

APPROVED

MINUTES OF THE MEETING OF CONCEPTUAL PLAN REVIEW COMMITTEE COMMUNITY ROOM, VILLAGE OF ARLINGTON HEIGHTS AUGUST 27, 2025 AT 7:00 P.M.

MEMBERS PRESENT:

Bruce Green, Chair
Kristen Schurtz
John Sigalos

MEMBERS ABSENT:

Jay Cherwin

STAFF PRESENT: Michael Lysicatos & Rachel Hitzemann

ALSO PRESENT: Brendan Penney, Attorney & Marc Blum

Call to Order

Chairman Green called the meeting to order at 7:00 p.m.

Approval of Minutes

The meeting minutes of August 13, 2025 meeting were reviewed.

SIGALOS MOVED AND SCHURTZ SECONDED A MOTION TO APPROVE THE AUGUST 13, 2025 MEETING MINUTES. MINUTES WERE APPROVED 3-0.

NEW BUSINESS

T1890 – 3375 N. Arlington Heights

The subject property is approximately 7.60 acres and is located south of the intersection of N. Arlington Heights Road and Boeger Drive on the northern portion of the Village. The property is occupied by the Arlington Executive Plaza, an existing office development composed of seven, one-story buildings totaling approximately 73,000 square feet of floor space. The development was approved as a PUD in 1979 with four subsequent amendments in 1980, 1981, 2019, and 2025. Access to the site comes from two full-access, non-signalized curb cuts onto Arlington Heights Road (one of which being on the neighboring property to the north but accessible through a driveway connection to that property and authorized via an existing easement), and a curb cut on Country Lane.

In 2019 the Village Board passed Ordinance 19-002, which approved a variance to reduce the required off-street parking requirement from 266 to 238. Additionally, the ordinance provided conditions that required the property owner to install a 15-space bicycle rack and receive a PUD Amendment and parking variation for any future medical office uses exceeding 14,419 square feet in the complex. In 2024, the Village received a Land Use Variation request for ICON Studios, a barber/ beauty salon and a variation request to reduce the parking from 273 spaces to 238 spaces. The Village Board granted approval for both Variances on April 7, 2025.

While the property is located in the M-1, Manufacturing District, the buildings do not have loading docks or overhead doors and was developed as a traditional business office park. As part of the Staff's discussions with the owner of the property, they expressed that the existing zoning did not provide flexibility to use the office park for commercial and medical uses without having to continue to amend the existing PUD approval. The building is constructed to be more suitable for office uses and the owner would like to market the building in that manner.

APPROVED

Due to the design of the development and the owner's desire to market units to a boarder range of office and commercial uses, zoning staff suggested that the owner pursue the option to rezone the property to B-1, Business District Limited Retail. Per Code, "The purpose of the B-1 district is to provide for the convenience shopping of persons residing in adjacent residential areas. Limited service and office establishments are permitted in this district provided that such establishments will be conducted without noise, odor or any other condition, which might be disturbing to adjacent residential areas" (see attachments for permitted use table). In essence, the B-1 district would allow a broader range of uses, but the uses allowed would be offices or service-based uses that lend themselves to appointment-based trips rather than pass by retail. Planning staff feels this fits with the overall design and intent of the site.

Mr. Penney attending to represent the owners of the plaza's 6 of 7 buildings. The 7th building is separately owned. The nature of the request is to consolidate the 7 units and ownership into one PUD. Several uses for the property are being proposed for a zoning change of use, from M-1 Industrial to B-1 Commercial use. After discussing with staff, this use would more likely fit the tenant base for the future of the plaza.

Ms. Hitzemann review the details of the request from the staff report. As mentioned, the applicant has requested additional uses outside of the B-1 district including building material sales, daycare center, electrical equipment sales, health club, studios recording, medical, dental, orthopedic, appliance, and instrument supplies, etc. The SDC reviewed the additional requested uses and does not support allowing any additional uses outside of the B-1 zoning district, similar uses to those requested are currently permitted in the B-1 and these include contractor office and design showroom, with no vehicle storage which is similar to the requested building materials sales. Personal trainer, which is similar to the requested health club, and the zoning currently classifies electrical equipment sales and medical, dental, orthopedic appliance, and instrumental sales as different categories, but the B-1 does allow for retail sales. Furthermore, there are current uses that would fall under this category in the complex such as the Family Medical Supply and Prime Light Equipment, LLC. These are currently classified as offices, and staff supports these types of office sales within this complex and would continue to classify them as office. Daycare centers are permitted as a special use in the B-1 and would be allowed of the specific tenant go through the special use process which leaves only studio recording as it requested use, not currently permitted in any capacity within the B-1. As part of a larger zoning code update staff may adjust the B-1 to permit recording studios, thus eliminating the need for the PUD amendment in the future. We are supportive of that change but obviously that will take time as we go through that process. The PUD encompasses the subject property and the property to the west and the petitioner is requesting to create a new PUD to support their parcel from the original PUD. While possible creating a new PUD will require a second owner to be a party to the application in order to rescind or amend the original PUD. The petitioner would also need to provide cross access agreements between the two properties and ensure that each property meets all other code requirements independently from the original PUD. Staff would prefer that the petitioner just pursue a PUD amendment as there are specific conditions and variances that were approved for the property that would no longer be applicable if the original PUD was rescinded. Additionally, if they just pursue a PUD amendment the second property owner would not be required to be part of that application, as the as long as they are notified of the amendment under condition adopted under their 2025 agreement. As part of the rezoning the comprehensive plan would also need to be amended to commercial to accommodate the rezoning from M-1 to B-1. There is no site or building work that is being proposed. There would be potentially some parking adjustments pending a traffic and parking study to determine what that would look, however that would be part of the Plan Commission application. Overall, the staff development committee reviewed the proposal and is supportive subject to the conditions listed in the report.

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Commissioner Sigalos confirmed that there are currently no manufacturing tenants. Gives more business an opportunity.

Commissioner Schurtz agreed with Commissioner Sigalos.

Commissioner Green agreed by making the change it will allow for a larger variety of uses.

Mr. Lysicatos we are working towards the future of the change in uses for these buildings.

Commissioner Green encouraged the petitioner to move forward.

PUBLIC COMMENT

None

Adjournment

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

The meeting adjourned at 7:12 p.m.

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