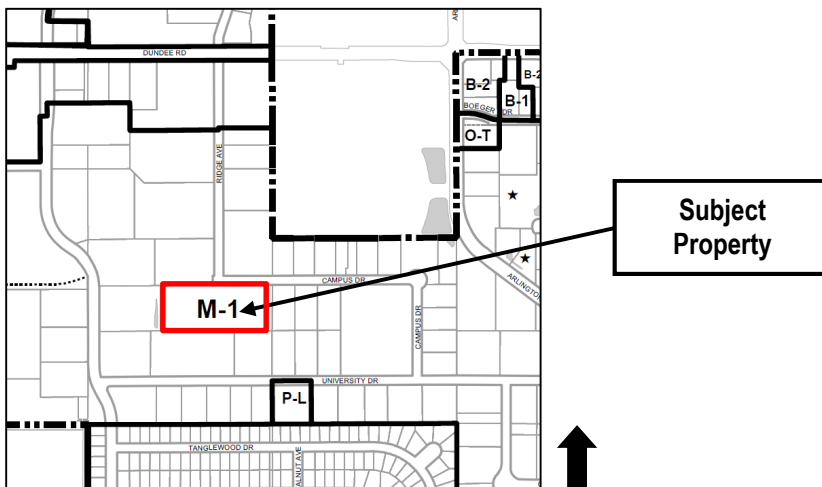
Existing Zoning: M-1 (Light Manufacturing)

Requested Action:

- A Land Use Variation to allow "Furniture Cleaning, Refinishing and Upholstery" in the M-1 district.

Variations Identified:

- Chapter 28, Section 6.12-1(3) *Traffic Engineering Approval*, to waive the requirement for a traffic and parking study from a Certified Traffic Engineer.

**Surrounding Properties**

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	M-1, Research, Development, & Light Manufacturing District	Manufacturing/Warehouse	R&D, Mfg., Warehouse
South	M-1, Research, Development, & Light Manufacturing District	Manufacturing/Warehouse	R&D, Mfg., Warehouse
East	M-1, Research, Development, & Light Manufacturing District	Manufacturing/Warehouse	R&D, Mfg., Warehouse
West	M-1, Research, Development, & Light Manufacturing District	Manufacturing/Warehouse	R&D, Mfg., Warehouse

Background

The subject property is approximately 6 acres in area with three free-standing buildings totaling approximately 95,000 square feet in tenant space. The existing parking lot is located along the perimeter of the three buildings and has approximately 290 parking spaces that are accessible via a driveway along Campus Dr.

The petitioner, Honquest Furniture is leasing an approximately 1,000 square feet tenant space within Building 'A' at this location (The petitioner had indicated that his tenant space is approximately 100 feet x 25 feet i.e. 2,500 SF, so this discrepancy must be clarified). The tenant space is located and accessible from the rear (south) side of the building.

The business provides furniture repair and restoration services. These include furniture repairs, touch-up, refinishing, antique restoration, gold and silver leafing, stripping and glazing, leather repair, etc. The petitioner has indicated that he works for interior designers fixing furniture in their client's homes and also for factory and furniture delivery services. Walk-ins are possible and occasional customers find the business through his website or word of mouth.

The petitioner applied for a Business License from the Village Of Arlington Heights. At the time, it was noted that the business would be classified as "Furniture Cleaning, Refinishing and Upholstery" per the Zoning Code which is permissible in the B-4 and M-2 zoning districts, but not in the M-1 district. The petitioner was informed that a land use variation would be necessary to continue to operate at this location.

Zoning and Comprehensive Plan

The site is currently zoned M-1 Research, Development, & Light Manufacturing District. Because the use is not permitted in the M-1 district; therefore the petitioner must submit a written justification based on the following hardship criteria:

- **The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone; and**
- **The plight of the owner is due to unique circumstances; and**
- **The variation, if granted, will not alter the essential character of the locality.**

The Village's Comprehensive Plan designates this property as 'R&D, Mfg., Warehouse'. The proposed action is not consistent with the Village's Comprehensive Plan.

Building and Site Related Issues

The petitioner has installed a spray booth within the tenant space. The petitioner should contact the Building Department as soon as possible to ensure that a permit is obtained and the booth is in compliance with all the Code requirements.

Building, Site, and Landscape Related Issues

The Petitioner is not proposing any exterior modifications therefore Design review is not required.

Traffic & Parking Related Issues

Per the Zoning Code, Establishments Engaged in Production, Cleaning, Servicing, Materials, Goods or Products, or Engaged in Research and Development require one space for each two employees plus one space for each vehicle used in the Testing or Repair of the conduct of the enterprise. This use would therefore require one parking space. There are approximately 290 parking spaces at this location.

Per the Zoning Ordinance, a Traffic and Parking study is required for projects seeking a Land Use Variation that is not adjacent to a major or secondary arterial street as defined by the Village's Thoroughfare Plan. Staff supports a variation to not require a traffic study. The petitioner should provide a tenant roster identifying a current list of tenants/vacancies and the amount of square footage they each occupy shall be provided to determine the parking requirement for this site.

The following variations are requested:

- **Chapter 28, Section 6.12-1(3) to waive the required Traffic and Parking Study.**

The petitioner must submit a response to the variation hardship criteria.

Recommendation

The Staff Development Committee is generally supportive of the Land Use Variation subject to the following:

1. Submittal of a Plan Commission application for formal review and public hearing.
2. A tenant roster identifying a current list of tenants/vacancies and the amount of square footage they each occupy shall be provided to determine the parking requirement for this site.
3. These are preliminary comments only. Additional comments may be provided during formal review.

July 17, 2014

Bill Enright, Deputy Director of Planning and Community Development

C: Diana Mikula, Interim Village Manager
All Department Heads

HONQUEST^(/)

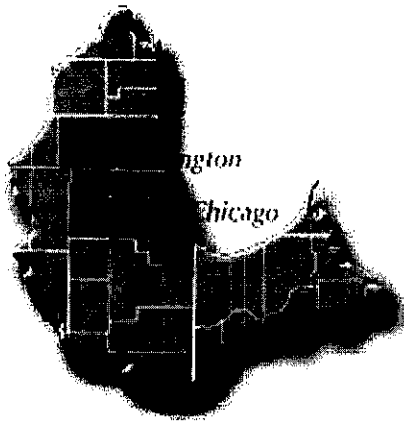
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- Minor Upholstery Repair
- Veneer Repair
- Carving & Replacement Parts
- Recliner & Desk Chair Mechanism Replacement
- Mirror and Artwork Installation
- Drapery Installation
- Pick Ups & Deliveries

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