



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
January 12, 2022
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Southpoint Shopping Center - 5/8/19
- B. Guidepost Montessori - 6/23/21
- C. 630 W. Northwest Hwy. - 7/14/21
- D. 1016 W. Campbell St. Subdivision - 7/14/21
- E. Credit Union Outlot - 10/27/21

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. AutoSky Detailing - 3456 N. Ridge Ave-Unit 100 - T1756
Land Use Variation for Auto Car Wash in the M-1 District

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
1/12/2022**

Item: Southpoint Shopping Center - 5/8/19

Department: Planning & Community Development

ATTACHMENTS:

Description

CPRC Minutes - 5/8/19

Type

Minutes

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

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

May 8, 2019

Project Title: Southpoint PUD Amendment (Chipotle)

Address: 711-715 E. Rand Rd.

Petitioner: Orlando Vivaqua
Soos & Associates, Inc.

Address: 105 Schelter Road
Lincolnshire, IL 60069

Requested Action:

1. Amendment to PUD Ordinance 90-014 to modify the approved development plan to allow construction of an outlet building.
2. Conceptual Special Use Permit approval for up to 7,000 square feet of restaurant space, including a drive through.

Variations Required:

- None identified at this time.

Attendees: Orlando Vivaqua, Soos & Associates
Jay Cherwin, Plan Commissioner
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The Southpoint Shopping Center PUD was subdivided earlier this year to allow the creation of a new outlet located along Palatine Road. This outlet is located in front of the Floor & Décor building located at 600 W. Rand Road and makes up the westernmost portion of the large parking lot directly in front of the Floor and Décor building. The present request is to amend the Southpoint PUD to allow development of this newly created outlet with an approximately 10,000 square foot multi-tenant commercial building. The site would include up to 7,000 square feet of “fast casual” dining, including a drive-through lane.

The subject property is part of the Southpoint Shopping Center PUD, which was approved in 1988. This PUD includes the subject property as well as the multi-tenant retail building attached to the Floor & Décor building, the Bif Furniture building and the multi-tenant retail spaces attached to the Bif furniture building, and three outlots along the Rand Road frontage. The entire Southpoint Shopping Center is subject to a lengthy Reciprocal Easement Agreement (REA) that provides for shared access and shared parking between all users within the PUD.

Meeting Discussion:

Mr. Vivaqua introduced himself and stated that the proposed project was a continuation of a project that started over a year ago with the subdivision of the property to create the outlet. Now they were ready to develop a 10,000 square foot retail building with space for a drive-through. They envisioned the building to have food related tenants on either end and a retail related tenant in the center unit, although no tenants has officially signed on to the development at this point. Parking and landscaping enhancements in the area would be done.

Commissioner Green stated that Southpoint did not have a shortage of available parking stalls.

Mr. Vivaqua agreed and confirmed that the development would fit in well with the existing shopping center and they were excited to move forward with the project.

Mr. Hubbard explained that the subject property was zoned B-3, which is a Service, Wholesale, and Motor Vehicle zoning district. In 1990 the property was granted a PUD to allow for the current Southpoint Shopping center development, and the proposed outlot building requires an amendment to this PUD. The proposed restaurants in the building will require special use permit approval if they're over 4,000 square feet in size and/or include a drive-through. Since there are no tenants known at this time, only conceptual approval can be given. When the property was subdivided to create the outlot site in 2019, staff provided the petitioner with certain site related comments, which they will need to address as this project moves forward. Design Commission review would be required. Staff would like to hear from the CPRC regarding the orientation of the building with the rear of the structure and with the drive-through lane facing north towards Palatine Road. Would this be acceptable with enhanced landscaping in this area, or should the site be re-oriented to have a strong frontal expression facing the primary viewing corridor (Palatine Road)? The petitioner should be aware that there are certain stormwater issues that need to be addressed as part of this development, which were established when the property was subdivided earlier this year. A traffic and parking study would be required, which should survey the existing parking taking place on the outlot since it is currently used as overflow parking for the Chili's and Olive Garden restaurants to the west. When the outlot was created, there was a requirement that additional overflow parking capacity would need to be created within an existing landscape island south of the outlot. The petitioner would need to confirm if any changes were needed to the existing Reciprocal Easement Agreement (REA) and/or to the Covenants, Conditions, and Restrictions (CCR's) that govern the shopping center. Shared parking and shared access had to be provided through-out the PUD and the petitioner would need to verify that there were no issues with that. The Staff Development Committee was generally supportive of this project.

Commissioner Green asked who's responsibility it would be to add the additional parking to the landscape island, the developer or the property owner?

Mr. Hubbard explained that the developer would be required to make that improvement when they building their building.

Commissioner Jensen asked if the developer owned the landscape area that would become parking.

Mr. Vivaqua replied that the developer did not own the triangular landscape area that would become parking. He thought the parking would benefit the proposed building as well.

Commissioner Cherwin asked about parking overflow and allowances for shared parking.

Mr. Hubbard responded that Southpoint had shared parking through-out the shopping center, so although there were different owners of different portions on the shopping center, they all had rights to park within the parking spaces in Southpoint.

Commissioner Cherwin encouraged the petitioner to be more creative in screening the rear of the building; he did not like the appearance of the rear of the building fronting Palatine Road. Otherwise he was very supportive of this project.

Commissioner Sigalos agreed that a different treatment was needed for the rear of the building since it faced Palatine Road.

Mr. Hubbard mentioned that there were several similar commercial buildings on Elmhurst Road in Mount Prospect adjacent to the Randhurst Mall that were oriented with the rear and drive-through facing the street, which people could drive by and get a feel for how it looked. There was extensive landscaping in these instances.

Commissioner Sigalos asked if the buildings could be reversed to face north with the drive-through lanes on the southern side.

Mr. Vivaqua responded that it might be challenging to fit everything in and have site circulation flow sufficiently if the drive-through lanes were at the rear.

Discussion ensued on similarly oriented developments with drive-throughs in the vicinity.

Commissioner Green commented that the traffic on Palatine Road was going too fast to be able to take advantage of the front facing north, so he thought that the rear of the building should face the shopping center where people would be able to enjoy it more.

Commissioner Cherwin stated that he was not opposed to that orientation, but thought that the rear facing Palatine needed to be dressed up if it were to remain facing north.

Commissioner Green stated that he thought enhanced landscaping would be great. It would hide the cars and still allow the building to be visible. He thought this was a good project and encouraged the petitioner to move forward.

Commissioner Jensen asked if the renderings depicted how the building would look or whether it was just a placeholder.

Mr. Vivaqua replied that in general, yes, although certain tenants sometimes have specific design needs. There were no specific tenants signed on yet.

Commissioner Jensen stated that this was a good project and that he encouraged them to make enhancements to the rear of the building if it were to remain facing Palatine Road.

Commissioner Green reiterated that the rear of the building needed to be dressed up and that it would also be appreciated by the future tenants. He summarized the Conceptual Plan Review Committee as being positive and encouraged the petitioner to move forward.

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
1/12/2022**

Item: Guidepost Montessori - 6/23/21

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Guidepost Montessori - 6/23/21	Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

A MEETING WAS HELD ON:

June 23, 2021

Project Title: Northwest Highway Daycare (Guidepost Montessori)

Address: 1000 W. Northwest Highway

Petitioner: Grant Manny

Address: Location Finders International, Ltd.
9400 Enterprise Drive
Mokena, IL 60448

Requested Action:

1. Special Use Permit to allow a Day Care Center on the subject property.
2. Land Use Variation to allow a Private School in the B-2 District.

Variations Required:

- None identified at this time. Variations may be identified upon submittal of a formal Plan Commission application.

Attendees:

Grant Manny, Petitioner
Orlando Vivaqua, Soos & Associates
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The subject property is approximately 46,706 square feet in size (1.07 acres) and was most recently occupied by Windy City RC, a remote-control car business, but has sat vacant for the last several years. The site contains a 12,232 square foot single-story building situated in the southeast corner of the property. Access to the site comes from two full access curb cuts along Northwest Highway which lead to the primary parking field at the west of the building. The parking lot wraps around the building to the rear of the site, providing an auxiliary parking area in the northeast portion of the site with a curb cut onto Kennicott Avenue.

On behalf of Higher Ground Education, the petitioner has proposed reuse of the site as a daycare facility that would offer care for children aged six weeks old through age size, as well as a private kindergarten option. The daycare operator, Guidepost Montessori, is a division of Higher Ground Education and operates several day care facilities through-out the Chicagoland area.

The proposed facility anticipates a maximum of 175 children with 26 full time staff members. Hours of operation would be between 7:00am and 6:00pm Monday through Friday. An outdoor play area would be constructed at the rear of the building in the area of the existing auxiliary parking lot.

Meeting Discussion:

Mr. Manny stated that they are proposing to utilize the existing building, a complete reconstruction of the interior for a daycare. A lot of maintenance of the exterior of the building is needed. There are a couple of lots on the parcel and as well and the rear lot, which is currently a parking lot, is residentially zoned and would be used as the playground area. Asking to close off the access to Kennicott and use the two access points on Northwest Highway. Mr. Manny said that the daycare is

NORTHWEST HIGHWAY DAYCARE (GUIDEPOST MONTESSORI) – TEMP FILE 1740

a national daycare with about 80 locations in the US with another 10 internationally. Looking to have 120 locations by the end of this year. It is a Montessori focused daycare with services for children up to the age of six. Also, is a Montessori school that can provide a license to teachers, so it would have a teaching educational component.

Commissioner Green asked if all of the locations included as many students as is proposed for this location. He asked about the number of students proposed at the Arlington Heights location.

Mr. Manny replied that there would be around 175 students at the proposed location.

Commissioner Green asked about the size of other schools.

Mr. Manny responded that it depends and there was a range of sizes based on building size and location. Arlington Heights is filled with families that had disposable income for a daycare. The study of the market showed a lot of demand for this type of service. Stated that the range of students can go from 120 to a little over 200 kids.

Mr. Hubbard stated that the property is in two different zoning districts. The rear portion which has a parking lot is within the R-3 zoning district and the front portion that contains the building and the primary parking area is in the B-2 District. Daycare facilities require a special use permit in the B-2 district and that is why they will need to come before the Plan Commission and receive approval by the Village Board.

The facility would offer Kindergarten classes and the zoning definition of a daycare facility only includes children up to five years of age, so the kindergarten portion fall under a different classification of use, which is a private school. Private schools require a land use variation within the B-2 district. The petitioner will have to demonstrate, via a written response to the criteria for approval for a land use variation, that the private school/kindergarten portion complies with the standards for approval. Additionally, they will need to provide a written response to the special use approval criteria that demonstrates compliance with the criteria for special use approval.

Mr. Hubbard said that a neighborhood meeting is recommended prior to going to the Plan Commission and will work with the petitioners to organize that meeting. If the petitioners desire to move forward, as part of the special use permit review, a market analysis that shows the need for this facility at this location would be required. This study should identify similarities and differences between this daycare and competition in the area, as well as impacts it could potentially have to other daycares in that market area.

Mr. Hubbard stated there are three key area of review with this development: 1. The integration of the daycare use into the neighborhood as the site abuts single family uses to the north and northwest. Staff will want to make sure this use is compatible with the neighbors to the north and northwest. The petitioner is proposing an outdoor play area, and this could have an impact on neighboring property owners with the play equipment and the number of children and activities that would occur outdoors and within that play area. The petitioner will need to be sensitive to that. Hopefully, and impacts could be mitigated through spacing between the play area and the single-family property owners, in addition to landscaping or fencing in that area to help buffer that use.

Another key area of analysis is going to be found from the traffic study. There was a previous daycare that was proposed on this site that was approved back in 2012, and it was for a 71-student daycare. This daycare is proposed at over 100 additional students here, so it's going to have a larger impact than the previously approved daycare would. Northwest Highway contains two-lanes of traffic in both directions and there is no signal for access into the site. There is no dedicated left turn lane into the site from Northwest Highway, so they really need to make sure that the intensity of this use is appropriate for this site, given the traffic characteristics of this area. This will be a key part of the analysis. They are proposing several parking spaces directly off the front drive aisle where the cars are speeding into the site from left turns across traffic. Want to make sure there are no conflicts with any cars backing out from those spaces.

Finally, there is informal access to the business to the west, a motorcycle dealership, and the Village believes that this should be formalized as part of this application. Generally, the Village always encourages cross access between neighboring

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commercial sites when they abut a major arterial, which can help to keep unsafe traffic movements off the more heavily traveled public streets, so that is something that we will be analyzing. The site plan designed by the petitioner does incorporate that, and they've reached out to Staff to ask for assistance in approaching that neighboring property owner and help to arrange for that cross access, and we're certainly supportive of that. Generally, staff is supportive of this use and we will be evaluating the intensity of this particular proposal once detailed plans are submitted.

Commissioner Jensen asked if the Village is asking the petitioner to put in place the cross access or are we just establishing it for future implementation. Mr. Jensen said he has concern about having motorcyclists running through the area where there would be kids. Mr. Jensen said that given the proposed use on the subject property and the existing motorcycle dealership use next door, it may not be beneficial to have that access established at this time, but might be more beneficial in the future.

Mr. Hubbard said the intent was to establish cross access as part of this development. The cross access currently exists, and the petitioners site plan shows it would be maintained, so the intent was to formalize it as part of this process. The petitioner would provide cross access to the motorcycle site as part of this development, and then when the motorcycle dealership site was redeveloped in the future, reciprocal access could be granted back to the subject property. Staff can analyze whether the physical access needs to be established at this time, or just the mechanisms be put in place now for future access when it may make more sense.

Commissioner Jensen asked the petitioner whether the cross access was an issue for them.

Mr. Manny responded that it is not ideal and they were concerned that without a legal document outlining what is allowed and what isn't allowed, there was no protection from that access being abused.

Commissioner Jensen stated that he may not support access at this time, but would be very much in favor of having the mechanisms all set up for future access.

Mr. Manny stated there are ways to design it so that the access is in place but blocked in some sort of way.

Mr. Jensen said that this makes more sense. He asked about a market study.

Mr. Manny replied that the daycare has already done a market study.

Commissioner Jensen asked if there is enough demand for a daycare here. Stated there have been many daycares approved in the area, some right next door from each other. Not clear on what to expect from a market study. Asked if it's envisioned that the employees will be using bikes?

Mr. Manny responded bike usage by employees is possible.

Commissioner Jensen said the reason he asked is that if bike spaces would not be used, they could ask for a variance.

Mr. Manny replied that he will talk to the tenant, because the tenant may want some bike racks since they often get people that may want them. You may get teachers or parents who wish to ride a bike.

Commissioner Jensen said if the tenant says it makes sense to put in a bike rack then he would support it because it's required by code. If it doesn't make sense, suggested to work with Staff and go for a variance.

Commissioner Sigalos said he was curious about the previous plan being approved in 2012 for daycare, what ever happened?

Mr. Hubbard responded that he doesn't know why they never moved forward.

NORTHWEST HIGHWAY DAYCARE (GUIDEPOST MONTESSORI) – TEMP FILE 1740

Commissioner Sigalos stated that he saw in the staff report that the existing building fire sprinkler system was inoperable had to be upgraded and asked the petitioner if they were aware of that, and also that it was suggested a structural engineer provide a report on the structural integrity of the building. These were the reasons he asked about the previous daycare that was approved on the site, maybe they discovered something that scared them away?

Mr. Manny said that they were aware of these issues and had already had a structural analysis of the building completed.

Commissioner Sigalos said had no other questions. He shared the concerns that Commissioner Jensen had about cross access. He thinks it's a good use and encouraged them to move forward.

Commissioner Green stated that the neighborhood meeting will be important. Noise is frequently an issue with daycare facilities and their outdoor activities.

Mr. Manny said they have encountered noise and traffic issues on many different projects. They have evaluated the traffic and parking situation. They've worked on similar daycare developments that have had very little parking. Because parents walk their kids into the facility and leave, there was not a large parking demand. They would rarely see more than 5-7 cars in the parking lot at one time. The kindergarten portion functions very similar; while there was a minimum number of hours that each kindergarten student needed to be in school during the day, the parents often drop their kids off early and pick them up later than the minimum hours required by the State. Regarding noise, the operator is very community oriented; it is part of their teaching philosophy.

Commissioner Jensen asked whose decision was it to close off Kennicott access?

Mr. Manny replied that closing off Kennicott access was due to their needs for playground access. Looked at a variety of different options such as using the north portion of the site as employee parking, they also looked at selling the residential lot. The play area at the rear was successful because it flowed well with the building design. Other orientations may have resulted in a very odd parking lot or would have caused children to walk across traffic. The playground is all fenced in. Kids could only get to playground from the building.

Commissioner Sigalos asked how tall was the fence going to be.

Mr. Manny responded normally our tenants like four foot tall PVC fences but that they had been reevaluating this recently.

Commissioner Jensen asked what the code requirement was for fencing.

Mr. Hubbard responded for a commercial use abutting a residential district would require a six foot tall fence.

Mr. Manny explained that the fence line on the north was built approximately four feet inset from the neighboring single family home. The portion north of the fence, while it was technically on the daycare property, was used by the single-family homeowner as if it was theirs. They weren't sure exactly how to approach this situation. One of the thoughts was to retain the existing fence, not move it, causing the least amount of disturbance to the neighbor and provide the opportunity for the person that owns the house to landscape as much or as little as they wanted. They would come to some agreement with the Village and the owner.

Commissioner Jensen asked if the single-family homeowner was aware of this issue?

Mr. Manny answered probably not, they went through a similar situation in Edgewater in Chicago. In that instance they sat down with the property owner and offered to build a new fence or landscape a portion.

Commissioner Sigalos asked if the existing fence is four feet tall.

Mr. Manny replied that it was around six feet tall then slopes down to three feet as it got closer to the street.

Commissioner Green guessed that the slope was to provide visibility when pulling in and out of the driveway.

Mr. Manny said navigating this is going to take some input and direction from the Village.

Commissioner Green said he thinks it's a great project. He asked if there was any public input on this project.

No public comments were received.

RECOMMENDATION

The Conceptual Plan Review Committee encouraged the petitioner to proceed with his project.

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



**Conceptual Plan Review Committee
1/12/2022**

Item: 630 W. Northwest Hwy - 7/14/21

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
630 W. Northwest Hwy. - 7/14/21	Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
 OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION
 A MEETING HELD ON:

July 14, 2021

Project Title: 630 W. Northwest Hwy Bank

Address: 630 W. Northwest Hwy.

Petitioner: Mike Peirce
 Storebuild, LLC

Address: 1900 E. Golf Rd. Suite 950
 Schaumburg, IL 60173

Requested Action:

- Special Use Permit to allow a drive-through in the B-2 District

Variations Required:

- None identified

Attendees: Mike Peirce, Storebuild, LLC
 John Sigalos, Plan Commissioner
 Bruce Green, Plan Commissioner
 Jay Cherwin, Plan Commissioner
 Sam Hubbard, Development Planner
 Jake Schmidt, Assistant Planner

Project Summary:

The subject property is located at 630 W. Northwest Hwy., and is currently developed with an 8,096 square-foot, 6-bay former Firestone auto repair facility with 15 parking spaces. The petitioner is proposing to demolish the existing building and construct a 4,102 square-foot bank building with 3 drive through/ATM lanes and 15 parking spaces. The bank's hours of operation would be 9:00 AM to 5:00 PM Monday through Friday, with shortened morning hours on Saturday. The bank would be closed on Sundays. The total number of employees to be employed by this branch would be seven to eight, with a peak number of seven working at any time.

Meeting Discussion:

Mr. Peirce began by stating Storebuild is in Schaumburg and develops commercial properties. The subject site is a great location but a tight fit, though they created a plan that works. He showed a revised site plan with additional landscaping and color renderings of the proposed building.

Mr. Schmidt began by stating that the subject property is located within the B-2 Zoning District, and while the bank is permitted by-right, the drive through requires a Special Use Permit 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 response to Special Use Permit justification criteria.

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

The plan shows three driveways, with one connecting to Euclid Avenue and two connecting to Northwest Highway. Staff has concerns regarding access to and from these driveways, given the high levels of traffic on these roads as well as the close proximity of the driveways to the Euclid-Northwest Highway intersection. The function of these driveways and their potential

impact on traffic will need to be evaluated in a traffic and parking study. If the study indicates potential access issues or a significant negative impact on adjacent roadways, access restrictions including but not limited to utilization of right-in, right-out driveways may be required. IDOT approval shall be required for the proposed modifications to access along Northwest Highway. Cook County approval shall be required for the proposed modifications to access along Euclid Avenue.

As the proposed building will be new construction, a Design Commission Application shall be required.

Additionally, Staff believes the dumpster enclosure should be shifted south to reduce visibility from Euclid Avenue, with the two parking spaces shifted north. Proposed landscape screening along Euclid Avenue, Northwest Highway, and the east and west property lines will be evaluated for compliance with code. The petitioner is also proposing ground signage along both Northwest Highway and Euclid Avenue, which will be evaluated during the Plan Commission process once finalized plans are provided.

The total parking requirement for the proposed facility is assessed at ratio of 1 space per 300 square-feet, the ratio for general office space.

Per the Staff analysis, a total of 14 spaces would be required for the proposed facility. The subject site would be improved with 15 spaces, resulting in a code-required parking surplus of 1 parking space

Section 6.12 of the Zoning Code states that all projects with a drive-through require provision of a full traffic study. Given the aforementioned access concerns, Staff would not be supportive of a variation from this requirement.

With respect to bicycle parking, Office Uses require 1 space per 6,000 SF of floor area, with a minimum of 2 spaces. As such, 2 bicycle parking spaces are required.

The Staff Development Committee reviewed the proposed Special Use Permit Request to allow a drive-through in conjunction with a permitted bank facility the subject property, and requires additional information in order to make a recommendation. The additional information required is 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, scaled floor plans, engineering plans, and site plans, submittal of a Design Commission Application, development of a landscape plan for the site, and provision of a Traffic and Parking Study by a Certified Traffic Engineer. Drive aisles will need to be expanded in areas to meet the 24-foot width minimum.

Commissioner Sigalos said he agreed with the dumpster being moved off of Euclid. He asked if the proposed curb cuts are existing.

Mr. Peirce stated the curb cuts are existing. He's hoping to avoid seeking DOT approvals for changes. He designed the site to utilize existing curb cuts.

Commissioner Sigalos said there is a lot of traffic on Euclid and Northwest Highway, and had access concerns. He asked if the exits were right-turn only.

Mr. Peirce stated the exits would be full access. He believed existing traffic control signals nearby would allow for full access. He doesn't believe a bank will generate concerning amounts of traffic.

Commissioner Cherwin stated left turns onto Northwest Highway concern him, especially given the proximity to the intersection with Euclid Avenue. He has fewer concerns with access on Euclid. He believes a drive aisle on the south side of the building would help with site circulation and allow vehicles to make westbound turns onto Euclid instead of Northwest Highway. He was curious if Big Ange's would still use the subject site for parking.

Mr. Peirce stated there was no parking agreement and shared access isn't feasible given the layout of the subject site and the Big Ange's site.

Mr. Hubbard stated that Big Ange's had an informal, handshake agreement to park on the subject site when Firestone was the user, however this agreement was not in perpetuity. Big Ange's does have an agreement to park at the Park District facility across Euclid Avenue.

Mr. Pierce stated that if he has to add detention on-site there may be an impact on parking. He will have to evaluate that based on feedback from MWRD.

Commissioner Sigalos stated that a similar project used permeable pavers to meet MWRD requirements.

Mr. Peirce stated that he wouldn't want to have to add a "porkchop" to limit vehicle turning movements, but would be open to adding a sign restricting left turns if needed.

Commissioner Cherwin stated the existing site could use improvement given its age.

Commissioner Green stated he agreed with the comments of the other commissioners, and encouraged the petitioner to move forward. The proposed site plan needs some development but is close to being perfect, it is a tight fit but the proposed bank could work.

Mr. Peirce stated there was a pinch point at the northeast corner of the building which limits the drive aisle width and makes installation of landscaping or fencing difficult, but the architects will continue to evaluate options. He stated that in-person banking has gone down considerably. He is hoping to reuse the existing ground sign on Northwest Highway and wants to add an additional ground sign on Euclid Avenue.

Commissioner Green stated he may have to request a variation from the Village Board for two signs, as two ground signs that close likely are not permitted.

Mr. Schmidt stated that plans of both signs would need to be provided for review. The existing ground sign on Northwest Highway may no longer be permitted given its size and age. He confirmed that the two ground signs may be too close to be allowed per Village sign code.

There was no public comment relevant to this petition.

RECOMMENDATION

The Conceptual Plan Review Committee encouraged the petitioner to proceed forward with their application while taking the comments from the Conceptual Plan Review Committee into consideration.

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



**Conceptual Plan Review Committee
1/12/2022**

Item: 1016 W. Campbell St. Subdivision - 7/14/21

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
1016 W Campbell St Subdivision - 7/14/21	Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

July 14, 2021

Project Title: 1016 W Campbell Subdivision
Address: 1016 W Campbell Street
Arlington Heights, IL 60004

Petitioner: Ralph Milito
Century 21 Elm
Address: 741 Devon Avenue
Park Ridge, IL 60068

Requested Action:

1. Special Variation from Chapter 28, Section 5.1-3.1, to allow a lot width of approximately 70' on Lot 2 where code requires a minimum lot width of 75'.

Variations Required:

1. Variation from Chapter 28, Section 5.1-3.2d., to allow an approximately 13.8' rear yard setback for the existing home on Lot 1.

Attendees: Ralph Milito, Century 21 Elm
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Jay Cherwin, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The subject property is located at the northeast corner of Campbell Street and Dwyer Avenue and is 30,196 square feet in size (0.69 acres). The site is occupied by a single-family home located towards the center of the property and a detached garage on the eastern side of the site. Access comes from a single curb-cut along Campbell, which leads to the existing garage.

The petitioner would like to subdivide the property to create two lots; Lot 1 would be on the western portion of the site and would include the existing home, Lot 2 would be on the eastern portion of the site and would include the existing detached garage. The detached garage would be demolished to make way for a new single-family home on Lot 2, which could take advantage of the existing curb cut on Campbell. The petitioner is not proposing demolition of the existing home on Lot 1, however, a new garage would need to be constructed to serve that home.

Meeting Discussion:

Mr. Milito introduced himself as a realtor with Century 21 Elm and said he has never tried to subdivide before so it's a new venture. Has a client at 1016 Campbell; it's a large property with a 100 year plus old home. Client doesn't want to see the home torn down. Looking to subdivide, which would bring the most money from the sale. The existing home is in good shape. Per preliminary discussions with staff, he understands that subdivision of the property might be feasible and that the lot areas would comply with code, but that he needs to address a garage and driveway for the remaining home. He wants to understand what might be allowed.

Commissioner Green said there may be ways to fit in a garage and driveway.

Mr. Milito said he's just trying to get an idea of what could be permitted and whether he might need a subdivision attorney.

Commissioner Green stated that he had some questions for staff, but wanted to hear what staff had to say.

Mr. Hubbard said it's an R-3 property in a Single-Family Zoning District, designated as Single Family Detached on the comprehensive plan so the existing single-family use on the site complies with all codes; the proposed subdivision and two single-family homes would also comply. The existing lot is irregularly shaped. The western portion would be one lot and the eastern portion, which would be in a north/south orientation, would be the second lot and that would contain the existing detached garage. Relative to lot sizes, the lots are compatible, both lots would be compatible with the lot sizes in the vicinity. The two lots would be just under 12,000 square feet each and the average lot size in the vicinity is around 10,000 square feet. It meets code for minimum lot size in the R-3 District, the property is just under 10,000 sq. ft. For an interior lot its just under 9,000 sq. ft. They both comply. The eastern lot that does not have the home on it, has the existing garage, would be slightly deficient relative to lot widths; it would be around 70 feet wide where code would require a 75-foot-wide so that would require a variation. Additionally, when the property line is created in the center, separating the two legs of the L, it would create the need for a variation on the existing home where a 30-foot rear yard setback is required and that home, given the new lot line there, would be only about 13.8 feet setback from that rear property line, so that would require a variation as well.

Mr. Hubbard stated that staff had talked to the petitioner and explained that impact fees would be required if a subdivision goes through, Design Commission approval is required for any new home on the lot, linkage fees would be required in accordance with the Inclusionary Housing Ordinance. The setbacks for the lots are going to be based on the average setbacks of the existing homes along each frontage of those legs of the L, so the petitioner would need to provide an exhibit illustrating what those existing setbacks are as part of the subdivision process. The only setback variation would be for the existing home.

Mr. Hubbard explained the other issue, as referenced by the petitioner, pertained to the garage. Once the property is subdivided the garage would be on one lot and that would have to be demolished; it is not allowed to have an accessory structure, a garage, on a lot without a primary structure. Every single-family home is required to have a two-car garage so a new garage would need to be constructed. Access to the new garage of the existing home, access would have to come from Dwyer, so that could present some challenges. Given where the new lot line is going to go, there isn't enough room to put the garage behind the house, all detached garages are required to be behind the principal structure. Mr. Hubbard said he thinks its going to be a challenge to fit a new garage in that is code compliant, and certain variations may be required to accommodate for that. There will be a fee for providing storm water capacity in lieu of an onsite storm water detention within the subject property. It would be determined as the subdivision process and Mr. Hubbard wants to make sure that the petitioner is aware that there is a preliminary subdivision process and a final subdivision process. They can be combined into one, but the Village would need final engineering plans upfront as part of that final subdivision process. Alternatively, a petitioner can separate out preliminary approval; preliminary engineering plans would be required and they project would go to the Plan Commission and Village Board. Then, the petitioner could submit final engineering plans, final plat and then they would have to go back to the Plan Commission and Village Board for final plat of subdivision approval. Mr. Hubbard stated that the Engineering Department has taken a quick look at this, haven't found on the utility atlas that there is a sanitary sewer in the immediate vicinity of the property, so it may involve an extension of the sanitary sewer as part of this subdivision process. A public improvement and maintenance bond would be required for that work and would need to be provided as part of final subdivision approval.

Mr. Hubbard said that Staff is generally supportive of the idea of a subdivision. Prior to finalizing a recommendation, staff will want to see in detail where the garage is going to go, where the actual property line will be proposed in relation to the existing structures and lot lines, how the utility connections are going to be accomplished, and where the new curb cut and driveway would be.

Commissioner Cherwin stated that he would generally be supportive of this and thought the petitioner could find a way to accommodate at garage. Should be able to work around the shape of property. Supportive of a variance for a garage at the west with access to Dwyer, but wanted to see a plan. He stated the grade is pretty significant there, and the accessing there may create additional costs. Asked Mr. Hubbard about the storm water fees, thought there was exemption for small subdivision on storm water fees.

Mr. Hubbard said that they are exempt from providing onsite storm water facilities, but we accommodate all the storm water in the Village system, so there's a fee for that.

Commissioner Cherwin asked if its based on impervious surface.

Mr. Hubbard replied yes, the overall estimated storm water runoff.

Commissioner Cherwin asked about the linkage fee.

Mr. Hubbard said its base is \$3,500 but it goes up every year for cost of living.

Commissioner Cherwin asked if that is done for every subdivision.

Mr. Hubbard said if it goes into the formal housing fund, and it is assessed on any new unit that comes to the Village.

Commissioner Cherwin opined that the linkage fee would drive up costs and work against affordability

Commissioner Sigalos said he thinks the project makes sense. Said the only challenge is the two-car garage. The only place to put the garage is in the northeast corner. Asked if there was enough room from a driveway?

Mr. Hubbard said there would be 13.8 feet between the rear of the existing home and that new property line at the east, so a driveway could fit. The issue was that it would be difficult to fit a code compliant garage in the back corner of the lot. It would have to be 5 feet setback from that eastern property line and 3 feet setback from the northern side property line. It would be tight to fit a two-car garage with access coming from Campbell.

Commissioner Sigalos asked if the only other place would be coming in off of Dwyer?

Mr. Hubbard answered yes, it looks like that would be the most practical, although this would put the driveway in the "front" yard of the lot and adjacent to the property to the north. It may work, but staff wanted to see what the plan was.

Commissioner Green asked if the front elevation faced Dwyer?

Mr. Hubbard replied that the front was off of Campbell, but the code definition of the front yard is on the Dwyer side.

Commissioner Green asked couldn't it side load on Campbell? He said the old existing garage always dumped out on Campbell.

Mr. Hubbard said yes, its possible, but could require a variation.

Commissioner Green said if the front elevation is the short end of the rectangle faces Campbell, what happens if they attach the garage, then you can put it anywhere.

Mr. Hubbard said it could definitely be attached to the house, potentially changing how the code applied.

Commissioner Green said get a good architect and put on a garage that is complimentary to the design of the house. You can put it anywhere if its attached.

Mr. Hubbard said different setback requirements would apply to an attached garage.

Commissioner Green said as long as it roofs into it. If you put it on the side, its attached. To the east of the house.

Commissioner Cherwin asked Commissioner Green what would he suggest as an architect? Would attached be preferred?

Commissioner Green said he would like to see a detached garage on the same location.

Commissioner Cherwin explained that these were just options and the petitioner would need to determine what is best.

Mr. Milito said he just wants to know the right thing to do. Its just an option.

Commissioner Green stated there is one more technicality he is getting at, how much of an attachment does there have to be? Is it a heated space attachment?

Commissioner Sigalos asked could it be a breezeway?

Mr. Hubbard said he would have to look into that. A breezeway may satisfy the requirement, but would need to be evaluated.

Commissioner Green said that a covered walkway would work. That could be simple. He said he would be against on detaching it as an architect. Could be simple as a small attachment.

Mr. Milito asked how much dirt do you allow to be moved. It's a pretty good pitch.

Commissioner Cherwin stated that there was a relatively large increase in elevation along the Campbell side.

Mr. Milito said that the home is currently on the market.

Commissioner Green wondered if the elevation here was natural or man made. He thought the old home on the property had value and would be supportive of a variation for a new garage to preserve the home; it has historical significance. How much are they asking?

Mr. Milito said \$700,000. He's trying to help the owner. He told his client lets see if we can subdivide the property.

Commissioner Green said the subdivision makes sense. Good luck and thinks could work.

Mr. Milito asked what are the next steps.

Mr. Hubbard answered that a full Plan Commission application needs to filed, including detailed plans. A plat of subdivision document would be required. Work with an engineer for a preliminary engineering plan, work with someone to address the garage issue.

Mr. Milito asked if there are people that can be recommended.

Mr. Hubbard said he can't recommend anyone in particular, however, he can provide a list of consultants from previous projects can be given to Mr. Milito.

Public Comment:

No one from the public raised their hands to speak.

Recommendation

The Conceptual Plan Review Committee encouraged the petitioner to move forward with a Plan Commission application.

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



**Conceptual Plan Review Committee
1/12/2022**

Item: Credit Union Outlot - 10/27/21

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Credit Union Outlot - 10/27/21	Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION**

A PUBLIC MEETING WAS HELD ON:

October 27, 2021

Project Title: Southpoint PUD Amendment – Credit Union

Address: 780 E. Rand Rd.

Petitioner: Crystal M. Holowell
Shive-Hattery

Address: 57 Franklin Street - Suite 201
Valparaiso, IN 46383

Requested Action:

1. Amendment to PUD Ordinance 90-014 to modify the approved development plan to allow construction of an outlet building.
2. Special Use Permit approval for a 3,460 square foot bank, including a drive through.

Variations Required:

- None identified at this time.

Attendees: Crystal M. Holowell, Shive-Hattery
Richard B. Silverman, MJK Real Estate Holding Company, LLC
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Jay Cherwin, Plan Commissioner
Sam Hubbard, Development Planner

PROJECT SUMMARY

The subject property is part of the Southpoint Shopping Center, which is located at the southeast corner of Rand Road and Palatine Road and is governed by a PUD that was approved in 1988. In particular, the site is located at the northwest corner of Jane Avenue and Rand Road and includes approximately 1.6 acres; the majority of the site is developed as an approximately 142-space parking lot serving the commercial spaces within the shopping center directly to the east. Access to the shopping center comes from Palatine Road, Rand Road, and Jane Avenue.

The petitioner is proposing development of the subject property as a 3,460 square foot bank facility (Consumers Credit Union) including a two-car drive through with a 3rd “pass-thru” lane, which would include 65 parking stalls equating to an approximate reduction of 77 parking stalls for this part of the shopping center. At peak shift, the bank would have between 4-7 employees onsite and standard business hours would be from 9:00 am – 5:00 pm Monday through Thursday, 9:00 am – 6:00 pm on Friday, and 9:00 am – 1:00 pm on Saturday. Access to the credit union would come from the existing drive aisles within the Southpoint Shopping Center. No subdivision of land is proposed; the credit union would have a 20-year land lease for the property.

MEETING DISCUSSION:

Ms. Holowell stated they were approached to design a new branch location for the Consumers Credit Union in Arlington Heights back in August. The site is the northwest corner of Rand Road and Jane Avenue. The existing site is a surface parking lot. The plan is for the landlord to own the property and lease the building to Consumers Credit Union for a set amount of time and after that, the property would turn back to the landlord. The current plan was for a 3,460 square foot

single story building on the site with a three lane drive thru; two drive up lanes and one pass thru lane to the east of the site. Ms. Holowell believes there are 16 parking spaces that are being provided for customers and employees. The design of the site is designed to be as safe as possible for customers and employees. The parking is adjacent to the sidewalk allowing immediate access to the building so people don't have to walk across a parking thoroughfare to enter the building. The drive thru is off to the side of the building so the Rand Road frontage will have an opportunity for signage and have a good visibility from Rand Road as well. Ms. Holowell stated that there is a portion of the site where they would only repair and re-tri-pe the existing parking lot so, and that portion of parking will remain even though its part of Parcel E. The building would only take a portion of Parcel E for the building itself. The interior of the building includes about five enclosed offices, a lobby, some employee support spaces, and public and staff restroom. Ms. Holowell said that one of the comments on the previous staff review was to try to incorporate an interior trash and recycle space, the plan has been updated to incorporate this.

Mr. Silverman said that his group bought this portion of the Southpoint Shopping Center just over 2 years ago, and CoVid set their redevelopment plans back by about a year. Their group would be the outlot developers, and they are also working on another outlot in front of Floor and Décor, which will be coming to the Plan Commission in the next month. That outlot is for a Chipotle. The Consumers Credit Union parcel would have a 15-year ground lease, and he hopes that the bank will renew the lease beyond the initial 15-year term. The ground lease for Consumers Credit Union would be for a 1.5-1.6 acre parcel. The bank branch is only 3,400 square feet. It is clear that Consumers does not need the entire parcel and they have worked together, along with the Village, to make sure that parking is accessible to the existing Southpoint businesses as well. He believed that the Credit Union would fit in and flow with the existing Southpoint development.

Mr. Hubbard stated the property is part of the Southpoint Shopping Center PUD which was approved back in the late 1980's and the proposed redevelopment is going to require an amendment to the existing PUD. It's zoned in the B-3 district, which is a commercial district and is suitable for this type of use. However the drive-thru portion of the bank requires a special use permit. Accordingly, as the project moves forward the petitioner will need to provide a response to justify the special use permit as per the criteria in the code for special use permit approval. On the Comprehensive Plan this site is classified as suitable for commercial uses, so the proposal is compatible with existing Comprehensive Plan designation. As the development entails a new ground-up building, it will require Design Commission approval so when they are ready to make an application to the Plan Commission, a Design Commission application should also be submitted at the same time. The Design Commission process must be completed prior to going before the Plan Commission.

Mr. Hubbard said that during the preliminary staff review, the Staff Development Committee had outlined several concerns with the plan and asked for certain revisions and modifications, including reorienting the drive thru lanes so they were better concealed behind the building. One of the preliminary designs for the credit union showed the drive-thru lanes right in the front of the building on the Rand Road side, and the petitioner has since redesigned the building and done a good job addressing that concern. Staff had also asked that they look into different configurations for the interior drive lanes as some of them were intersecting at odd angles and there were a lot of intersections. The petitioner has reworked the plans to address this concern, and once the detailed plans go forward to the Plan Commission, staff will verify that this concern has been satisfactorily addressed. Staff had also asked that the petitioner preserve additional parking along the eastern part of the site, which was closer to the existing Southpoint retail spaces so that the proposed development wouldn't take away the prime parking spaces for the existing shopping center. The petitioner has revised the plans to address this as well. Finally, staff requested that the trash enclosure be incorporated into the building, which the petitioner has done. Mr. Hubbard stated that the petitioner has worked well with the Village to incorporate these changes and he appreciates their willingness to address the Village concerns. As this moves forward through the Plan Commission process, any further modifications to the plans to address the aforementioned issues can be done as part of the detailed Plan Commission review process.

Mr. Hubbard stated relative to traffic and parking, the project must submit a traffic parking study per code. Specifically, the Village wants to make sure there are no issues with circulation and staking on this site. The Village is aware of another owner in Southpoint that is contemplating a new curb cut into the shopping center, which would be slightly northwest of the credit union parcel, so the Village will want to make sure that any traffic analysis also takes into consideration the change in movements that may concur with the new curb cut. The shopping center is governed by a Reciprocal Easement Agreement that provides for shared access and parking between all of the users in the shopping center. Overall, the shopping center has a surplus of parking, although with the proposed Chipotle outlot, Consumers Credit Union project, and the proposed

curb cut, this surplus was getting smaller and smaller. The Village wants to ensure that the landlord for the credit union project is coordinating with the other shopping center owners to make sure they are aware of the redevelopment. We want to avoid a situation where other owners within Southpoint show up at the Plan Commission hearing for this project and object to the proposal, so the earlier that the owners can begin coordinating, the less likely that this would happen. On a preliminary basis, he understands that the other Southpoint owners are on board with the credit union project. Staff is generally supportive of this application; there was a list of items in the Staff Report that they were asking the petitioner to take in consideration as they finalize their plans. He clarified that the Staff Report accidentally included the wrong set of approval criteria relative to any potential variations; should the project need variations, they must be justified per the correct criteria as outlined in the zoning ordinance.

Mr. Cherwin stated that he believed the project is a nice fit for the area, he is not concerned in terms of looking at the special use. Glad to see some activity at this location. Asked for clarification on the different owners within Southpoint and where they were in relation to the parking areas as outlined within the Staff Report. Specifically, he asked who the owners of parking areas F and G were.

Mr. Silverman said there are a lot of property owners in the Southpoint Shopping Center. They do not own the Chili's, Olive Garden, or the adjacent retail building. Floor & Décor was owned by a separate group as well. The former Bif Furniture parcel is separately owned. His group was closing tomorrow on a future outlot for Chipotle, which would be adjacent to Floor & Décor, and he will be back next month to the Plan Commission for approval of that redevelopment. Mr. Silverman stated that upon acquiring the future Chipotle site, his group, MJK Real Estate, would own just over 8 acres of land in Southpoint.

Mr. Hubbard clarified that the parking zones do not exactly match up with all the property lines.

Mr. Cherwin stated he has seen the plats on Southpoint and so he knows it's a bit of a complex arrangement. The parking for the shopping center is very plentiful, and the only times where he has seen it strained is at the westerly part of the shopping center by the restaurants when they are experiencing their peak load. Otherwise, he doesn't have a concern with parking at Southpoint. It appears the developer has been very responsive to the Village's preliminary comments, which is great. Feels this is a good fit for this area and he is comfortable with this proposal.

Mr. Sigalos said that he is very happy that the shopping center is being further developed; it has been vacant for quite some time. The questions he had have been answered in the Staff Report. He asked if the Chipotle building was going to be towards Floor and Décor?

Mr. Silverman replied that it was in the lot that the Chili's and Olive Garden employees spill into.

Mr. Sigalos asked about the four items noted in the Staff Report and asked if the plans that had been provided to the Conceptual Plan Review Committee depicted the revisions to address staff's four areas of concern.

Ms. Holowell responded that the plans before the Conceptual Plan Review Committee were current and addressed the concerns by the Village.

Mr. Sigalos asked if the ground lease was for 15 years or 20 years and whether there was an option to purchase.

Mr. Silverman stated it is a 20-year lease, and apologized for the mistake. There was no option for purchase although there were options to extend the lease after the 20-year term.

Mr. Sigalos asked where the new proposed curb cut for a right-in/right-out would be.

Mr. Silverman stated that would be on the neighboring parcel, he is not the owner of it. He pointed out the location on a site plan. The property was owned by the owner of the former Bif building.

Mr. Sigalos asked if there was someone new going into the Bif building.

Mr. Silverman answered there is a proposal for it, but it was not his proposal and he couldn't share any details.

Mr. Sigalos asked if Mr. Silverman was able to meet with the other owners to discuss their proposal.

Mr. Silverman stated that there was a lengthy Reciprocal Easement Agreement from 1986, and when his group bought property in Southpoint they worked for two years to simply this document and establish a new Operating Easement Agreement for the entire shopping center. The OEA has notice rights for all shopping center owners within Southpoint. Per the OEA, they have already sent out notices regarding the Chipotle redevelopment and Consumers Bank redevelopment. It had been roughly 20 days since notice was given, and the other owners have an five days to ask questions and 30 days to object. Nobody has objected thus far.

Mr. Sigalos stated that the project is great and he is happy to see the shopping center back to life.

Mr. Jensen stated he is supportive and would like to see the shopping center revitalized. The center was blighted and it would be good to have something move in. He asked about the requirement for a market study.

Mr. Hubbard explained that there is a standard for Special Use Permit approval. He reads the standard: The special use is deemed necessary for the public convenience at this location. A market study is used to demonstrate compliance with this standard. The study should show there is a demand and need for this type of use at this location. It should address the market demographic for this facility, include an analysis of the presence of the market demographic in the nearby vicinity, and whether there is competition for this type of facility and if so, how would this be addressed by the future user. The study would ultimately need to illustrate that this credit union is necessary for the public convenience at this location.

Mr. Jensen asked if they were clear on what they needed to do for the market study. Mr. Jensen stated he is very supportive of the project.

Mr. Cherwin commented that the credit union would not be moving forward with their proposal if they didn't believe there was demand for this facility at this location. They've likely already done this analysis and would just need to summarize their numbers and provide them to the Village.

Mr. Green stated all his questions were answered and moving the drive-thru to the side makes a lot of sense. Stated it is great and going to bring life to the area and has a great location with everything at that corner. He encouraged the petitioner to move forward.

Mr. Silverman explained that they hope to start moving dirt by March 13th and are hoping to be open at this time next year.

Ms. Holowell stated they are waiting for the traffic and parking study and it takes about a month so it's going to be at least three weeks before they can get the Plan Commission application submitted.

Mr. Hubbard said for the Design Commission they don't need a traffic and parking study, so they could submit a Design Commission application.

Mr. Jensen asked when will it be coming to Plan Commission.

Mr. Hubbard said it depends on when the application is received. The petitioner has indicated the application would be submitted towards the end of November so it could be at the Plan Commission towards the end of January or early February.

PUBLIC COMMENT

Mr. Moens asked if the committee could post the meeting minutes a little earlier. Some of the ones from tonight were from 7/28 and 10/27. Would like them on the website so they can be read. He also said that a couple of projects have come through and got turned away; Vine Street and South Ridge Rowhomes that got turned away by your informal vote. He

encouraged the committee to discuss a project but not discourage a petitioner from moving forward.

Mr. Green stated that he has noted Mr. Moens comments and just wants him to know that projects come to CPRC for their preliminary thoughts. We review the plans and they want our input. We don't vote.

Mr. Moens stated that the Vine Street was turned down.

Mr. Green said they didn't vote they just gave them their comments.

Mr. Jensen stated he doesn't remember taking a vote on anything.

Mr. Green said they do not vote. He stated that Vine Street was a project that was overly dense.

Mr. Moens stated that in the minutes that 2 out of the 3 commissioners didn't want it.

Mr. Jensen stated we had expressed we didn't want it, but didn't vote on this.

Mr. Green explained that petitioners come to the CPRC for an opinion based on experience. He remembers the Vine Street project and he felt it was too dense for the area and the commission didn't like it because it was too dense. That's the preliminary feedback that developers want to hear. Based on this feedback, developers can opt to do whatever they want. They can move forward if they would like.

Mr. Jensen said that the CPRC committee doesn't stop anyone from moving forward, we just give them an opinion. They can still take it to the Plan Commission.

Mr. Moens stated that two projects in the last six months got the impression that it was voted down and never came back. He is asking if the commission could be a less not in favor or a little more in favor.

Mr. Green replied that the committee would take these comments into consideration.

RECOMMENDATION

The Conceptual Plan Review Committee discussed the conceptual plans and encouraged the petitioner to proceed forward with their application.

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



**Conceptual Plan Review Committee
1/12/2022**

Item: AutoSky Detailing - 3456 N. Ridge Ave-Unit 100 - T1756

Department: Planning & Community Development

Requested Action

1. Land Use Variation to allow Minor Motor Vehicle Repair and Car Wash/Detailing within the M-1 District.

Variations Required

1. None identified at this time.

The Staff Development Committee (SDC) has reviewed the proposed Land Use Variation to allow Minor Motor Vehicle Repairs and Car Wash/Detailing within the M-1, Research, Development, and Light Manufacturing District, and is generally supportive of the proposal, subject to resolution of the following:

1. The petitioner shall provide written justification to the following hardship criteria for Land Use Variation approval:
 - The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
 - The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
 - The proposed variation is in harmony with the spirit and intent of this Chapter.
 - The variance requested is the minimum variance necessary to allow reasonable use of the property.
2. The petitioner shall provide additional details on where the four vehicles awaiting repair/detailing are stored on the exterior of the site. Excessive exterior storage of visibly damaged vehicles shall not be allowed.
3. The petitioner shall provide a to-scale floorplan for "unit 100" and details on how Ford is using the spaces outside of the loading dock, as well as information on the type of materials and chemicals that will be stored onsite, details on the number of bays/lifts in the unit, and additional details on the other tenants within the building.

4. Compliance with all applicable landscape requirements will be verified as part of any Plan Commission review. Any dead or missing landscaping must be replaced.

5. A detailed traffic and parking study from a Certified Traffic Engineer is required, which shall assess access (location, design, and Level of Service), on-site circulation, trip generation and distribution, and parking shall be required, or alternatively, a variation can be requested. Should a parking deficit exist on the subject property, parking surveys showing existing parking usage over a three-day period (two weekdays and one weekend) shall be required.

6. Should this site be integrated with the abutting Ford dealership, or should future redevelopment be proposed, Planned Unit Development approval would be required.

7. These are preliminary comments only and should not be relied upon as identification of the only major concerns. Additional comments may be made as part of the formal Plan Commission review. Staff 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 Floor Plan

Type

Board or Commission Report

Exhibits

Exhibits

Exhibits



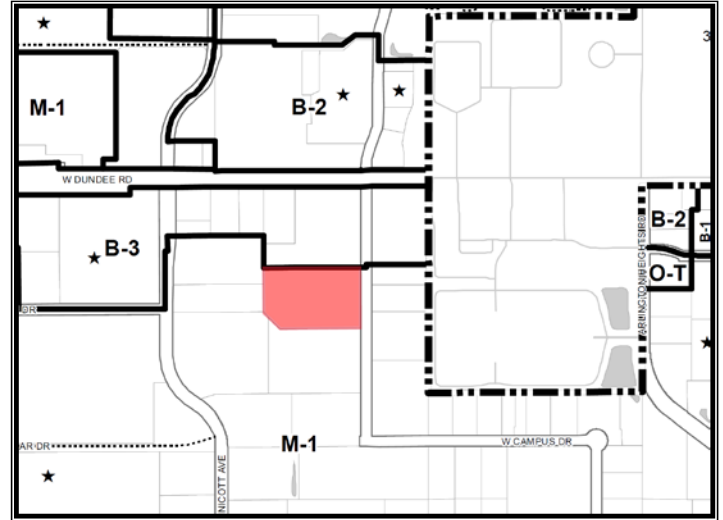
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1756
Project Title: AutoSky Detailing
Address: 3456 N. Ridge Ave. – Unit 100
PIN: 03-07-200-047

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: January 12, 2022
Date Prepared: January 7, 2022

Petitioner: Carlos Meza
 AutoSky Detail, Inc.
Address: 1223 E. Prairie Brook Drive – Apt. A1
 Palatine, IL 60074

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



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-3: General Service, Wholesale, and Motor Vehicles District	Arlington Heights Ford Dealership	Commercial
South	M-1: Research, Development, and Light Manufacturing District	Manufacturing (General Electric)	R&D Mfg and Warehousing
East	M-1: Research, Development, and Light Manufacturing District	Multi-tenant office/industrial buildings	R&D Mfg and Warehousing
West	M-1: Research, Development, and Light Manufacturing District	Multi-tenant office/industrial building, Bowling Alley (Arlington Lanes), Electronic Manufacturer (LoDan Electric)	R&D Mfg and Warehousing, Commercial

Requested Action:

1. Land Use Variation to allow Minor Motor Vehicle Repair and Car Wash/Detailing within the M-1 District.

Variations Required:

1. None identified at this time.

Project Background:

The subject property is 5.06 acres in size and contains a 100,207 square foot office/light industrial building that includes four separate units. Access comes from two curb cuts on Ridge Avenue, which connect to a parking area at the front of the building and wrap around each side of the building leading to a secondary parking area at the rear. In total, the site includes 129 parking spaces. Additionally, each of the four units contains a double wide overhead door for shipping and receiving, as well as a single-wide overhead door for auxiliary truck/vehicle access. Two of the four units are occupied, with the remaining two units currently vacant, although Arlington Heights Ford (the property owner), who also owns the abutting dealership to the north, uses unit 100 (subject unit) for miscellaneous storage.

The Arlington Heights Ford dealership subcontracts detailing and minor repair work to the petitioner, Carlos Meza, owner of AutoSky Detail, Inc. For several years, AutoSky has worked out of the abutting Ford Dealership at 801 W. Dundee Road to the north, however, upon the recent acquisition of the subject property, Ford relocated AutoSky into the 1,500 square foot loading dock of unit 100 within the building. The petitioner subsequently applied for a new business license and was informed that the subject property was zoned M-1, which was a light manufacturing zoning district that did not permit auto detailing and minor repairs. Accordingly, AutoSky has initiated the zoning approval process and is seeking Conceptual Plan Review Committee feedback.

In 2021, the Conceptual Plan Review Committee (CPRC) discussed with the Arlington Heights Ford dealership a proposal to turn the entire 25,025 square foot subject unit into a repair facility for “minor reconditioning” of vehicles purchased by the dealership at auction or traded in by customers from the Ford or GMC/Buick dealerships. The unit would have included six repair bays and four detailing bays, with a total of 30 employees. Long-term plans for the site involved redevelopment and incorporation of the subject property as part of the Ford dealership, which would require PUD approval. After conclusion of the meeting, Ford did not move forward with an application for that project.

Zoning and Comprehensive Plan

The subject property is currently located within the M-1, Research, Development, and Light Manufacturing zoning district, which does not allow minor auto repair uses. Therefore, a Land Use Variation is required. Additionally, since detailing entails handwashing of motor vehicles, a land use variation for a car wash/detailing business in the M-1 District is also required (car washes are only allowed in the B-3 District). The petitioner will need to provide additional details on the number of lifts/work bays within the loading dock area, the equipment/machinery used, and a to-scale floorplan shall be required for the 1,500 subject space and overall subject unit. Additionally, the petitioner will need to provide details on how Ford is using the remainder of the unit, as well as details on the other tenants within the building, which will allow code required parking to be calculated.

In order to justify the requested Land Use Variation, the petitioner shall provide written justification within their Plan Commission application that address the four standards of variation approval, which are 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.**

Additionally, the petitioner shall provide information on where the four vehicles awaiting repairs/detailing will be stored on the exterior of the property. Storage of vehicles related to the dealership shall not be stored on this property (unless those vehicles are awaiting repair/detailing from this facility) and excessive storage of automobiles awaiting repairs/detailing will not be allowed.

The Comprehensive Plan designates this site as “Research & Development, Manufacturing and Warehousing”, which corresponds with the current M-1 zoning. Auto repair uses are generally compatible with manufacturing and warehouse uses, and given that the proposed business is mostly compatible with the surrounding land uses, the Staff Development Committee believes the use to be compatible with the Comprehensive Plan. Furthermore, the approximately 1,500 square foot repair use within a 100,207 square foot building equates to only 1.5% of the overall building area; accordingly, the use should have a negligible impact on surrounding tenants and property owners.

The property owner/landlord should be aware that any long-term plans to redevelop this site and integrate it with the Ford dealership to the north would require additional zoning approvals, such as Planned Unit Development approval, and a separate application and appearance before the Plan Commission would be required.

Building, Site, Landscaping:

There are no changes proposed to the exterior of the site or building as part of this project. However, during Plan Commission review, staff will inspect the existing on-site landscaping to ensure that it conforms to code requirements; all missing or dead landscaping shall be replaced. The Building Department will need additional information on the type of chemicals that will be used and stored within the facility, the type of operations that would occur (auto painting, storage of paint, etc.), and the existing uses within the building as certain fire separations may be required. Depending on the type and quantity of material storage, a control room and/or additional fire suppression systems may also be required, and adequate ventilation systems may need to be installed depending on the activities that would occur within the loading dock.

Traffic and Parking:

Per code, a traffic and parking study is required for any Land Use Variation located on land abutting a collector street. Accordingly, the petitioner must provide a detailed traffic and parking study from a Certified Traffic Engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, and parking. However, given the small scale of the use, staff is preliminarily supportive of a variation to waive this requirement. The petitioner would need to clarify if they will be requesting a variation, and if so, would need to provide a written response documenting compatibility to the four hardship criteria for variation approval.

In order to calculate the total required onsite parking, the petitioner must provide details on the other tenants within the building, as well as the number of lifts/bays within the 1,500 square foot subject unit. Once these details have been provided, staff will determine if the site complies with the parking regulations or whether a parking variation is required. Should a deficit relative to code requirements exist, a parking survey shall be required, which surveys the number of cars parked on the subject property over a three-day period (including two weekdays and one weekend day) to determine existing parking usage on the subject property. Additional analysis may be required if a parking variation is required.

RECOMMENDATION

The Staff Development Committee (SDC) has reviewed the proposed Land Use Variation to allow Minor Motor Vehicle Repairs and Car Wash/Detailing within the M-1, Research, Development, and Light Manufacturing District, and is generally supportive of the proposal, subject to resolution of the following:

1. The petitioner shall provide written justification to the following hardship criteria for Land Use Variation approval:
 - **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
 - **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
 - **The proposed variation is in harmony with the spirit and intent of this Chapter.**
 - **The variance requested is the minimum variance necessary to allow reasonable use of the property.**
2. The petitioner shall provide additional details on where the four vehicles awaiting repair/detailing are stored on the exterior of the site. Excessive exterior storage of visibly damaged vehicles shall not be allowed.
3. The petitioner shall provide a to-scale floorplan for “unit 100” and details on how Ford is using the spaces outside of the loading dock, as well as information on the type of materials and chemicals that will be stored onsite, details on the number of bays/lifts in the unit, and additional details on the other tenants within the building.
4. Compliance with all applicable landscape requirements will be verified as part of any Plan Commission review. Any dead or missing landscaping must be replaced.
5. A detailed traffic and parking study from a Certified Traffic Engineer is required, which shall assess access (location, design, and Level of Service), on-site circulation, trip generation and distribution, and parking shall be required, or alternatively, a variation can be requested. Should a parking deficit exist on the subject property, parking surveys showing existing parking usage over a three-day period (two weekdays and one weekend) shall be required.
6. Should this site be integrated with the abutting Ford dealership, or should future redevelopment be proposed, Planned Unit Development approval would be required.
7. These are preliminary comments only and should not be relied upon as identification of the only major concerns. Additional comments may be made as part of the formal Plan Commission review. Staff reserves the right to change its position on issues upon submittal of a formal application and detailed review.

January 7, 2022

Bill Enright, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1756



DUNDEE ROAD

Subject Property

Subject Unit



RIDGE AVENUE

N

AutoSky Detail Inc. Business Plan

Executive Summary

1.1 The Business

Autosky Detail is based on a leased loading dock (1500sqft) adjacent to the warehouse Suite 100 located at 3456 N. Ridge Ave. in Arlington Heights, Illinois. The hours of operation are Mon-Fri 8am-6pm, Sat- & Sun 9am-3pm. We currently have a flow of 2-3 cars inside the shop every 2-3 hours. A maximum of 4 cars are kept in doors and an average of 2-4 cars are kept outside overnight, the rest of the vehicles are kept on Arlington Heights Ford's parking lot.

1.2 Management

AutoSky Detail is owned and operated by Carlos Meza, who has been associated with automobile industry for more than 21 years. Our current team consists of 4 technicians operating equipment and machines.

1.3 Customers

The company's primary goal is to provide on-site auto detailing services to Arlington Heights Ford. We currently plan to only serve automobile dealers located in the vicinity of our workshop.

Executive Summary

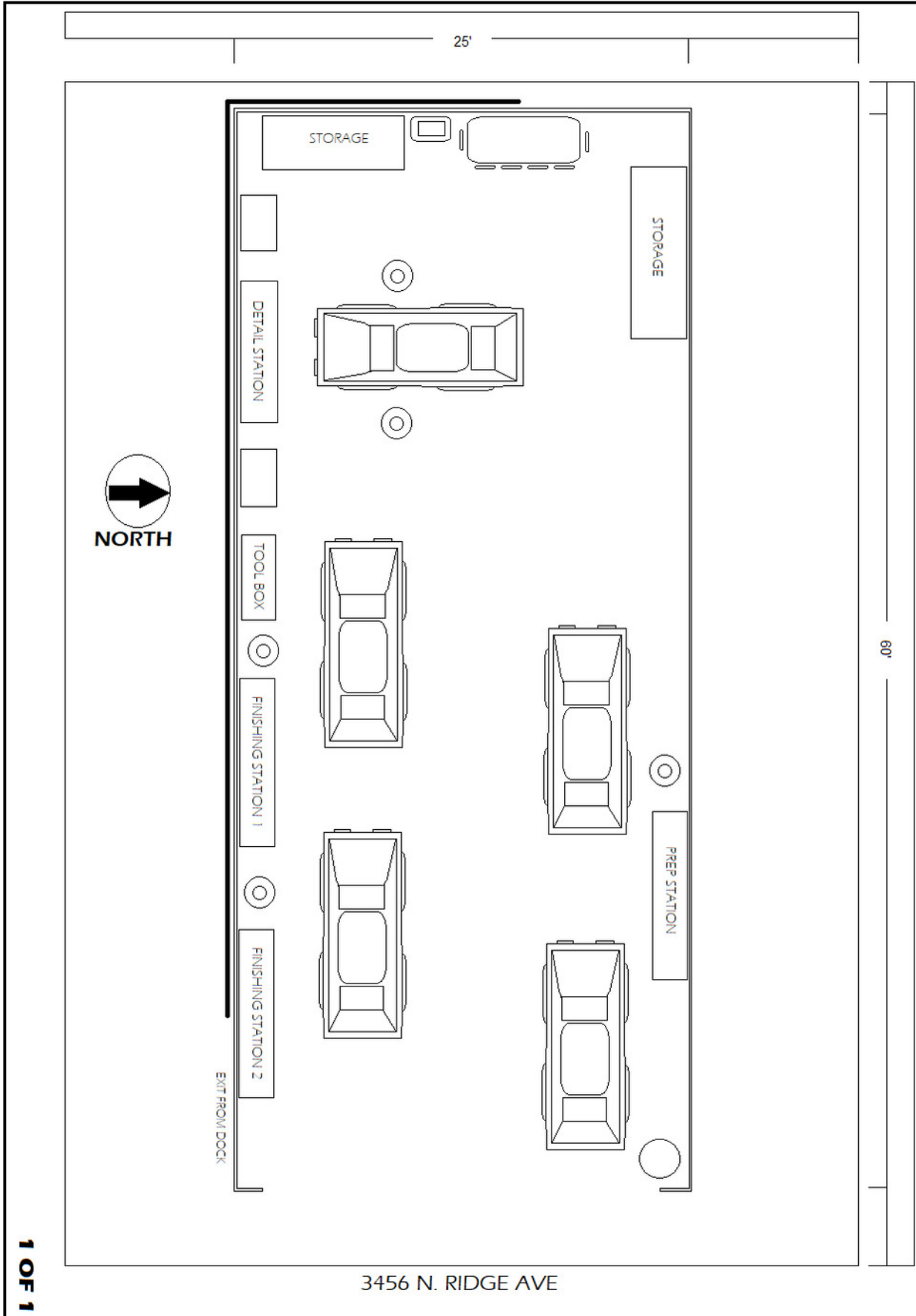
2.1 Company Owner

AutoSky Detail has been owned and operated by Carlos Meza, who has been associated with this industry for more than 21 years. After college, Carlos was hired as a Jr. Manager Assistant at Delta Sonic Carwash. Within the next 4 years, he was promoted to Sr. Manager of Operations at Palatine, the company's busiest branch. He then served as Location Supervisor of Tempus Carwash for next 1 year after which he finally decided to start his own car detailing business startup.

2.2 Why the Business is being started

After more than 10 years of successful mobile detailing, we aim to provide exclusive services to Arlington Heights Ford and their associates. Our services and innovative detailing solutions include:

- Auto, Boat, Motorcycle Detailing
- Paintless Dent Repair
- Wholesale Interior Repair
- Wheel Repair
- Windshiel Chip Repair



1 OF 1

PROJECT NAME	AUTOSKY DETAIL INC.	
DATE	12/17/21	