



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
September 11, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. 1314 N. Harvard Ave. Subdivision - 4/24/19
- B. Arlington Signs & Banners - 5/22/19

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. 2025 S. Goebbert Rd. Townhomes - T1655
Subdivision, Rezoning, Comp Plan Amendment, PUD, Variations

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
9/11/2019

Item: 1314 N. Harvard Ave. Subdivision - 4/24/19

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
1314 N. Harvard Ave. - 4/24/19	Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE**

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

April 24, 2019

Project Title: Harvard Subdivision
Address: 1314 N. Harvard Ave.
Petitioner: Mike Schubert
Address: 1314 N. Harvard Ave.
Arlington Heights, IL 60005

Requested Action:

1. Plat of Subdivision to divide the property into two single-family lots.

Variations Required:

1. None identified at this time

Attendees: Mike Schubert, Petitioner
John Gilmore, Advisor to Petitioner
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The subject property is approximately 36,800 square feet in size (0.85 acres) and located within the Sherwood Subdivision, which was originally platted in the 1930's. The property is currently occupied by a single-family home. The property owner would like to subdivide the site into two single-family lots. The subject property was originally platted as two separate lots prior to 1974, at which point Burgoyne was vacated on the north side of the property (see below). When this ROW was vacated, the previous property owner consolidated the two lots since the western lot no longer had access to a public street.

The property owner is now proposing to subdivide the property into two lots, with each lot fronting on Harvard Avenue. The existing home on the property must be demolished to accommodate for two new single-family homes.

Meeting Discussion:

Mr. Schubert introduced the project, explaining that he wanted to subdivide his property into two lots. He outlined some of the background history of the area when Burgoyne (on north side of subject property) was still a ROW, but was then vacated and purchased by the property owners abutting the vacated ROW. Both of the two proposed lots would be 91.5 feet in width and would face Harvard Avenue. The lots would be about 200 feet deep and would each be around 18,000 square feet in area. There was some concern that there may be a water line in the vacated ROW that was now part of the subject property, however, the Water Department has been out to the site and confirmed that there is no active water line. The Public Works Department has stated that there is a sewer line but that it has been capped and vacated.

Mr. Hubbard stated that the property is in the R-1 zoning district, which allows minimum lot sizes of 15,000 square feet. The petitioner is proposing two 18,000 square foot lots, which conforms to the minimum lot size requirement of the R-1 district. The Comprehensive Plan has the subject property designated as "Single-Family Detached Estate 1", which is compatible

with the current R-1 zoning. A preliminary analysis of the proposed lot sizes in comparison to the other lot sizes in the vicinity shows that the proposed sizes are generally compatible with the existing lots within the neighborhood. To the east of the property is all R-1 zoned land, to the west of the property is mostly R-3 zoned land. The surrounding lot sizes varied depending on which district the lots were in. Staff's analysis included both R-1 and R-3 property, but it may make most sense to compare the development to the properties with the same zoning, i.e. the R-1 properties.

Staff was generally supportive of the subdivision, pending further analysis of the proposed lots sizes in comparison to the existing lot sizes in the vicinity. Mr. Hubbard explained to the petitioner that the required front yard setback, that would need to be shown on the plat, would be the average of the existing setbacks of the homes on the frontage.

Mr. Gilmore commented that the lots on the frontage north of the subject property were much smaller than the sizes of the lots that they were proposing.

Mr. Hubbard said that if the subdivision was approved, any new home on the subject property would need to submit for Design Commission approval. A tree survey was also required so that the Village could determine if there were any large and significantly old trees that may be worth preserving. The petitioner should be aware that easements may need to be abrogated within the vacated ROW if there are easements there that are not needed, and he should be aware of any utilities in the vacant ROW that may need to be removed to accommodate for a new house.

Commissioner Sigalos said that he took a drive by the site and didn't have any issues at this time relative to the lots sizes of the proposed subdivision.

Commissioner Jensen said he didn't have any questions about the proposal.

Commissioner Green said he was not usually in favor of splitting larger lots into smaller lots. This subdivision may be viable since the property was previously two lots before, and would just going back to its original state. He was generally in favor of the subdivision, although he would hold off final judgement until staff has finished their analysis of lot sizes in the vicinity.

Mr. Gilmore said that they had analyzed some of the neighboring lots and they believed that the proposed lot sizes were in the top 75% in terms of size when compared to the other lots in the area.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

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



**Conceptual Plan Review Committee
9/11/2019**

Item: Arlington Signs & Banners - 5/22/19

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Arlington Signs & Banners - 5/22/19	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 22, 2019

Project Title: Arlington Signs & Banners Land Use Variation

Address: 1312 W. Northwest Hwy.
Arlington Heights, IL 60004

Petitioner: Stella Sellers
Arlington Signs & Banners
1312 W. Northwest Hwy.
Arlington Heights, IL 60004

Requested Action:

1. Land Use Variation to permit a Sign Painting Shop (Enclosed) in the B-2 District

Variations Required:

2. A variation from Chapter 28, Section 10.4 (Schedule of Parking Requirements) to reduce the required off-street parking from 25 spaces to 15 spaces.

Attendees: Monte Sellers, Arlington Signs & Banners
Stella Sellers, Arlington Signs & Banners Group
James Ventrella, Property Owner
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
Jake Schmidt, Assistant Planner
Sam Hubbard, Development Planner

Project Summary:

The subject property is located west of the intersection of Northwest Highway and Princeton Avenue, and is zoned B-2, General Business District. The site is developed with a two-story, 5,200 square foot commercial building with 5 one-bedroom second-floor residential units. The building is served by a parking lot immediately east of the subject site, which is shared with the neighboring building to the east. The parking lot is accessible via one driveway along Princeton Avenue.

Arlington Signs and Banners (represented by the petitioner) presently occupies a 1,100 square-foot space within the building. The business had signed a lease and was in the process of occupying the space prior to obtaining Zoning approval. Arlington Signs and Banners is classified as a "Sign Painting Shop (Enclosed)" per code, which is permitted only in the B-3 and B-4 Zoning Districts. The non-compliance with zoning code was identified at the time of Business License Application; there was no building permit submitted as part of the occupancy process. Other tenants within the subject site include RL Films and the Wheeling Township Democrats' office, which are both office uses.

Arlington Signs and Banners is a long-standing Arlington Heights business, which previously operated out of a site at 818 W. Northwest Highway (Zoned B-3). The company provides multiple products and services, including:

- | | | |
|---------------------------|----------------------|----------------------------|
| •Banners | •Retail Store Signs | •ADA Signs |
| •Exterior Channel Letters | •Graphic/Logo Design | •Boat/RV Vinyl Lettering |
| •Full Color Digital Signs | •Magnetic Signs | •Wood/Sand Blasted Signs |
| •Window Lettering | •Vehicle Lettering | •Small Decals and Labels |
| •Lot & Site Signs | •Real Estate signs | •Name Badges |
| •Directional Signs | •Architectural Signs | •Trade Show Graphics/Signs |

- Sign Installation

Some products (such as channel-cut letters) are produced off-site and delivered to the Arlington Signs and Banners location for installation.

The business employs four individuals, and has no company vehicles.

Meeting Discussion:

Mr. Sellers began by providing history of his business, which has had three locations within Arlington Heights since 1999. The business has recently left 818 W. Northwest Highway, and have moved to 1312 W. Northwest Highway. After moving locations, they discovered that the location at 1312 W. Northwest Highway was not zoned appropriately for a sign business. Arlington Signs and Banners does not paint signs, form letters, or weld. The business designs signs via a vector graphics program, and then prints signs with a plotter. Most signs are vinyl graphics on plastic or aluminum.

Commissioner Green asked **Mr. Schmidt** to provide the Staff Report.

Mr. Schmidt began by stating that the petitioner is seeking to operate a "Sign Shop – Enclosed", which is not permitted in the underlying B-2 Zoning District. As such, a Land Use Variation is required to lawfully operate the business out of the location at 1312 W. Northwest Highway.

Arlington Signs and Banners is a long-standing Arlington Heights business, and provides signs, banners, and lettering. The company also provides channel cut letters and larger signs, though these are produced off-site. As the petitioner is seeking a Land Use Variation, they will have to provide a written response to Land Use Variation criteria as outlined in the Plan Commission Application packet.

The subject site is designated as Single Family Attached in the Village Comprehensive Plan. The proposed use and existing zoning is not compatible with this designation.

As part of this process Staff has reviewed existing landscaping on site, and noted missing screening along the north and east property lines. The required dumpster screening is also missing, in addition to a required tree within the parking lot landscape island. The Village will be working with the property owner to provide these required items. If not addressed as part of this process, the nonconformance will be handled as a code enforcement matter, and will not negatively impact the petitioner's ability to move forward with this process.

15 unstriped parking spaces are provided on the subject site. Per the mix of uses within the two buildings utilizing the parking lot, 25 spaces are required per code, resulting in a 10 space parking deficit. Therefore a variation is required from Chapter 28, Section 10.4 (Schedule of Parking Requirements) to reduce the required off-street parking from 25 spaces to 15 spaces. In order to demonstrate that sufficient parking is provided on site, the petitioner will have to provide a parking survey encompassing two weeks of hourly counts, on three days each week including a Saturday if the business operates on a Saturday. The petitioner will also have to provide a written response to Variation criteria as outlined in the Plan Commission Application packet.

Historically, there has been a conflict with the property immediately west of the subject site. In 2016, the property owner to the west reached out to the Village regarding the feasibility of replacing the eastern portion of their parking lot with grass, due to users of the subject site utilizing that portion of the parking lot. This replacement of the parking lot did not move forward. If any parking agreement has been secured for utilization of the parking lot, information on this agreement should be provided to the Village.

With respect to a traffic study, a traffic study is not required for a project of this scale.

Staff is generally supportive of the proposed Land Use Variation, subject to provision of written responses to variation criteria, provision of the requested parking survey, and provision of required landscaping and screening.

Commissioner Sigalos asked if the parking lot to the west was the parking lot used by the subject property.

Mr. Sellers stated that the parking lot to the west is owned by Premier Title. The spaces on that side of the building are not used by Arlington Signs and Banners.

Commissioner Green asked if tenants used the referenced parking lot.

Mr. Ventrella stated that nobody used the referenced parking lot.

Mr. Sellers stated that the violin shop's students will sometimes park in the west lot. **Mr. Sellers** stated that he will usually park on the street, or next to the dumpsters within the eastern lot.

Commissioner Green stated that the issue is not that Arlington Signs and Banners staff uses the lot to the west, but that at some point tenants within the subject property were utilizing the western parking lot.

Mr. Sellers stated that 911 Tech Repair used to be on the subject property, but that they have since moved out. **Mr. Sellers** had previously believed that the western parking lot belonged to the subject property, but discovered it did not after moving in.

Commissioner Jensen asked if the parking lot to the west was where the issue had been occurring.

Mr. Schmidt confirmed that the parking lot to the west was where the issue had been occurring.

Commissioner Jensen asked **Mr. Ventrella** what the status was on this issue with the owner of the western parking lot.

Mr. Ventrella stated that the owner of the lot owned the single family home north of the subject site, and that **Mr. Ventrella's** property was in the way. Tenants of the neighboring property left two cars abandoned in the lot, which remained for years. Police contacted **Mr. Ventrella** about the abandoned vehicles. Signs were later posted in the parking lot.

Mr. Ventrella stated that, with respect to beautifying the lot, he was approached by Village officials about purchasing or renting the parking lot to the west. The owner of the parking lot to the west had applied for a permit to remove the parking lot and install grass. The owner of the property to the north did not maintain the grass on the single-family property. He doesn't think that adding grass would make sense. The referenced issue has not been a problem for two to three years.

Commissioner Green asked who would be parking in the western lot. He suggested that possibly customers were confused about who owned the lot to the west.

Mr. Ventrella stated that it is possible that some of his tenants park there periodically when his lot has snow removed.

Commissioner Sigalos asked **Mr. Sellers** how many employees Arlington Signs and Banners had.

Mr. Sellers stated that it was him and his wife, a part-time employee, and occasionally his children. The need for parking is minimal. Customers of Arlington Signs and Banners turn over rapidly, usually only staying for drop-off or pick-up. There is rarely a need for more than three spaces.

Commissioner Sigalos stated that he had no further questions.

Commissioner Green stated that he believed the parking survey would provide information on parking lot usage during busy times. He stated that it is unfortunate that the petitioners signed a lease prior to obtaining Village approval. He believes that it is a good use, subject to resolution of parking concerns.

Mr. Ventrella stated that he cannot expand the parking lot.

Commissioner Green asked if parking was allowed on Princeton Ave.

Mr. Schmidt stated that parking was allowed in that area.

Mr. Ventrella stated that parking was allowed until 2am.

Mr. Sellers stated that there was no hourly limitation. Parking was also allowed on Yale Ave.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Jake Schmidt, Recorder



Conceptual Plan Review Committee
9/11/2019

Item: 2025 S. Goebbert Rd. Townhomes - T1655

Department: Planning & Community Development

Requested Action

1. Comprehensive Plan Amendment to change the designation of the property from "Institutional" and "Schools" to "Moderate Density Multi-Family".
2. Amendment to PUD Ordinance 78-048 and 83-104 to remove the subject property from "The Mansions" PUD.
3. Plat of Subdivision to subdivide the property to allow each townhome unit on a separate lot of record.
4. Planned Unit Development to allow a 39-unit townhome development.
5. Rezoning from the R-1 District to the R-6 District.

Variations Required

1. Variation to Chapter 29, Section 29-307a.1, Residential Lot Standards, to allow a residential lot that does not have its full frontage abutting a street.
2. Setback Variations (Front, Side, Rear) to allow the proposed townhome buildings.
3. Individual setback, coverage, and FAR variations to each subdivided townhome lot.
4. Additional variations may be identified upon submittal of detailed plans.

Recommendation

The Staff Development Committee has reviewed the Petitioner's request and is generally supportive of the rezoning, Comprehensive Plan Amendment, PUD, subdivision, amendment to ordinances 78-048 and 83-104, and the following variations:

- Variation to Chapter 29, Section 29-307a.1, Residential Lot Standards, to allow a residential lot that does not have its full frontage abutting a street.
- Setback Variations (Front, Side, Rear) to allow Buildings 1, 2, 3, 4, 8, and 9.
- Individual setback variations to each subdivided townhome lot.
- Additional variations may be identified upon submittal of detailed plans.

If the petitioner elects to proceed forward, the following items at a minimum shall be addressed:

1. For each requested variation, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which have been included below.

- The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- In 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. A Market Study assessing the market demand for a 39-unit townhome development at this particular location.

3. A Design Commission application shall be required.

4. A Landscape Plan and Tree Preservation Plan shall be required.

5. Preliminary engineering plans shall be required for preliminary plat of subdivision approval, and final engineering plans shall be required for final plat approval.

6. Land Dedication fees shall be required.

7. The petitioner shall provide a response to the Village's Multi-Family Affordable Housing Policy.

8. The development shall be limited to a maximum of 27 three-bedroom units.

9. The development must be served by a permanent means of ingress/egress. The subject property owner shall be responsible for maintenance of this area.

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

11. 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

Site Plan

Type

Board or Commission Report

Exhibits

Exhibits



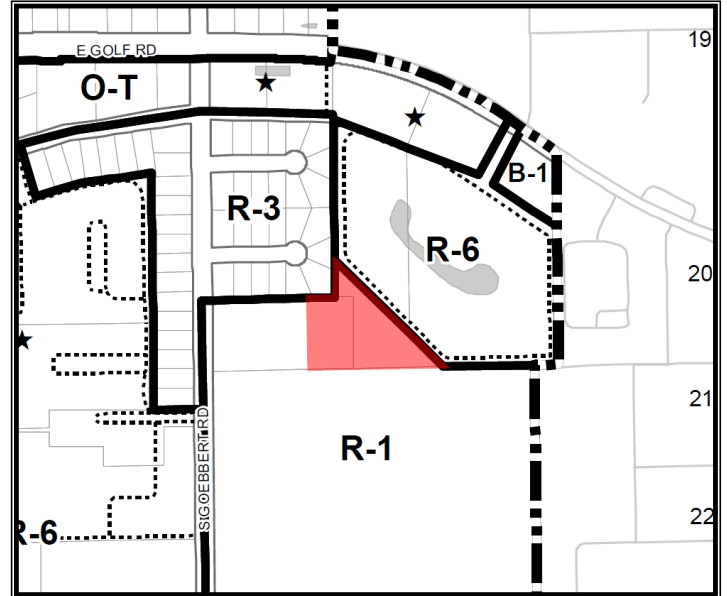
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1655
Project Title: Townhome Development
 (Crescent Developers)
Address: 2025 S. Goebbert Rd.
PIN: 08-15-104-007 and 08-15-104-050

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: September 11, 2019
Date Prepared: September 6, 2019

Petitioner: Bill Rotolo
Address: TWM Consulting
 3946 N. Lowell
 Chicago, IL 60641

Existing Zoning: R-1: One-Family Dwelling District
Comprehensive Plan: Institutional and Schools



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-1: One-Family Dwelling District	Forest View Educational Center	Schools
East	R-6: Multiple-Family Dwelling District	Multi-Family Rental Development	Moderate Density Multi-Family
West	R-1: One-Family Dwelling District	Lutheran Church of the Cross	Institutional

Requested Action:

1. Comprehensive Plan Amendment to change the designation of the property from “Institutional” and “Schools” to “Moderate Density Multi-Family”.
2. Amendment to PUD Ordinance 78-048 and 83-104 to remove the subject property from “The Mansions” PUD.
3. Plat of Subdivision to subdivide the property to allow each townhome unit on a separate lot of record.
4. Planned Unit Development to allow a 39-unit townhome development.
5. Rezoning from the R-1 District to the R-6 District.

Variations Required:

1. Variation to Chapter 29, Section 29-307a.1, Residential Lot Standards, to allow a residential lot that does not have its full frontage abutting a street.
2. Setback Variations (Front, Side, Rear) to allow the proposed townhome buildings.
3. Individual setback, coverage, and FAR variations to each subdivided townhome lot.
4. Additional variations may be identified upon submittal of detailed plans.

Project Background:

The subject property is approximately 2.87 acres in size and located to the east of the Lutheran Church of the Cross at 2025 S. Goebbert Road. Ownership of the subject property is split between two parties; 1) the Lutheran Church of the Cross, and 2) School District #214. The eastern 125' of the Church property is for sale by the Lutheran Church of the Cross, which property is currently open space and accommodates for some of the detention on the Church property. In addition to that land, the subject property is also composed of the larger open space "triangle" that is bordered by "The Mansions" residential development to the northeast, School District #214 property (used by Roosevelt University) to the south, and the rear of the Lutheran Church of the Cross property to the west. This triangle portion of the subject property is owned by School District #214, which purchased it last year with the intention of using it for additional recreation fields. The School District is no longer contemplating recreational fields in this area and has put the property up for sale. A developer is interested in both properties and is proposing a 39-unit townhome development on the sum of the two properties.

Access to the townhomes would come through the existing Lutheran Church parking lot, which would have its main access drive widened slightly to make it appear more like a road. This access drive would be owned by the Lutheran Church, and a permanent access easement would be granted to the townhomes to the rear, which townhomes would ultimately have the maintenance responsibility for this easement area. It should be noted that parking spaces serving the church property would be directly accessible from this access road. For emergency access, a secondary "emergency vehicles only" access point would be provided in the rear of the Church parking lot.

The proposed development would consist of a total of 39 units shared amongst nine townhome buildings. Each building would be up to three stories with two garage parking spaces for each unit on the first floor and two stories of living area on top. The site would provide a total of 78 garage parking spaces plus parking spaces for 12 additional cars in the driveways of Building 1 and Building 4. Finally, there would be 25 guest parking spaces distributed around the site. In sum, a total of 2.95 parking spaces per unit would be provided.

Zoning and Comprehensive Plan:

The church-owned portion of the subject property is designated as "Institutional" on the Comprehensive Plan, and the School District owned portion has a "Schools" designation. Therefore, an amendment to the Comprehensive Plan to reclassify the entire property as "Moderate Density Multi-Family" would be required to allow for this development. Furthermore, the subject property is currently zoned R-1, One-Family Dwelling District, and in order to accommodate for the proposed density of the townhomes, a rezoning into the R-6, Multiple Dwellings District is required. It should be noted that in order to comply with the density restrictions within the R-6 District, a maximum of 27 three-bedroom units would be allowed (the remaining 12 would have to be two-bedroom units or less). As part of the final PUD process, the petitioner will need to provide an anticipated ratio of three-bedroom units versus two-bedroom units.

The School District owned portion of the subject property is part of the "Mansions" PUD, which was approved in 1978 (Ord. 78-048) and amended in 1983 (Ord. 83-104). The Mansions property includes both the 8-building multi-family residential development to the northwest of the subject property, as well as the office and commercial buildings fronting on Golf Road and the 26 single-family lots located to the north and west of the subject property. In both ordinances, the subject property is referenced as to be leased to the Park District for a period of twenty years, with renewal options upon expiration of the lease. The Village has checked with the Park District and they are not actively in a lease, nor are they currently interested in pursuing options to lease or purchase of the property. In order to allow for redevelopment of the site as

townhomes, the Mansions PUD needs to be amended to remove the subject property from said PUD. As part of the Plan Commission review process, staff will verify if the reduction of the “triangle” parcel from the Mansions PUD will cause that PUD to fall out of compliance with any zoning regulation.

Additionally, the petitioner is proposing to have each townhome unit be located on its own lot of record to allow for fee-simple sale, therefore, preliminary and final plat of subdivision shall be required. Detention calculations and stormwater detention shall be required. Final engineering plans shall be required as part of final plat of subdivision approval.

Finally, since there will be multiple buildings on one zoning lot, PUD approval is required. As will be discussed below, certain variations from the Municipal Code will also be required. For each requested variation, the petitioner will need to provide a written response to each of the four hardship criteria necessary for variation approval, which have been included below:

- **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.**

Site, Building, Landscaping:

The subject property is generally shaped as a triangle and abuts existing properties on all three sides. The property is land-locked and does not have any direct frontage along a public street. The development has been designed to have access through the Church site to the west along Goebbert Road. Due to this unconventional means of access, the following variation is required from Chapter 29 of the Municipal Code:

- **Section 29-307a.1, Residential Lot Standards, to allow a residential lot that does not have its full frontage abutting a street.**

There would be approximately 43 parking spaces for the Church that are accessed from this driveway entrance into the site. The petitioner maintains that the townhomes would be granted a permanent easement over the driveway area and would be responsible for maintenance and plowing of that area. They also state that they would add curbs along the drive aisle and widen it to 27’ in width (one foot short of the standard width of a residential street) to give it more of the appearance of an access street than a drive aisle into the parking lot of the Church. Additionally, the drive aisle will be strengthened to accommodate the load of a fire truck. The petitioner should evaluate if access can be achieved from the northern drive aisle instead of the southern drive, which may have a reduced impact on parking spaces as there are only 30 spaces along the northern drive aisle (since parking on the north side is not double stacked). If primary access could be achieved via the northern drive aisle, there would be less potential for vehicular conflicts with parking spaces. Any drive aisle should include substantial space for landscaping around its perimeter. In addition, the townhomes should be provided a sidewalk connection to Goebbert Road.

As mentioned above, a secondary “emergency only” vehicle access will be provided to the townhomes, in-between Buildings 2 and 3. As part of the formal review process, fire truck turning templates must be provided showing how fire truck access will be achieved both to and through the site.

Given the land-locked orientation of the property, building setbacks require a 25-foot setback along the west (front) of the property, 10% of the lot width setback along the south and north sides of the site, and 30' rear yard setback along the northeastern property line. Buildings 1-4 and 9-8 do not appear to comply with these setbacks. The petitioner should determine if alternative layouts can achieve greater compliance with code. Staff is not concerned about the western setback abutting the church parking lot since that area is not a true front yard, however, the petitioner should determine if they can comply with the side yard setback to the north/northwest adjacent to the single-family homes. For each variation, the petitioner shall provide the necessary justification for variation approval.

Compliance with FAR, lot coverage, and other bulk requirements shall be evaluated when detailed plans are submitted. The petitioner should also do a code analysis of the Church site to determine if the reduction of land does not cause that property to exceed coverage, setback, and FAR requirements. Since the lots will be subdivided so that each townhome will sit on it's own lot, multiple variations will be needed for each townhome lot.

The petitioner will be required to submit a Design Commission application and appear before the Design Commission prior to their public hearing with the Plan Commission. Detailed landscape plans shall be required as part of the Plan Commission review process. The petitioner should also be aware of local amendments to the building code which stipulate the minimum interior size of the garage, the need for a secondary means of egress from the townhome unit (egress through a garage door does not count), and the requirement for fire protection on the rear decks if they are to be used for grilling.

Stormwater detention will need to be accommodated for the open space removed from the Church lot, as well as the development of the triangle portion. The petitioner has proposed three underground detention vaults. Currently, stormwater is absorbed into the ground within the open space of the subject property, and during high rain events the water ultimately sheet drains off and flows to the southeast corner of the site. The proposed improvements would require a lift station for the storm drain proposed at the southeast corner of the site for high rain events.

Parking and Traffic:

The overall church property is currently improved with a 99-space parking lot, as well as the church building. A variety of activities occur on the site, including service for the Lutherans on Sunday's, a separate child's day care business at the site, and a food pantry that occurs during the week. Additionally, the Lutherans lease the building to another congregation that holds service on Saturday's. The petitioner should provide a detailed assessment of all activities that occur on the site during a weekly basis, including peak times of use for each activity, number of attendees, and parking survey's to determine usage. The petitioner has stated that any improvements to the drive aisle will not cause a net reduction in parking spaces for the church. In order to determine the parking requirement for the church site, the petitioner must provide a detailed breakdown of the size of each space within the church building and the specifics of its usage. It is possible that the Church might require a parking variation to allow the existing number of parking spaces on the site to be compliant.

The Plan Commission will need to review a Traffic and Parking study by a certified traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking (including guest parking), and impacts to public streets. A parking survey including 6 days worth of survey over a period of two weeks (three days of survey each week) must be provided in order to assess impact to current parking on the site. The survey shall take into account the daycare peak, food pantry peak,

and separate Saturday and Sunday peaks for each service. If additional high traffic activities occur on the site, additional information should be provided.

As previously mentioned, guest parking will be provided via Building 1 and Building 4, which will provide additional parking spaces for 12 cars in their driveways. There will also be 25 additional guest parking spaces distributed throughout the development, which translates to a rate of 2.95 spaces per unit. It should be noted that other townhome developments within the community provide more guest parking spaces in their driveways when compared to the current proposal (the proposed development only has small percentage of units with guest parking spaces in their driveways). However, the overall development exceeds the amount of parking required by code by almost 50%.

Market Study and Affordable Housing:

In order to determine an overall need for the proposed development, the petitioner must provide an analysis of the market demand for the proposed townhome development at this location. In addition, the petitioner is required to provide a response to the Village's affordable housing requirement, which would require that 15% (6 units) be sold and deed restricted at affordable levels, or a fee in lieu of affordable units must be proposed.

RECOMMENDATION

The Staff Development Committee has reviewed the Petitioner's request and is generally supportive of the rezoning, Comprehensive Plan Amendment, PUD, subdivision, amendment to ordinances 78-048 and 83-104, and the following variations:

- Variation to Chapter 29, Section 29-307a.1, Residential Lot Standards, to allow a residential lot that does not have its full frontage abutting a street.
- Setback Variations (Front, Side, Rear) to allow Buildings 1, 2, 3, 4, 8, and 9.
- Individual setback variations to each subdivided townhome lot.
- Additional variations may be identified upon submittal of detailed plans.

If the petitioner elects to proceed forward, the following items at a minimum shall be addressed:

1. For each requested variation, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which have been included below.
 - **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. A Market Study assessing the market demand for a 39-unit townhome development at this particular location.
3. A Design Commission application shall be required.
4. A Landscape Plan and Tree Preservation Plan shall be required.
5. Preliminary engineering plans shall be required for preliminary plat of subdivision approval, and final engineering plans shall be required for final plat approval.
6. Land Dedication fees shall be required.
7. The petitioner shall provide a response to the Village's Multi-Family Affordable Housing Policy.

8. The development shall be limited to a maximum of 27 three-bedroom units.
9. The development must be served by a permanent means of ingress/egress. The subject property owner shall be responsible for maintenance of this area.
10. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
11. 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.

September 6, 2019

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1655



Map created on September 5, 2019.

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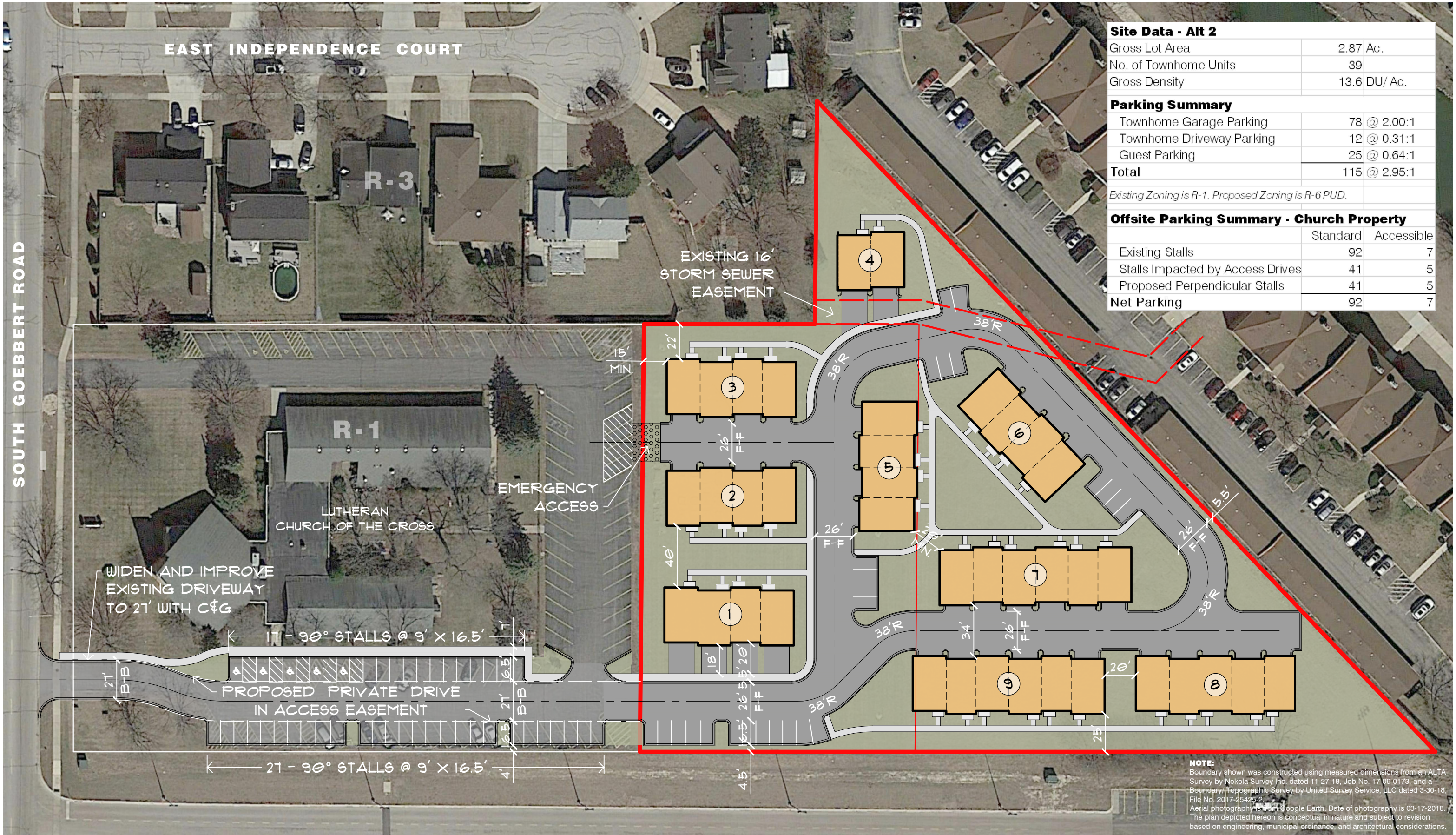
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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination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

Addresses and Parcel Lines for Photo View

Parcel Boundary





Site Data - Alt 2		
Gross Lot Area	2.87	Ac.
No. of Townhome Units	39	
Gross Density	13.6	DU/ Ac.
Parking Summary		
Townhome Garage Parking	78	@ 2.00:1
Townhome Driveway Parking	12	@ 0.31:1
Guest Parking	25	@ 0.64:1
Total	115	@ 2.95:1
Existing Zoning is R-1. Proposed Zoning is R-6 PUD.		
Offsite Parking Summary - Church Property		
	Standard	Accessible
Existing Stalls	92	7
Stalls Impacted by Access Drives	41	5
Proposed Perpendicular Stalls	41	5
Net Parking	92	7

NOTE:
Boundary shown was constructed using measured dimensions from an ALTA Survey by Nekola Survey Inc. dated 11-27-18, Job No. 17-09-0173, and a Boundary Topographic Survey by United Survey Service, LLC dated 3-30-18, File No. 2017-25425-2.
Aerial photography is from Google Earth. Date of photography is 03-17-2018.
The plan depicted hereon is conceptual in nature and subject to revision based on engineering, municipal ordinance, and architectural considerations.