



AGENDA
CONCEPTUAL PLAN REVIEW COMMITTEE
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
August 13, 2025
6:30 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. July 23, 2025
- IV. OLD BUSINESS
- V. NEW BUSINESS
 - A. 1903 E. Euclid Ave. - First United Methodist Church - T1888
Parking Variation, Side Setback Variation
- VI. OTHER BUSINESS
- VII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

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 the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

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MINUTES OF THE MEETING OF CONCEPTUAL PLAN REVIEW COMMITTEE COMMUNITY ROOM, VILLAGE OF ARLINGTON HEIGHTS July 23, 2025 AT 6:30 P.M.

MEMBERS PRESENT:

Bruce Green, Chair
Jay Cherwin
John Sigalos

MEMBERS ABSENT:

Kristen Schurtz

STAFF PRESENT: Michael Lysicatos & Rachel Hitzemann

ALSO PRESENT: Michi Mho, Neri Architechs

Call to Order

Chairman Green called the meeting to order at 6:30 p.m.

Approval of Minutes

The meeting minutes of July 9, 2025 meeting were reviewed.

SIGALOS MOVED AND CHERWIN SECONDED A MOTION TO APPROVE THE July 9, 2025 MEETING MINUTES. MINUTES WERE APPROVED 3-0.

NEW BUSINESS

T1882 – 5 N. Douglas

The subject property is approximately 1.16 acres (50,737 square feet) and is bounded by Kensington Road to the south and Douglas Avenue to the west. The eastern edge of the site contains a Union Pacific railroad spur line, which provides freight access to the Heller Lumber Company located north of the subject property. Approximately 13,500 square feet of the northern portion of the property is within the R-7 Zoning District and the southern 37,237 square feet of the property is within the B-2 Zoning District. Additionally, the entire property is within the Hickory/Kensington Overlay District and is part of the Hickory/Kensington area plan, both of which were established in 2013. The property is also located within the Hickory/Kensington TIF District, which was adopted by the Village Board in 2014. The subject property is improved with an at grade overflow parking lot that serves the nearby Mariano's grocery store, which overflow parking lot is not heavily used. A five-story, mixed-use building has been completed on the east side of the railroad spur at 4 N. Hickory. The 76-unit apartment building also include ground floor commercial space

The applicant is proposing to develop the southern B-2 zoned portion of the subject property. Additionally, the developer will dedicate land to the Village to allow for Campbell Street to be extended, at a future date, between Hickory Avenue and Douglas Avenue. The dedication would occur roughly around the division between the R-7 and B-2 zoning districts and align with the drive aisle that was completed as part of the 4 N. Hickory project.

Original plans for this site were submitted in 2022. At the time, the proposed development consisted of a 54-foot tall, five-story apartment building with 64 units. A total of 97 parking spaces would be located throughout the basement, ground floor, and on a surface lot at the exterior of the building and a parking lot across the future Campbell Street. The dwelling units would be located on floors two through five and would consist of 32 one-bedroom units (50%),

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and 32 two-bedroom units (50%). All dwelling units would be rental. The second floor would feature a 1,187 square foot exterior amenity deck for the building.

The applicant submitted revised plans in January which eliminated the interior lower-level parking (basement parking). The number of dwelling units was reduced from 64 to 60 with the unit mix changed to 24 one-bedroom units and 36 two-bedroom units. The final revision is the utilization of the north lot for an additional 28 space parking lot.

Mr. Mho shared that this project is back from the initial review in 2022. His client has been working on financing and TIF funding for the project. This project had been approved back in 2022, and we have been addressing the comments from staff at the plan review. One changes that has been made has been is to eliminate the basement parking garage and to keep the lot to the north of the building for parking, and reduce the number.

Ms. Hitzmann communicated the above stated project overview. Given the current lot size proposed unit mix in the villages density requirements the subject property could accommodate 58 dwelling units by code, however, the developer has proposed 60 units which translates to a density increase of 2 units above code requirement. Staff notes that if the developer was not required to dedicate the land for the Campbell Street extension, the subject property could yield 74 units per the density requirements and proposed unit mix, so staff is supportive of the density variation.

The Village will request the petitioner consider first floor retail in order to unify the streetscape and our alternative treatment to the first-floor facade before submitting a complete Plan Commission application, this is located in B-2 district, which is usually for mixed-use and they are proposing all residential. All multi-family developments that include 10 or more units are required to conform to the villages inclusionary housing ordinance and the developer shall be required to provide 10% as affordable per the inclusionary housing ordinance. The developer will be required to subdivide the property to create 2 lots. These 2 lots will be separated by 66 feet of land which will be dedicated for the extension of Campbell Street from Douglas Avenue to the eastern edge of the subject property this will mirror what was done at 4 North Hickory on the opposite side of the spur line. The proposed development appeared before the Design Commission and they reviewed and approved the project on August 9, 2022. The Design Planner has reviewed the new proposal and determined that the plans are consistent with the previously approved plans and therefore the application will not require additional Design Commission review. The multifamily and the number of 60 units at 1.5 spaces per unit the parking requirement is 90, and the petitioner is proposing 90 spaces so there will be basically no surplus or deficit. The SDC has reviewed the proposed PUD plat of subdivision, and variation and is supportive of the project subject to the list of conditions.

Commissioner Sigalos confirmed that the first floor will not have commercial space. Believes it is a good fit and a good project.

Commissioner Cherwin with the Campbell Steet dedication they are reducing from 74 units to 60.

Ms. Hitzmann confirmed that without the Campbell Street dedication they could have 74 units, and staff does support this.

Commissioner Cherwin asked the petitioner if you could still have 74 units with the correct amount of parking with out the Campbell Street dedication, ultimately what is the cost/value for the building.

Mr. Mho it would have to be studied, could we meet the parking requirements be met.

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Mr. Lysicatos commented that the goal is to have access all the way through to provide access for the whole district.

Commissioner Green does not like the parking, believes that it is ugly. I would rather the parking be underneath and give another floor of units to the building. Brings the parking all the way to the sidewalk and is very dense. There is nothing to look at the front of the building. Please do not paint murals on the first-floor wall. Three thumbs up from us.

PUBLIC COMMENT

None

Adjournment

SIGALOS MOVED AND CHERWIN SECONDED THE MOTION TO ADJOURN. ALL MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 6:52 p.m.

**Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Kendra Maher, Recorder**



8/13/2025

Item: 1903 E. Euclid Ave. - First United Methodist Church - T1888
Parking Variation, Side Setback Variation

Department: Planning & Community Development

Item Description:

Requested Action:

1. Variation from Chapter 28, Section 10.4-4 to provide 261 parking spaces where 320 spaces are required.
2. Variation from Chapter 28, Section 5.1-3.3(b) to provide a 30-foot western side setback where a 43.2-foot setback is required.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed parking lot reconfiguration and variances to reduce the required off-street parking and required side yard setback for the property at 1903 E. Euclid Avenue, and is generally supportive of the application subject to resolution of the following:

1. The Petitioner shall provide a detailed and scaled site plan that demonstrates compliance with parking stall, drive aisle, and parking lot island dimensions.
2. The Petitioner shall provide a landscape and tree preservation plan that shows new landscape material to comply with Chapter 28, Section 6.15-1.2.
3. Parking lot islands shall be provided at the termination of every row of parking and there may not be more than 20 consecutive parking spaces without an intervening parking lot island.
4. Any variation request must be identified and written justification provided based on the criteria for 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 28.
- The variance requested is the minimum variance necessary to allow reasonable use of the property.

5. An Autoturn diagram shall be provided with the formal Plan Commission application.

6. A parking study shall be provided with a formal submittal of a Plan Commission application that evaluates the current parking demand on the property.

7. The land banked parking area on the southern edge of the site cannot encroach onto any portion of the detention area (including the flat landing at the top of the detention facility). Any encroachment may require eliminating the overflow parking from the proposal, increasing the potential parking variation.

8. 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:

1. CPRC Staff Report_1903 E Euclid Ave - First United Methodist Church
2. Aerial
3. Project Narrative
4. Site Plan Proposal_Revised



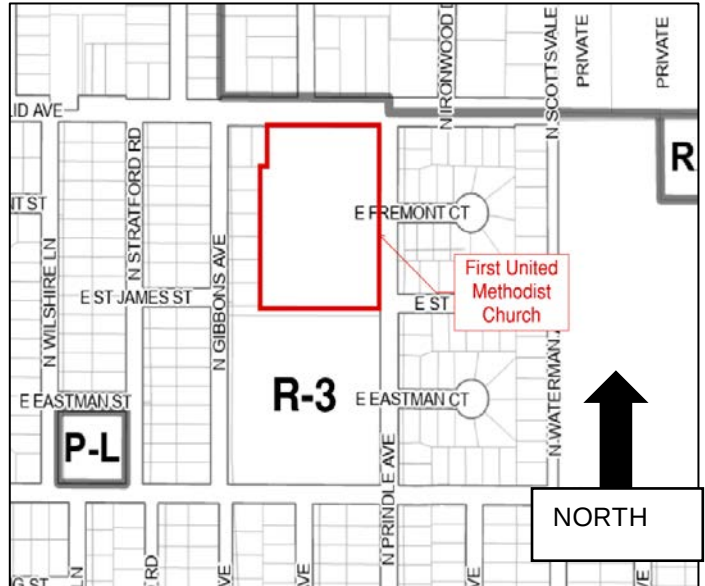
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

Temp File Number: T1888
Project Title: First United Methodist Church
Address: 1903 E Euclid Ave
PINs: 03-28-301-021-0000

To: Conceptual Plan Review Committee
Prepared By: Dan Osoba, Planner I
Meeting Date: August 13, 2025
Date Prepared: August 8, 2025

Petitioner: Dan Buntley
Address: First United Methodist Church
 1903 E Euclid Ave
 Arlington Heights, IL 60004

Existing Zoning: R-3 One Family Dwelling District
Comprehensive Plan: Institutional



SURROUNDING LAND USES

Direction	Zoning	Existing Land Use	Comprehensive Plan
North	R-E One Family Dwelling District	Single-Family Detached	Single-Family Detached Estate
South	R-3 One Family Dwelling District	Methodist Park	Parks
East	R-3 One Family Dwelling District	Single-Family Detached	Single-Family Detached
West	R-3 One Family Dwelling District	Single-Family Detached	Single-Family Detached; Institutional

Requested Action:

1. Variation from Chapter 28, Section 10.4-4 to provide 261 parking spaces where 320 spaces are required.
2. Variation from Chapter 28, Section 5.1-3.3(b) to provide a 30-foot western side setback where a 43.2-foot setback is required.

Project Background:

The 6.6-acre subject property is located at the southwest corner of E. Euclid Avenue and N. Prindle Avenue at 1903 E. Euclid Avenue. The existing land use is a place of worship, which is a permitted land use within the R-3 District. The site includes 231 off-street parking spaces accessed from one entrance on E. Euclid Avenue and two entrances on N. Prindle Avenue.

The property obtained approval of a Planned Unit Development (PUD) for building additions, parking lot reconfiguration, landscaping, a land use variation for a day care, and a parking variation to reduce the minimum number of parking stalls from 497 to 274 spaces in 2008 (Ord. 09-044). However, this PUD expired as building permits were never issued for those PUD improvements. In addition, the property was rezoned to R-3, re-designated to Institutional in the Comprehensive Plan and subdivided to create six new single-family residential lots along N. Gibbons Avenue. The First United Methodist Church retained ownership of the northernmost lot for parsonage.

The Petitioner is proposing to reconfigure the existing parking lot to provide a 30-foot setback from the western property line, modify existing angled stalls to 90-degree stalls, and provide 22 land-banked parking stalls at the southeast corner of the site that were previously identified on the former PUD approval. As shown on the Petitioner's proposal, the site would have 273 off-street parking spaces and additional landscaping between the single-family homes to the west. A parking variation is required to reduce the required off-street parking from 320 spaces to 261, which includes a 12-space reduction from the proposal to account for required landscape islands (see the Parking section for details) and a variation to reduce the required side setback from 43.2-feet (10% of the lot width) to 30-feet.

Zoning and Comprehensive Plan

The property is currently zoned R-3 One Family Dwelling District which allows Places of Worship as a permitted land use. The proposal does not include any modification to the existing building or land use other than off-street parking, which requires a variance. As part of the formal Plan Commission application, the Petitioner shall provide a written response to the four criteria for approval for variations for each variation requested:

- **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
- **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
- **The proposed variation is in harmony with the spirit and intent of this Chapter 28.**
- **The variance requested is the minimum variance necessary to allow reasonable use of the property.**

The Comprehensive Plan designates the property as appropriate for Institutional land uses. The existing use is consistent with the institutional designation and the proposed parking lot reconfiguration will not make the site inconsistent with the Comprehensive Plan.

Site Improvements & Landscaping

The proposed site modifications will remove a row of parking along the western property line to create a larger landscape buffer and reconfigure parking stalls within the rest of the lot to provide additional spaces. The net increase in parking spaces is 30. The Petitioner shall provide a detailed and scaled site plan that demonstrates compliance with parking stall widths and adjacent drive aisle widths. Parking stalls that are 90-degrees shall be 9-feet wide by 18-feet in length and the adjacent drive aisle shall be at least 24-feet wide. As the site circulation and drive aisle locations are being modified, the SDC will require an Autoturn diagram to confirm fire apparatus access throughout the site.

Landscaping shall be provided adjacent to the parking lot to screen the parking lot from adjacent properties and between the parking lot and adjacent rights-of-way. A six-foot-tall row of landscaping shall be planted adjacent to the parking lot and between residential properties within the new 30-foot buffer area. The Petitioner shall provide a landscape and tree preservation plan with a formal Plan Commission application to identify new species of landscape plantings and removal or replacement of existing trees. It appears that the new 22 land-banked parking spaces at the southern portion of the site

will remove several trees. It is suggested to replant those trees adjacent to the new southern curb line and keep trees, if possible, within the new parking lot landscape island.

The SDC is generally supportive of the variance request to reduce the side setback requirement from 43.2-feet to 30-feet on the western side of the property. The existing buffer is non-existent and providing a 30-foot buffer will not alter the character of the locality and is closer to the spirit and intent of Chapter 28 by providing a buffer with landscape screening between the uses. The SDC recommends that the Petitioner contact the adjacent neighbors to discuss the proposal and address any concerns they may have. Any correspondence with the neighbors should be included in the formal Plan Commission application.

Parking and Traffic:

Due to the parking variance requested, the SDC will require a parking study to evaluate the current parking demand on the property. The study shall include operations such as classroom days/hours, number of employees, special events, weekday events, church services, and other business operations that may impact parking demand. A survey of existing parking demand shall be included with this study to determine the actual parking utilization. The survey shall include at least three days, with two of the days being Saturday and Sunday. The survey will count how many parking spaces are utilized every hour during normal business hours each day. Analysis of the Village Code required off-street parking, ITE demand, and actual parking utilization shall be provided in the study.

The off-street parking code requirements are shown in the table below. The total required parking is based on information obtained from the Petitioner regarding employees and building permits issued in 2012 that included floor plans for interior remodeling:

Use	Seats	Square-Footage	Occupancy	Employees / Classrooms	Parking Ratio	Required Parking
Assembly	489	N/A	N/A	N/A	1 space per 5 seats	98
Multi-Use	N/A	N/A	646	N/A	30% of occupancy	194
Classroom	N/A	N/A	N/A	18 / 9	1 per employee plus 1 per 5 classrooms	21
Office	N/A	2,270	N/A	N/A	1 per 300 s.f.	8
Total						320
			Total Existing			231
			Total Proposed			261*
			Surplus / (Deficit)			(59)

*The total proposed includes the removal of 12 parking spaces for required landscape islands not shown on the proposal.

The Petitioner shall verify the seats of the assembly area(s), the occupancy of any multi-use area, the number of classrooms and employees, and the total square-footage of office space in the building. Parking lot islands are required at the termination of each row of parking and there may not be more than 20 consecutive parking spaces without an intervening parking lot island. Based on the SDC review, an additional 12 landscape islands are required. The land-banked parking on the southern portion of the site may not encroach into the detention pond area. The SDC has concerns with the amount of space between the current curb line and the expanded parking area encroaching into the detention area considering the steeper slope and landscaping along that drive aisle. If the land-banked parking area is proposed in the formal application, the Petitioner shall ensure that the parking does not encroach into the detention area including the flat landing area on surrounding the detention area. This may require eliminating the overflow parking from the proposal, increasing the potential parking variation.

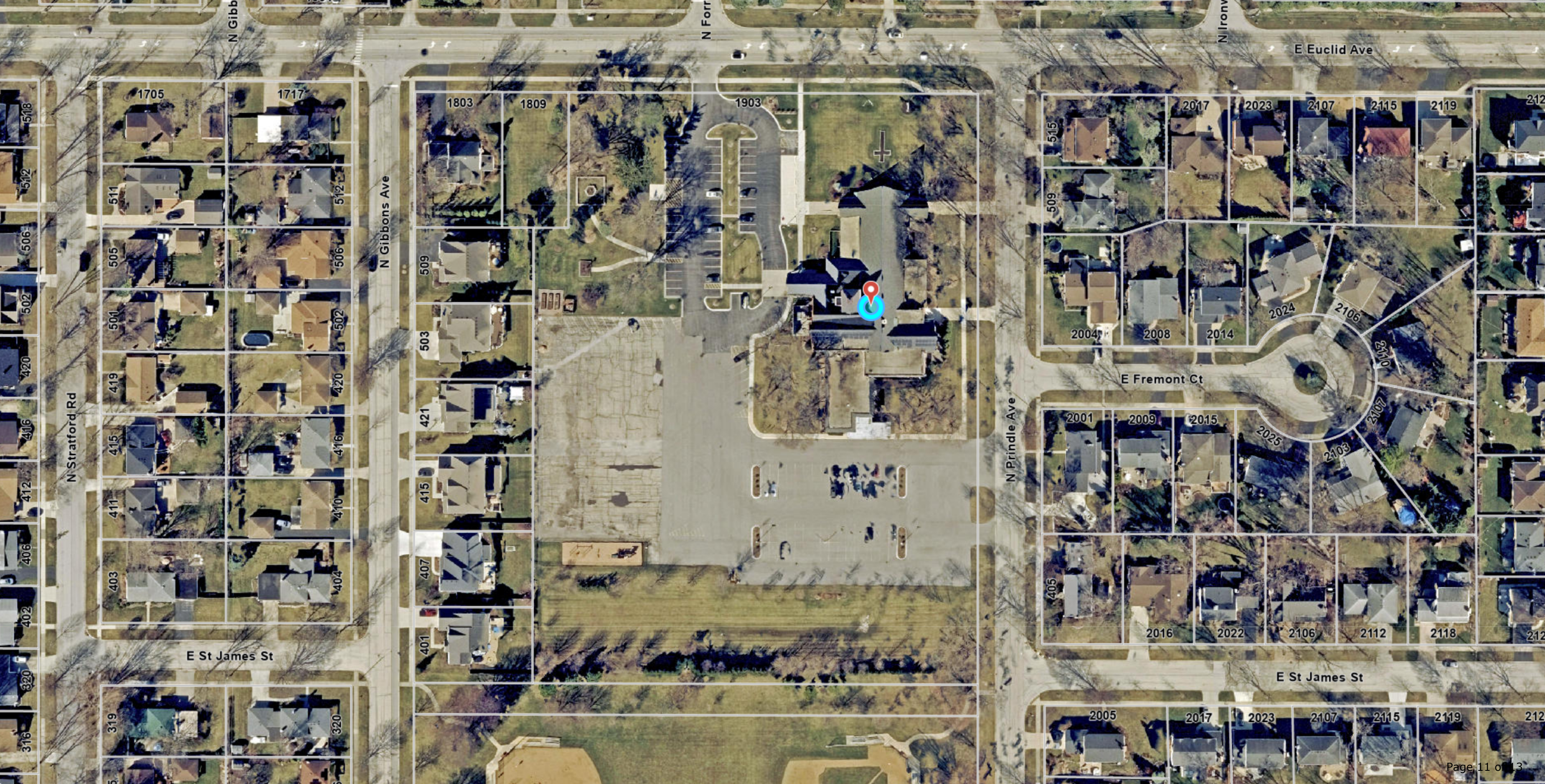
RECOMMENDATION

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

_____ August 5, 2025
Michael Lysicatos, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1888



E Euclid Ave

N Gibbons Ave

N Stratford Rd

E St James St

E Fremont Ct

N Prindle Ave

E St James St



J&J Pavement Repairs, Inc.
PAVEMENT
REPAIRS

12 W. College Dr. Unit D
Arlington Heights, IL 60004-1966
P: 847-397-8848 • F: 847-397-8851
sales@jjpave.com

To: Village of Arlington Heights

From J&J Pavement Repairs Inc.

Re: Proposed Plan for the First United Methodist Church
1903 Euclid Ave. Arlington Heights, IL

To whom it may concern.

We are the chosen contractor for the paving project at the above-mentioned property. The church would like to repave a portion of their West lot and eliminate approx. 7,000 sf of impervious surface and turn it into green space.

I have attached two drawings, the first one that shows the paving plan is how the lot currently stands now and what is being proposed. The second is the proposed final plan showing 264 total parking stalls but based on the PUD amendment in 2009 the property is supposed to have a minimum of 274 stalls.

This is a letter of intent to amend that existing PUD to be able to complete the proposed plan. We look forward to comments, feedback, and the next steps needed upon staff review at the July 15th meeting. We thank you for your time and attention.

Sincerely,

John Pancorvo Owner/Operations 847-363-0958 jjpave1982@gmail.com
J&J Pavement Repairs Inc.

FUMCAH WEST PARKING LOT

Existing parking spaces =
38+38+32+32+11+33+
11+2+6 = 203

East side parking = 8 + 8 = 16

West Parking = 25

South Land-banked Parking =22

Handicap = 8

TOTAL PARKING = 274

