



AGENDA
President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
October 20, 2025
7:30 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL OF MEMBERS
- IV. APPROVAL OF MINUTES
- V. APPROVAL OF ACCOUNTS PAYABLE
 - A. 10/15/25 Warrant Register
- VI. RECOGNITIONS AND COMMUNICATIONS
- VII. PUBLIC HEARINGS
- VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

IX. CONSENT AGENDA

This Agenda consists of proposals and recommendations that, in the opinion of the Village Manager, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking only one roll call vote instead of separate votes on each item. Consideration of this Consent Agenda will be governed by the following rules and procedures prior to roll call vote:

- 1. Any Trustee who wishes to vote "no" or "pass" on any Consent Agenda items should so indicate.
- 2. Upon the request of any one Trustee, any item will be removed from the Consent Agenda and considered separately after adoption of the Consent Agenda.
- 3. Citizens in the audience may request that the Board remove any item from this Consent Agenda for separate consideration after adoption of the Consent Agenda.

4. One roll call vote will be taken and will cover all remaining Consent Agenda items.
- A. Resolution Approving The Award of a Contract for the Purchase and Installation of Rooftop Air Conditioner Unit at Metropolis Theater Building, and an Ordinance Approving a Budget Amendment
 - B. Resolution Approving the Purchase of One Pickup Truck for Public Works & Engineering Traffic Unit
 - C. Resolution Approving a Design Engineering Contract for Downtown ADA Brick Program
 - D. Bond Waiver—St. Edna Parish
 - E. Resolution Approving the Purchase of Paver Bricks for Downtown ADA Brick Program
 - F. Resolution Appointing an Alternate to the Intergovernmental Risk Management Agency (IRMA)
 - G. Motion to Approve an Extension of Preliminary Plat of Subdivision - 1821 N. Verde Ave. - PC#21-007
 - H. Ordinance Amending Section 21-309 of the Municipal Code of the Village of Arlington Heights Regarding the Discontinuation of Water Service
- X. NEW BUSINESS
- A. Resolution Agreement – MAP CBA (2026) and MOU of Work Schedule for Patrol Bureau
 - B. 1920 N. Chestnut Ave. - Chestnut Woods Subdivision - PC#24-018 Preliminary Plat of Subdivision, Variations
 - C. 4 W. Rand Rd. - Qargo Coffee - PC#24-023
Planned Unit Development Amendment, Special Use Permit, Variation
- XI. 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.



**VILLAGE OF ARLINGTON
HEIGHTS
WARRANT REGISTER FOR
CHECK DATE: 10/15/2025**

Fund	Fund Description	Total Transaction Amount
101	GENERAL FUND	\$306,383.01
211	MOTOR FUEL TAX FUND	\$942,458.58
227	FOREIGN FIRE INS TAX FUND	\$4,356.79
231	CRIMINAL INVESTIGATION FD	\$514.38
235	MUNICIPAL PARKG OPR FUND	\$66,577.55
266	HICKORY KENSINGTON TIF	\$630.00
267	SOUTH ARL HTS RD TIF	\$23,530.95
401	CAPITAL PROJECTS FUND	\$202,178.03
426	STORM WATER CONTROL FUND	\$11,250.00
505	WATER AND SEWER FUND	\$1,186,434.39
506	LEAD SERVICE LINE REPL FUND	\$328.00
511	SOLID WASTE FUND SWANCC	\$151,122.00
515	ARTS ENTERT & EVENTS FUND	\$36,615.31
605	HEALTH INSURANCE FUND	\$785,670.99
621	FLEET OPERATIONS FUND	\$1,832,522.86
625	TECHNOLOGY FUND	\$24,299.96
715	GUARANTY DEPOSITS FUND	\$5,300.00
721	ESCROW DEPOSITS FUND	\$12,500.00
TOTAL ALL FUNDS		\$5,592,672.80

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

Department 0000

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
NON DEPARTMENTAL					
					\$12,500.00
314174	721-0000-231003-	HUNDEN PARTNERS	PROFESSIONAL SERVICES	\$12,500.00	
					\$290.18
314192	101-0000-489850-	MERCHANTS CREDIT GUIDE CO	COLLECTION FEES	\$44.90	
314192	101-0000-489850-	MERCHANTS CREDIT GUIDE CO	COLLECTION FEES	\$245.28	
					\$200.00
314202	715-0000-220930-	Blue Construction Corp	BOND REFUND-REC-014254-2025	\$200.00	
					\$1,700.00
314203	715-0000-220930-	Fairfield Homes	BOND REFUND-REC-014248-2025	\$200.00	
314203	715-0000-220930-	Fairfield Homes	BOND REFUND-REC-014248-2025	\$500.00	
314203	715-0000-220930-	Fairfield Homes	BOND REFUND-REC-014248-2025	\$500.00	
314203	715-0000-220930-	Fairfield Homes	BOND REFUND-REC-014248-2025	\$500.00	
					\$200.00
314204	715-0000-220930-	FORTIS	BOND REFUND-REC-014243-2025	\$200.00	
					\$600.00
314205	715-0000-220930-	K & L Contractors, Inc.	BOND REFUND-REC-014245-2025	\$200.00	
314205	715-0000-220930-	K & L Contractors, Inc.	BOND REFUND-REC-014245-2025	\$200.00	
314205	715-0000-220930-	K & L Contractors, Inc.	BOND REFUND-REC-014245-2025	\$200.00	
					\$200.00
314206	715-0000-220930-	K&K Concrete, LLC	BOND REFUND-REC-014255-2025	\$200.00	
					\$200.00
314207	715-0000-220930-	KAPLAN PAVING	BOND REFUND-REC-014246-2025	\$200.00	
					\$200.00
314208	715-0000-220930-	Kimley-Horn	BOND REFUND-REC-014251-2025	\$200.00	

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					1,200.00
314209	715-0000-220930-	Kramer Construction & Management, Inc.	BOND REFUND-REC-014250-2025	\$200.00	
314209	715-0000-220930-	Kramer Construction & Management, Inc.	BOND REFUND-REC-014250-2025	\$500.00	
314209	715-0000-220930-	Kramer Construction & Management, Inc.	BOND REFUND-REC-014250-2025	\$500.00	
					\$200.00
314210	715-0000-220930-	Next Space Design Build Inc.	BOND REFUND-REC-014256-2025	\$200.00	
					\$200.00
314211	715-0000-220930-	SCOTT FROMM	BOND REFUND-REC-014253-2025	\$200.00	
					\$400.00
314212	715-0000-220930-	Xclusive Concrete	BOND REFUND-REC-014249-2025	\$200.00	
314212	715-0000-220930-	Xclusive Concrete	BOND REFUND-REC-014249-2025	\$200.00	
					\$2,334.28
314217	605-0000-471100-	TERRY KOEPPL	INSURANCE REFUND	\$2,334.28	
					\$816.55
314219	505-0000-452420-	TAGARE, ARTEMIO	WATER REFUND	\$816.55	
					\$6,778.05
902688	101-0000-211060-	VISION SERVICE PLAN	VISION INSURANCE OCT 2025	\$1,736.91	
902688	101-0000-211060-	VISION SERVICE PLAN	VISION INSURANCE OCT 2025	\$5,041.14	
					\$3,428.26
902691	101-0000-210910-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$2,320.91	
902691	101-0000-210930-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$1,107.35	
					\$3,917.19
902693	101-0000-210910-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$3,253.34	
902693	101-0000-210930-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$663.85	
					\$5,518.48

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
902698	101-0000-210910-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$4,443.83	
902698	101-0000-210930-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$1,074.65	
					(\$46,041.62)
902700	605-0000-471230-	BLUE CROSS BLUE SHIELD OF ILLINOIS	MEDICAL/DENTAL 09/16-09/30	(\$46,041.62)	
				DEPARTMENT 0000 TOTAL:	
				(\$5,158.63)	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 0101

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
BOARD OF TRUSTEES ADMIN					
314128	101-0101-521650-	CAPTION FIRST INC	CAPTIONING SERVICES	\$397.50	\$397.50
314264	101-0101-522700-	VERIZON WIRELESS	ACCT 88534852600001	\$38.60	\$38.60
DEPARTMENT 0101 TOTAL:				\$436.10	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
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Department 0201

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
INTEGRATED SERVICES ADMIN					
314115	101-0201-522700-	AT & T MOBILITY	ACCT 232106787838	\$100.00	\$100.00
314122	101-0201-530350-	BRANDING TOUCHPOINT / IPROMOTE U	CLOTHING & APPAREL	\$98.25	\$98.25
314158	515-0201-540550-	FASTSIGNS	PRINTING SERVICES	\$50.00	\$1,816.67
314158	515-0201-540550-	FASTSIGNS	PRINTING SERVICES	\$466.67	
314158	515-0201-540550-	FASTSIGNS	PRINTING SERVICES	\$1,300.00	
314188	401-0201-520050-	MAC STRATEGIES GROUP INC	PROFESSIONAL SERVICES	\$10,000.00	\$10,000.00
314264	101-0201-522700-	VERIZON WIRELESS	ACCT 88534852600001	\$117.29	\$117.29
DEPARTMENT 0201 TOTAL:				\$12,132.21	

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
HUMAN RESOURCES ADMIN					
					\$200.00
314177	101-0301-522010-	ILCMA	ADVERTISING	\$50.00	
314177	101-0301-522010-	ILCMA	ADVERTISING	\$50.00	
314177	101-0301-522010-	ILCMA	ADVERTISING	\$50.00	
314177	101-0301-522010-	ILCMA	ADVERTISING	\$50.00	
					\$795.00
314183	101-0301-520200-	KOZIOL REPORTING SERVICE	PROFESSIONAL SERVICES	\$795.00	
					\$317,491.63
902689	605-0301-520600-	HMO ILLINOIS	OCT 2025	\$317,491.63	
					\$1,416.00
902690	605-0301-520650-	PRUDENTIAL INSURANCE CO OF AMERICA	PAID UP LIFE INSURANCE	\$1,416.00	
					\$104,939.07
902699	605-0301-520550-	BLUE CROSS BLUE SHIELD OF ILLINOIS	ADMIN FEES	\$104,939.07	
					\$405,531.63
902700	605-0301-542750-	BLUE CROSS BLUE SHIELD OF ILLINOIS	MEDICAL/DENTAL 09/16-09/30	\$383,834.06	
902700	605-0301-542770-	BLUE CROSS BLUE SHIELD OF ILLINOIS	MEDICAL/DENTAL 09/16-09/30	\$21,697.57	
DEPARTMENT 0301 TOTAL:				\$830,373.33	

Department 0301

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
FINANCE ADMIN					
					\$270.67
314106	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	(\$35.10)	
314106	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$35.10	
314106	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$44.67	
314106	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$226.00	
					\$69.10
314129	101-0501-530050-	CDW GOVERNMENT INC	OFFICE SUPPLIES	\$69.10	
					\$474.99
314130	101-0501-530010-	CHICAGO TRIBUNE	SUBSCRIPTION	\$474.99	
					\$89.10
314145	101-0501-522010-	DAILY HERALD	ADVERTISING	\$89.10	
					\$148.24
314146	101-0501-530050-	DELL MARKETING LP	OFFICE SUPPLIES	\$148.24	
					\$147.21
314201	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$7.27	
314201	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$23.99	
314201	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$115.95	
					\$183.05
314223	101-0501-533050-	PETTY CASH	KITCHEN SUPPLIES	\$85.09	
314223	101-0501-533050-	PETTY CASH	KITCHEN SUPPLIES	\$97.96	
					\$38.75
314256	101-0501-522700-	VERIZON WIRELESS	ACCT 38508581800001	\$38.75	
					\$3,888.56
902697	101-0501-522050-	CITIBANK	POSTAGE	\$3,888.56	

Department 0501

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
DEPARTMENT 0501 TOTAL:				\$5,309.67	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 0601

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
INFORMATION TECHNOLOGY ADMIN					
314140	625-0601-550100-	CONVERGINT TECHNOLOGIES LLC	OFFICE EQUIPMENT	\$1,590.00	\$1,590.00
314259	625-0601-522700-	VERIZON WIRELESS	ACCT 98726153700001	\$921.57	\$921.57
314260	625-0601-522700-	VERIZON WIRELESS	ACCT 68500580500001	\$1,755.36	\$1,755.36
902696	625-0601-520050-	MUNICIPAL GIS PARTNERS INC	GIS SERVICES	\$20,033.03	\$20,033.03
DEPARTMENT 0601 TOTAL:				\$24,299.96	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
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Department 1008

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
BOARDS & COMM FIRE & POL COMM					
314139	101-1008-520750-	CONRAD POLYGRAPH INC	PROFESSIONAL SERVICES	\$450.00	\$450.00
DEPARTMENT 1008 TOTAL:				\$450.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 1018

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
BOARDS & COMM SPECIAL EVENTS					
314195	515-1018-540550-	NADEAU'S ICE SCULPTURES	EVENT SERVICES	\$2,045.00	\$2,045.00
DEPARTMENT 1018 TOTAL:				\$2,045.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
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Department 2005

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
SPECIAL EVENTS METROPOLIS THTR					
					\$2,650.00
314109	515-2005-550550-	ANDERSEN PLUMBING & SEWER	METROPOLIS EQUIPMENT MAINTENANCE	\$2,650.00	
DEPARTMENT 2005 TOTAL:				\$2,650.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 3001

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
POLICE DEPT ADMIN					
					\$65.85
314104	101-3001-521020-	AIRGAS USA LLC	EQUIPMENT MAINTENANCE	\$65.85	
					\$33.99
314106	101-3001-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$33.99	
					\$70.00
314117	101-3001-522700-	AT&T	PROFESSIONAL SERVICES	\$70.00	
					\$1,567.08
314119	101-3001-533250-	AXON ENTERPRISE INC	POLICE EQUIPMENT & SUPPLY	\$31.30	
314119	101-3001-533250-	AXON ENTERPRISE INC	POLICE EQUIPMENT & SUPPLY	\$34.00	
314119	101-3001-533250-	AXON ENTERPRISE INC	POLICE EQUIPMENT & SUPPLY	\$1,501.78	
					\$19,010.00
314123	101-3001-521651-	BRIGHTSIDE CLINIC	CARE GRANT	\$9,150.00	
314123	101-3001-521651-	BRIGHTSIDE CLINIC	CARE GRANT	\$9,860.00	
					\$735.00
314138	101-3001-521650-	COMPASSION FUNERAL SERVICES INC	PROFESSIONAL SERVICES	\$320.00	
314138	101-3001-521650-	COMPASSION FUNERAL SERVICES INC	PROFESSIONAL SERVICES	\$415.00	
					\$3,038.75
314144	101-3001-521652-	DACRA TECH LLC	ADJUDICATION FEES	\$3,038.75	
					\$8,340.00
314155	101-3001-520150-	ERNEST R BLOMQUIST PC	PROFESSIONAL SERVICES	\$4,170.00	
314155	101-3001-520150-	ERNEST R BLOMQUIST PC	PROFESSIONAL SERVICES	\$4,170.00	
					\$53.20
314157	101-3001-521650-	EXPERIAN	PROFESSIONAL SERVICES	\$53.20	
					\$395.00

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
314176	101-3001-522020-	IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES	\$395.00	
					\$1,222.80
314180	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	\$246.00	
314180	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	\$250.00	
314180	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	\$726.80	
					\$13.48
314182	101-3001-522150-	KONICA MINOLTA BUSINESS USA	OFFICE MACHINES & ACCESS	\$13.48	
					\$775.00
314237	101-3001-521020-	STANLEY STEEMER INTERNATIONAL, INC.	EQUIPMENT MAINTENANCE	\$775.00	
					\$190.00
314240	101-3001-530350-	STEVE KLOPACK	REIMBURSEMENT	\$190.00	
					\$182.60
314248	101-3001-522100-	TOTAL PRINT SOLUTIONS	PRINTING SERVICES	\$182.60	
					\$261.90
314255	101-3001-522700-	VERIZON WIRELESS	ACCT 68682493000001	\$261.90	
			DEPARTMENT 3001 TOTAL:	\$35,954.65	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 3003

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
POLICE DEPT CRIMINAL INVEST					
					\$514.38
314221	231-3003-540010-	PARTNERS & PAWS VETERINARY SERVICES	K9 SERVICES	\$195.63	
314221	231-3003-540010-	PARTNERS & PAWS VETERINARY SERVICES	K9 SERVICES	\$318.75	
DEPARTMENT 3003 TOTAL:				\$514.38	

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
FIRE ADMIN					
					\$391.84
314106	101-3501-521110-	AMAZON COM CAPITAL SERVICES	BUILDING MAINTENANCE SUPPLY	(\$41.99)	
314106	101-3501-522030-	AMAZON COM CAPITAL SERVICES	MEETING SUPPLIES	\$46.69	
314106	101-3501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$23.96	
314106	101-3501-531650-	AMAZON COM CAPITAL SERVICES	FIRE EQUIPMENT & SUPPLY	\$35.75	
314106	101-3501-533450-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$25.48	
314106	101-3501-533450-	AMAZON COM CAPITAL SERVICES	PUBLIC EDUCATION SUPPLIES	\$9.99	
314106	401-3501-550150-	AMAZON COM CAPITAL SERVICES	EQUIPMENT	\$291.96	
					\$8.40
314127	101-3501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$8.40	
					\$2,376.00
314148	101-3501-521020-	DINGES FIRE COMPANY	EQUIPMENT MAINTENANCE	\$2,376.00	
					\$7,631.75
314159	101-3501-521020-	FIRE CATT LLC	EQUIPMENT MAINTENANCE	\$7,631.75	
					\$139.03
314164	101-3501-522030-	GLENDENNING, RYAN	TRAVEL AND TRAINING	\$139.03	
					\$170.84
314165	101-3501-521020-	GRAINGER W W INC	EQUIPMENT MAINTENANCE	\$170.84	
					\$1,409.88
314171	101-3501-533500-	HENRY SCHEIN	MEDICAL SUPPLIES	\$1,409.88	
					\$75.00
314198	101-3501-521160-	NORTHWEST COMMUNITY HOSP	TRAVEL & TRAINING	\$75.00	
					\$989.55
314222	101-3501-533500-	PENNCARE	MEDICAL SUPPLIES	\$989.55	

Department 3501

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					\$23,354.93
314241	401-3501-550150-	STRYKER SALES CORP	FIRE EQUIPMENT	\$23,354.93	
					\$1,555.00
314242	101-3501-521070-	SUBURBAN ACCENTS INC	EQUIPMENT MAINTENANCE	\$1,555.00	
					\$1,053.50
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$99.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$99.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$99.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$99.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$119.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$145.95	
314247	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	\$387.80	
					\$1,022.47
314254	101-3501-521160-	VERIZON WIRELESS	ACCT 44205897800001	\$300.30	
314254	101-3501-522700-	VERIZON WIRELESS	ACCT 44205897800001	\$722.17	
					\$16,115.91
314268	101-3501-531650-	WS DARLEY & CO	FIRE EQUIPMENT	\$222.80	
314268	101-3501-531850-	WS DARLEY & CO	FIRE EQUIPMENT	\$369.11	
314268	401-3501-550150-	WS DARLEY & CO	FIRE EQUIPMENT	\$1,022.00	
314268	401-3501-550150-	WS DARLEY & CO	FIRE EQUIPMENT	\$1,300.00	
314268	401-3501-550150-	WS DARLEY & CO	FIRE EQUIPMENT	\$3,017.00	
314268	401-3501-550150-	WS DARLEY & CO	FIRE EQUIPMENT	\$10,185.00	
DEPARTMENT 3501 TOTAL:				\$56,294.10	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 3701

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
FOREIGN FIRE INSURANCE ADMIN					
314153	227-3701-522030-	ELLISON, COLIN	TUITION REIMBURSEMENT	\$200.00	\$200.00
314200	227-3701-522030-	OATES, MATTHEW	TUITION REIMBURSEMENT	\$251.80	\$251.80
314226	227-3701-522030-	PROCTOR, BRETT	TUITION REIMBURSEMENT	\$786.80	\$786.80
314231	227-3701-550150-	RUSSO	FIRE EQUIPMENT & SUPPLY	\$543.99	\$543.99
314239	227-3701-522030-	STEMPIEN, JAMES	TUITION REIMBURSEMENT	\$2,000.00	\$2,000.00
314267	227-3701-522030-	WITKOWSKI, JACOB	TUITION REIMBURSEMENT	\$574.20	\$574.20
DEPARTMENT 3701 TOTAL:				\$4,356.79	

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Department 4001

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PLANNING PLANNING					
314145	101-4001-522010-	DAILY HERALD	ADVERTISING	\$837.00	\$837.00
314175	101-4001-540410-	IHEARTMEDIA ENTERTAINMENT	ADVERTISING	\$7,040.01	\$7,040.01
314184	101-4001-521650-	LEGRAND REPORTING & VIDEO SERVICES	TRANSCRIBING SERVICES	\$370.50	\$370.50
314201	101-4001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$177.49	\$177.49
314223	101-4001-522030-	PETTY CASH	EVENT SUPPLIES	\$64.50	\$109.00
314223	101-4001-522030-	PETTY CASH	MEETING SUPPLIES	\$22.25	
314223	101-4001-522030-	PETTY CASH	MEETING SUPPLIES	\$22.25	
314228	267-4001-550250-	RJN GROUP INC	PROFESSIONAL SERVICES	\$23,530.95	\$23,530.95
314232	266-4001-520050-	RYAN LLC	PROFESSIONAL SERVICES	\$630.00	\$630.00
314262	101-4001-522700-	VERIZON WIRELESS	ACCT 68728837600001	\$100.00	\$100.00
314263	101-4001-522700-	VERIZON WIRELESS	ACCT 68728837600001	\$100.00	\$100.00
DEPARTMENT 4001 TOTAL:				\$32,894.95	

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Department 4501

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
BUILDING ADMIN					
					\$494.60
314122	101-4501-530350-	BRANDING TOUCHPOINT / IPROMOTE U	CLOTHING & APPAREL	\$99.45	
314122	101-4501-530350-	BRANDING TOUCHPOINT / IPROMOTE U	CLOTHING & APPAREL	\$197.40	
314122	101-4501-530350-	BRANDING TOUCHPOINT / IPROMOTE U	CLOTHING & APPAREL	\$197.75	
					\$8,770.23
314146	101-4501-530050-	DELL MARKETING LP	OFFICE EQUIPMENT	\$8,770.23	
					\$50.00
314152	101-4501-520050-	ELEVATOR INSPECTION SERVICE COMPANY LLC	PROFESSIONAL SERVICES	\$50.00	
					\$165.62
314257	101-4501-522700-	VERIZON WIRELESS	ACCT 54209747800002	\$165.62	
					\$464.90
314258	101-4501-522700-	VERIZON WIRELESS	ACCT 54209747800001	\$464.90	
			DEPARTMENT 4501 TOTAL:	\$9,945.35	

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Department 7001

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
HEALTH ADMIN					
					\$570.00
314112	101-7001-520250-	ARLINGTON CENTER FOR RECOVERY	COUNSELING SUBSIDY	\$570.00	
					\$19.93
314127	101-7001-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$19.93	
					\$220.00
314141	101-7001-521100-	CORELOGIC SOLUTIONS LLC	OFFICE EQUIPMENT	\$220.00	
					\$520.00
314160	101-7001-521100-	FLECK'S LANDSCAPING	LANDSCAPING SERVICES	\$520.00	
					\$525.00
314178	101-7001-522030-	ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION	TRAVEL & TRAINING	\$525.00	
					\$100.00
314185	101-7001-520250-	LEMKE, SHERRY	COUNSELING SUBSIDY	\$100.00	
					\$355.96
314201	101-7001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$7.33	
314201	101-7001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$27.14	
314201	101-7001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$35.46	
314201	101-7001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$286.03	
					\$130.00
314238	101-7001-521650-	STAPLETON, STACY SHEIN	PROFESSIONAL SERVICES	\$130.00	
					\$155.39
314261	101-7001-522700-	VERIZON WIRELESS	ACCT 88556712200001	\$155.39	
			DEPARTMENT 7001 TOTAL:	\$2,596.28	

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Department 7007

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
HEALTH SENIOR SERVICES					
314107	101-7007-522400-	AMERICAN TAXI	TAXI SUBISDY	\$99.00	\$99.00
314269	101-7007-530050-	XAVUS SOLUTIONS	OFFICE EQUIPMENT	\$2,950.00	\$2,950.00
DEPARTMENT 7007 TOTAL:				\$3,049.00	

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Department 7101

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PUBLIC WORKS ADMIN					
					\$1,460.00
314100	401-7101-550200-	ABT ELECTRONICS	KITCHEN EQUIPMENT	\$1,460.00	
					\$1,579.11
314101	101-7101-531750-	ACTIVE ELECTRICAL SUPPLY CO	STREET LIGHT SUPPLIES	\$1,579.11	
					\$4,166.64
314102	101-7101-521020-	AFFILIATED CUSTOMER SERVICE INC	EQUIPMENT MAINTENANCE	\$1,531.75	
314102	101-7101-521020-	AFFILIATED CUSTOMER SERVICE INC	EQUIPMENT MAINTENANCE	\$2,634.89	
					\$453.61
314103	101-7101-531650-	AFFILIATED PARTS LLC	BUILDING MAINTENANCE SUPPLY	\$453.61	
					(\$258.40)
314106	101-7101-531650-	AMAZON COM CAPITAL SERVICES	EQUIPMENT	(\$269.98)	
314106	101-7101-531850-	AMAZON COM CAPITAL SERVICES	SMALL TOOLS & EQUIPMENT	\$11.58	
					\$1,268.37
314110	101-7101-531650-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$102.36	
314110	101-7101-531650-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$130.35	
314110	101-7101-531650-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$261.14	
314110	101-7101-531650-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$774.52	
					\$285.00
314111	101-7101-521020-	AQUALAB WATER TREATMENT INC	EQUIPMENT MAINTENANCE	\$285.00	
					\$948.30
314113	101-7101-521360-	ARLINGTON RENTAL INC	EQUIPMENT RENTAL	\$948.30	
					\$2,151.00
314114	101-7101-522700-	AT & T	ACCT 217S667106106	\$2,151.00	
					\$1,195.02

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
314116	101-7101-522700-	AT&T	ACCT 84759060006156	\$1,195.02	
					\$12,905.90
314121	401-7101-550200-	BRAKUR CUSTOM CABINetry	BUILDING MAINTENANCE SUPPLY	\$12,905.90	
					\$438.20
314124	101-7101-531650-	BRISTOL HOSE & FITTING INC	BUILDING MAINTENANCE SUPPLY	\$438.20	
					\$661.56
314125	101-7101-531900-	BUILDERS ASPHALT LLC	STREET SUPPLIES	\$661.56	
					\$13,879.34
314131	401-7101-550300-	CHRISTOPHER B BURKE LTD	PROFESSIONAL SERVICES	\$2,488.09	
314131	401-7101-550300-	CHRISTOPHER B BURKE LTD	PROFESSIONAL SERVICES	\$11,391.25	
					\$176.35
314132	101-7101-522700-	COMCAST CABLE	ACCT 8771100721360921	\$176.35	
					\$42.84
314134	101-7101-522700-	COMCAST CABLE	ACCT 8771100720049004	\$42.84	
					\$32.13
314136	101-7101-522700-	COMCAST CABLE	ACCT 8771100720048998	\$32.13	
					\$21,490.00
314142	101-7101-521110-	CRYSTAL MAINTENANCE & MGMT SRVS	CLEANING SERVICES	\$18,820.00	
314142	101-7101-521110-	CRYSTAL MAINTENANCE & MGMT SRVS	SERVICE BUILDING MAINTENANCE	\$690.00	
314142	101-7101-521110-	CRYSTAL MAINTENANCE & MGMT SRVS	SERVICE BUILDING MAINTENANCE	\$1,980.00	
					\$3,000.00
314147	101-7101-521650-	DIG SMART LLC	OFFICE EQUIPMENT	\$3,000.00	
					\$77,507.25
314149	401-7101-550300-	DOLAND ENGINEERING, LLC	PROFESSIONAL SERVICES	\$18,053.50	
314149	401-7101-550300-	DOLAND ENGINEERING, LLC	PROFESSIONAL SERVICES	\$59,453.75	

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					\$530.00
314151	101-7101-531650-	EDDIES RESTAURANT AND LOUNGE	EVENT SUPPLIES	\$530.00	
					\$508.02
314156	101-7101-531750-	EVERGREEN SUPPLY CO., INC	STREET LIGHT SUPPLIES	\$508.02	
					\$5,327.64
314161	401-7101-550200-	FORERUNNER TECHNOLOGIES, INC	OFFICE EQUIPMENT	\$5,327.64	
					\$50.00
314163	101-7101-522020-	GIOVANNI SOTTILE	REIMBURSEMENT	\$50.00	
					\$890.27
314165	101-7101-531650-	GRAINGER W W INC	MISCELLANEOUS SUPPLIES	\$294.72	
314165	401-7101-550200-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$595.55	
					\$52,436.70
314166	235-7101-550250-	HAMMER CONSTRUCTION, LLC	CONSTRUCTION SERVICES	\$52,436.70	
					\$625.00
314167	101-7101-521020-	HASTINGS AIR ENERGY CONTROL	EQUIPMENT MAINTENANCE	\$625.00	
					\$14,280.00
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$961.25	
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$1,534.00	
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$1,780.25	
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$2,798.50	
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$2,975.00	
314168	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	\$4,231.00	
					\$3,391.56
314170	401-7101-550200-	HENRICKSEN & COMPANY INC	BUILDING MAINTENANCE SUPPLY	\$3,391.56	
					\$16,870.00
314173	515-7101-533050-	HRP CHICAGO LLC	EVENT SERVICES	\$16,870.00	

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					\$2,442.00
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$60.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$60.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$65.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$88.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$88.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$104.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$120.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$145.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$145.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$145.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$155.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$160.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$160.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$185.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$330.00	
314179	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$432.00	
					\$1,275.40
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	

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314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$78.00	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$138.15	
314181	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS	EQUIPMENT MAINTENANCE	\$357.25	
					\$285.94
314187	101-7101-531650-	LOWES COMMERCIAL SERVICES	MISCELLANEOUS SUPPLIES	\$51.28	
314187	101-7101-531650-	LOWES COMMERCIAL SERVICES	MISCELLANEOUS SUPPLIES	\$234.66	
					\$31.96
314190	101-7101-531850-	MATTS ACE HARDWARE	SMALL TOOLS & EQUIPMENT	\$31.96	
314197	101-7101-521500-	NICOR	ACCT 01701843946	\$1,790.30	
					\$1,790.30
314199	101-7101-531650-	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING MAINTENANCE SUPPLY	\$397.24	\$397.24
					\$62.34
314201	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$19.90	
314201	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$20.25	
314201	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$22.19	
					\$11,250.00
314213	426-7101-550250-	ALEX KARIOTIS DUFFIN	ENHANCED SEWER REBATE	\$11,250.00	
314214	401-7101-550300-	ANDRES HUERTAS	RESIDENT REIMBURSEMENT	\$665.60	
					\$572.00

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
314215	401-7101-550300-	KEVIN CARROLL	RESIDENT REIMBURSEMENT	\$572.00	
					\$481.00
314216	401-7101-550300-	PATRICE MISKOVETZ	RESIDENT REIMBURSEMENT	\$481.00	
					\$1,221.30
314218	401-7101-550300-	WES SIENA	RESIDENT REIMBURSEMENT	\$1,221.30	
					\$1,370.50
314220	101-7101-531900-	OZINGA READY MIX CONCRETE INC	STREET SUPPLIES	\$1,370.50	
					\$166.40
314223	101-7101-522030-	PETTY CASH	TRAVEL & TRAINING	\$45.28	
314223	101-7101-522030-	PETTY CASH	TRAVEL & TRAINING	\$84.13	
314223	101-7101-530350-	PETTY CASH	CLOTHING & APPAREL	\$36.99	
					\$719.96
314225	101-7101-531900-	PRIME, TACK & SEAL CO.	STREET SUPPLIES	\$719.96	
					\$75.00
314227	101-7101-522700-	PTS COMMUNICATIONS INC	PHONE SERVICES	\$75.00	
					\$2,260.33
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$68.00	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$68.00	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$98.93	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$98.93	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$99.48	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$99.48	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$148.56	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$148.56	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$219.30	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$219.69	

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314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$221.27	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$222.59	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$271.61	
314229	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$275.93	
					\$35,000.00
314233	401-7101-550200-	SAFE-WAY TUCKPOINTING LLP	SERVICE BUILDING MAINTENANCE	\$35,000.00	\$106,356.65
314234	101-7101-521150-	SCHROEDER AND SCHROEDER	CONSTRUCTION SERVICES	\$106,356.65	
					\$932,458.58
314235	211-7101-550400-	SCHROEDER ASPHALT	CONSTRUCTION SERVICES	\$932,458.58	\$475.87
314245	101-7101-531650-	TEMPERATURE EQUIPMENT CORP	BUILDING MAINTENANCE SUPPLY	\$104.87	
314245	101-7101-531650-	TEMPERATURE EQUIPMENT CORP	BUILDING MAINTENANCE SUPPLY	\$160.92	
314245	101-7101-531650-	TEMPERATURE EQUIPMENT CORP	BUILDING MAINTENANCE SUPPLY	\$210.08	
					\$4,192.00
314250	101-7101-531450-	ULINE INC	JANITORIAL SUPPLIES	\$4,192.00	\$2,588.93
314252	101-7101-522700-	VERIZON WIRELESS	ACCT 58675303500001	\$2,588.93	
					\$6,020.29
314266	235-7101-550250-	WALKER CONSULTANTS	PROFESSIONAL SERVICES	\$6,020.29	\$238.89
802530	101-7101-522700-	AT&T	ACCT 84734215365273	\$58.25	
802530	101-7101-522700-	AT&T	ACCT 84739420624707	\$58.25	
802530	101-7101-522700-	AT&T	ACCT 84739443682112	\$58.25	
802530	101-7101-522700-	AT&T	ACCT 84759391411742	\$64.14	
					\$428.02

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802531	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 6437571222	\$78.55	
802531	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 1158409000	\$349.47	
					\$13,150.03
802532	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063218	\$1,745.44	
802532	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063214	\$11,404.59	
					\$9,316.82
802533	101-7101-521500-	NICOR	ACCT 06802945268	\$54.66	
802533	101-7101-521500-	NICOR	ACCT 15839647334	\$54.66	
802533	101-7101-521500-	NICOR	ACCT 40178600009	\$59.76	
802533	101-7101-521500-	NICOR	ACCT 19426400008	\$149.51	
802533	101-7101-521500-	NICOR	ACCT 38096400007	\$154.91	
802533	101-7101-521500-	NICOR	ACCT 53278600001	\$155.22	
802533	101-7101-521500-	NICOR	ACCT 28178600004	\$157.16	
802533	101-7101-521500-	NICOR	ACCT 43278600002	\$185.18	
802533	101-7101-521500-	NICOR	ACCT 58401600000	\$217.99	
802533	101-7101-521500-	NICOR	ACCT 72489260108	\$316.37	
802533	101-7101-521500-	NICOR	ACCT 38178600003	\$321.34	
802533	101-7101-521500-	NICOR	ACCT 95407400001	\$376.28	
802533	101-7101-521500-	NICOR	ACCT 97034457784	\$755.50	
802533	101-7101-521500-	NICOR	ACCT 96945600003	\$1,196.87	
802533	101-7101-521500-	NICOR	ACCT 55616726109	\$2,158.06	
802533	101-7101-521500-	NICOR	ACCT 25422686599	\$3,003.35	
					\$10,000.00
902695	211-7101-550400-	BUILDERS PAVING LLC	CONSTRUCTION SERVICES	\$10,000.00	
DEPARTMENT 7101 TOTAL:				\$1,383,584.76	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7201

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
WATER AND SEWER ADMIN					
					\$3,882.00
314105	505-7201-550150-	ALLAN INTEGRATED CONTROL SYSTEMS	EQUIPMENT	\$3,882.00	
					\$52.98
314106	505-7201-531850-	AMAZON COM CAPITAL SERVICES	SMALL TOOLS & EQUIPMENT	\$23.99	
314106	505-7201-531850-	AMAZON COM CAPITAL SERVICES	SMALL TOOLS & EQUIPMENT	\$28.99	
					\$170.00
314108	505-7201-522030-	AMERICAN WATER WORKS ASSN	TRAINING	\$170.00	
					\$170.00
314114	505-7201-522030-	AWWA ILLINOIS SECTION	TRAINING	\$170.00	
					\$205.80
314133	505-7201-522700-	COMCAST CABLE	ACCT 8771100720175502	\$205.80	
					\$2.31
314135	505-7201-522700-	COMCAST CABLE	ACCT 8771100720048980	\$2.31	
					\$37.01
314137	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 4554927000	\$37.01	
					\$6,000.00
314147	505-7201-521650-	DIG SMART LLC	OFFICE EQUIPMENT	\$6,000.00	
					\$1,828.75
314162	505-7201-550150-	GENCOMM	EQUIPMENT	\$1,828.75	
					\$7,402.73
314165	505-7201-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$20.46	
314165	505-7201-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$46.75	
314165	505-7201-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$67.77	
314165	505-7201-550150-	GRAINGER W W INC	EQUIPMENT	\$4,452.30	

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
314165	505-7201-550200-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$2,815.45	
					\$929.60
314172	505-7201-550150-	HIGH STAR TRAFFIC	EQUIPMENT	\$929.60	
					\$274.83
314187	505-7201-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$9.44	
314187	505-7201-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$265.39	
					\$120.82
314190	505-7201-531550-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$10.83	
314190	505-7201-531550-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$109.99	
					\$3,000.00
314191	505-7201-520050-	MECO CONSULTING	PROFESSIONAL SERVICES	\$3,000.00	
					\$4,412.20
314194	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SUPPLIES	\$1,450.00	
314194	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SUPPLIES	\$2,962.20	
					\$3,720.00
314196	505-7201-522030-	NASSCO, INC	TRAVEL & TRAINING	\$3,720.00	
					\$41.98
314223	505-7201-522030-	PETTY CASH	TRAVEL & TRAINING	\$27.00	
314223	505-7201-530350-	PETTY CASH	CLOTHING & APPAREL	\$14.98	
					\$806.87
314224	505-7201-521250-	PIZZO & ASSOCIATES, LTD	SEWER COLLECTION SYSTEM	\$806.87	
					\$36,963.95
314234	505-7201-521300-	SCHROEDER AND SCHROEDER	CONSTRUCTION SERVICES	\$36,963.95	
					\$3,176.00
314243	505-7201-520050-	SUBURBAN LABORATORIES INC	PROFESSIONAL SERVICES	\$3,176.00	

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER

CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					\$1,711.64
314244	505-7201-521350-	TAYLOR PLUMBING	METER INSTALLATION	\$1,711.64	
					\$6,000.00
314249	505-7201-521655-	TYLER TECHNOLOGIES INC	METER SERVICES	\$6,000.00	
					\$1,725.95
314252	505-7201-522700-	VERIZON WIRELESS	ACCT 58675303500001	\$1,725.95	
					\$368.48
314253	505-7201-522700-	VERIZON WIRELESS	ACCT 78635116200001	\$368.48	
					\$20,700.00
314265	505-7201-520050-	VODA INC	OFFICE EQUIPMENT	\$20,700.00	
					\$119.51
802530	505-7201-522700-	AT&T	ACCT 84759080850047	\$119.51	
					\$217.19
802531	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 9425223333	\$79.69	
802531	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 6949217000	\$137.50	
					\$5,584.93
802532	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050218	\$99.55	
802532	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050220	\$5,485.38	
					\$969.02
802533	505-7201-521500-	NICOR	ACCT 05850400002	\$55.50	
802533	505-7201-521500-	NICOR	ACCT 58544400003	\$56.56	
802533	505-7201-521500-	NICOR	ACCT 42567835683	\$56.57	
802533	505-7201-521500-	NICOR	ACCT 90920700003	\$149.51	
802533	505-7201-521500-	NICOR	ACCT 16797600000	\$156.00	
802533	505-7201-521500-	NICOR	ACCT 04055600003	\$183.45	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
802533	505-7201-521500-	NICOR	ACCT 76830700001	\$311.43	
					\$917,301.20
902692	505-7201-521530-	NORTHWEST WATER COMMISSION	Q4 2025 MEMBER PAYMENT	\$917,301.20	
			DEPARTMENT 7201 TOTAL:	\$1,027,895.75	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7301

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PARKING ADMIN					
314150	235-7301-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$426.08	\$426.08
314187	235-7301-531650-	LOWES COMMERCIAL SERVICES	MISCELLANEOUS SUPPLIES	\$34.10	\$34.10
314190	235-7301-531650-	MATTS ACE HARDWARE	MISCELLANEOUS SUPPLIES	\$19.99	\$19.99
802531	235-7301-521500-	COMMONWEALTH EDISON COMPANY	ACCT 9934124000	\$755.74	\$755.74
DEPARTMENT 7301 TOTAL:				\$1,235.91	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7302

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PARKING VAIL ST. GARAGE OPER					
314110	235-7302-521020-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	(\$391.87)	(\$391.87)
314150	235-7302-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$1,349.24	\$1,349.24
802532	235-7302-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050215	\$2,632.30	\$2,632.30
DEPARTMENT 7302 TOTAL:				\$3,589.67	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7303

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PARKING NORTH GARAGE OPER					
314150	235-7303-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$1,349.24	\$1,349.24
802532	235-7303-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1060231	\$1,308.84	\$1,308.84
802533	235-7303-521500-	NICOR	ACCT 12690400002	\$54.66	\$54.66
DEPARTMENT 7303 TOTAL:				\$2,712.74	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7304

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
PARKING EVERGREEN ST GAR OPER					
314150	235-7304-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$426.07	\$426.07
802533	235-7304-521500-	NICOR	ACCT 92296400002	\$156.17	\$156.17
DEPARTMENT 7304 TOTAL:				\$582.24	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7401

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
SOLID WASTE DISPSL SWANCCADMIN					
					\$151,122.00
902694	511-7401-521540-	SOLID WASTE AGENCY	NOV 2025 TIPPING FEES	\$1,667.00	
902694	511-7401-521540-	SOLID WASTE AGENCY	NOV 2025 TIPPING FEES	\$149,455.00	
DEPARTMENT 7401 TOTAL:				\$151,122.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 7501

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
MUNICIPAL FLEET SVCS ADMIN					
					\$287.59
314106	621-7501-531500-	AMAZON COM CAPITAL SERVICES	VEH MAINTENANCE SUPPLY	\$192.98	
314106	621-7501-531650-	AMAZON COM CAPITAL SERVICES	EQUIPMENT	\$94.61	
					\$26.98
314126	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	\$26.98	
					\$4,321.90
314186	621-7501-531510-	LORCHEM TECHNOLOGIES INC	VEH MAINTENANCE SUPPLY	\$4,321.90	
					\$5,461.17
314230	621-7501-531510-	RUSH TRUCK CENTER-CAROL STREAM	VEH MAINTENANCE SUPPLY	(\$718.20)	
314230	621-7501-531510-	RUSH TRUCK CENTER-CAROL STREAM	VEH MAINTENANCE SUPPLY	\$554.90	
314230	621-7501-531510-	RUSH TRUCK CENTER-CAROL STREAM	VEH MAINTENANCE SUPPLY	\$5,624.47	
					\$301.28
314236	621-7501-531510-	SOURCE NORTH AMERICA CORP	VEH MAINTENANCE SUPPLY	\$301.28	
					\$99.32
314246	621-7501-521360-	TERRACE SUPPLY CO	EQUIPMENT RENTAL	\$99.32	
					\$190.92
314251	621-7501-530350-	UNIFIRST CORPORATION	CLOTHING & APPAREL	\$95.46	
314251	621-7501-530350-	UNIFIRST CORPORATION	CLOTHING & APPAREL	\$95.46	
					\$317.70
314270	621-7501-531650-	ZORO TOOLS INC	MISCELLANEOUS SUPPLIES	\$317.70	
			DEPARTMENT 7501 TOTAL:	\$11,006.86	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 9001

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
CAPITAL ADMIN					
					\$123,284.00
314120	505-9001-550250-	BAXTER & WOODMAN	PROFESSIONAL SERVICES	\$360.00	
314120	505-9001-550250-	BAXTER & WOODMAN	PROFESSIONAL SERVICES	\$646.00	
314120	505-9001-550250-	BAXTER & WOODMAN	PROFESSIONAL SERVICES	\$41,713.00	
314120	505-9001-550250-	BAXTER & WOODMAN	PROFESSIONAL SERVICES	\$80,565.00	
					\$328.00
314154	506-9001-550250-	ENGINEERING ENTERPRISES INC	PROFESSIONAL SERVICES	\$328.00	
					\$10,907.14
314169	505-9001-550250-	HBK WATER METER SERVICE INC	METER SERVICES & SUPPLY	\$10,907.14	
					\$23,530.95
314228	505-9001-550250-	RJN GROUP INC	PROFESSIONAL SERVICES	\$23,530.95	
DEPARTMENT 9001 TOTAL:				\$158,050.09	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 9003

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
CAPITAL EQUIPMENT					
314143	621-9003-550050-	CURRIE MOTORS	VEHICLE	\$47,816.00	\$47,816.00
314189	621-9003-550050-	MACQUEEN EMERGENCY GROUP	FIRE TRUCK	\$1,773,700.00	\$1,773,700.00
DEPARTMENT 9003 TOTAL:				\$1,821,516.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 10/15/2025

Department 9901

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
NON-OPERATING					
					\$13,233.64
314193	515-9901-540830-	METROPOLIS COMMERCIAL CONDO ASSN	CAM CHARGE	\$9,004.45	
314193	515-9901-540910-	METROPOLIS COMMERCIAL CONDO ASSN	BUILDING RESERVE CHARGE	\$4,229.19	
DEPARTMENT 9901 TOTAL:				\$13,233.64	
WARRANT TOTAL:				\$5,592,672.80	



**VILLAGE OF
ARLINGTON HEIGHTS**
— INC. 1887 —

**Village Board of Trustees
10/20/2025**

Item: Resolution Approving The Award of a Contract for the Purchase and Installation of Rooftop Air Conditioner Unit at Metropolis Theater Building, and an Ordinance Approving a Budget Amendment

Department: Public Works & Engineering

Item Description:

The Metropolis HVAC unit is original to the building, which was constructed in 1998, and has experienced service issues in recent years. The HVAC unit is 27 years old, and a normal life expectancy for this unit is 20 years. This unit only serves the Metropolis Theater Auditorium and is not a common area expense for the building. The Metropolis Theater is responsible for routine annual maintenance, while the Village, as the owner, is responsible for major repairs and replacements.

By updating the unit, maintenance costs and intervals should be reduced for items that include filters, belts, and lubrication. The new unit will provide more consistent temperatures in the theater auditorium. In addition, the new unit will also operate more efficiently and keep temperatures comfortable for patrons, staff, and actors.

In September, Staff prepared bid specifications to replace the existing HVAC unit, which serves the Theater auditorium and stage areas. Competitive bids were received for the new AAON 70-Ton HVAC unit and the bid tabulation is shown below. Adequate lead time is necessary to ensure ordering and installation can be completed in spring 2026. Costs for a crane to lift the new unit into place and delivery charges are included in the pricing. Timing will be coordinated prior to the start of the Arlington Alfresco.

Bidder	Total Bid Price
MG Mechanical Contractors LLC	\$279,500.00
Amber Mechanical Contractors Inc	\$319,000.00
Atomatic Mechanical Services Inc	\$319,500.00
Robert Environmental Control Corp	\$327,370.00
Edwards Engineering	\$357,000.00
Moltree Mechanical	\$372,843.00

The Village has set aside funds in the Arts, Entertainment & Events Fund "Reserve for Replacement" for this type of expense. Current reserve funds available in the Metropolis Reserve for Replacement are \$394,154.

Funds will be available in Account #515-2005-550550 – BL8001 after approval of the Budget Amendment Ordinance.

Recommendation

It is recommended that the Village Board approve the Resolution authorizing the purchase and installation of the AAON 70-Ton HVAC unit for the Metropolis Theater Auditorium from MG Mechanical of Woodstock, Illinois, in the amount not to exceed \$279,500.00. It is further recommended that the Village Board approve the Budget Amendment Ordinance, also presented tonight, amending the 2025 Budget for \$279,500.00.

ATTACHMENTS:

1. 20251020_Metropolis_AC_Replacement_Contract_Resolution_Attach_Ordinance

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR THE PURCHASE AND INSTALLATION OF ROOFTOP AIR CONDITIONER UNIT AT
METROPOLIS THEATER BUILDING
TO MG MECHANICAL CONTRACTING LLC, OF WOODSTOCK, ILLINOIS

WHEREAS, the Village sought bids for the award of a contract for the purchase and installation of the rooftop air conditioner unit at Metropolis Theater Building ("*Contract*"); and

WHEREAS, the Village has certain repair and replacement obligations as the Owner of the Metropolis Theater Building, as defined in the ownership agreements; and

WHEREAS, MG Mechanical Contracting, LLC, of Woodstock, Illinois ("*Contractor*"), was the lowest responsible and responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor will serve and be in the best interest of the Village and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

NOTICE OF AWARD

MG Mechanical Contracting, LLC.
1513 Lamb Road
Woodstock, IL 60098

October 20, 2025

Project Description: Replacement of Rooftop Air Conditioning Unit at Metropolis Theater Building

The Village of Arlington Heights has considered the proposal submitted by your Company for the above-described work in response to its INVITATION FOR BIDS opened September 24, 2025

YOU ARE HEAREBY NOTIFIED that your proposal/bid has been accepted by the Village Board on October 20, 2025 for items and services for the amount of: **Two Hundred Seventy-Nine Thousand, Five Hundred Dollars and 00/100ths** (\$279,500.00).

You are required to execute the Contract Documents and provide necessary Insurance documentation within Fifteen (15) days from the date of this Notice to you.

If you fail to execute said Contract within Fifteen (15) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your proposal as abandoned and the Owner will be entitled to such other rights as may be granted by law. Please return signed contracts to Lisa Subrin.

You are required to return an acknowledged copy of this Notice of award to the Village, with two signed copies of the contract.

Dated this 20th day of October, 2025

Village of Arlington Heights

By: _____

Lisa Subrin, Purchasing Coordinator

Acceptance of Notice

Receipt of the above Notice of Award is acknowledged by MG Mechanical Contracting, LLC.
this _____ of _____ (month), 2025.

By: _____

Title: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACT**

This Agreement is made and entered into this 20th day of October, 2025, between the Village of Arlington Heights "Village" and MG Mechanical Contracting, LLC., "Vendor."

In consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, the parties agree as follows:

1. The Vendor agrees to do all the work, furnish all materials and all labor necessary to complete the work in full compliance with all of the terms of this agreement and the proposed specifications and the requirements of the Director under it;
2. The Village agrees to pay the Vendor based on unit prices for completion of the work in accordance with the bid documents;
3. It is understood and agreed that the Bid Documents, Specifications, Addenda, and the Bidder's response are all essential documents for the Replacement of Rooftop Air Conditioning Unit at Metropolis Theater Building Project. They are attached and hereby made part of this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Attest:

Village of Arlington Heights

Clerk
(Seal)

By: _____
Title: _____
Date: _____

Attest:

Bidder:

Notary
(Seal)

By: _____
Title: _____
Date: _____

Subscribed & sworn before me this _____ day of _____ 2025.

**VILLAGE OF ARLINGTON HEIGHTS
FINANCE DEPARTMENT, PURCHASING DIVISION
33 S. ARLINGTON HEIGHTS ROAD**

BID SPECIFICATIONS AND CONTRACT DOCUMENTS

**REPLACEMENT OF ROOFTOP AIR CONDITIONER UNIT
AT METROPLOIS THEATER BUILDING**

Required for Use by: Village of Arlington Heights- Public Works

Bid Deposit: 10% of bid

Performance Bond: 100% of bid

Pre-Bid Meeting: Wed. September 3, 2025 at 10 am- Mandatory

Date and Time Bids Due: Submit electronically by Wed. September 24, 2025 at 10:00 am

Date & Time of Bid Opening: Wed. September 24, 2025 at 10:00 am

Project Contact: Steve Mullany 847-368-5800

Purchasing Coordinator: Lisa Subrin, lsubrin@vah.com, 847-368-5509

This bid is utilizing our Electronic Bid Management System:

* Please see the Bid Notice for the link to access the bid documents and instructions.

* **If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

* It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

* Required documents to be submitted with this bid are: Bid Bond, Bid Proposal Page, which includes references, Vendor Application Form and signed addendum, if applicable

* Please allow yourself enough time to submit your bid before the bid closes.

In the event bidder cannot submit a bid on the requirements as set forth in the bid documents, he or she should return the bid documents with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the Village's qualified bidder's list, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities.

BID NOTICE

REPLACEMENT OF ROOFTOP AIR CONDITIONER UNIT AT METROPOLIS THEATER BUILDING Bid # 250012

The Village of Arlington Heights will accept sealed bids electronically for the Replacement of Rooftop Air Conditioner Unit at Metropolis Theater until 10:00 am local time on September 24, 2025, at which time they will be publicly opened and read.

A Mandatory Pre-Bid Conference will be held on Wednesday September 3, 2025 in the Lobby of Metropolis Theater Building, 111 W. Campbell Street, Arlington Heights, IL 60005.

All proposals or bids offered must be accompanied by a bid security in the amount of 10% of the total bid in the form of a certified check, bid bond or cashier's check made payable to the Village of Arlington Heights. No bids shall be considered unless accompanied by such security.

Bidders shall comply with the Prevailing Wage Rate Act (820 ILCS 130). Bidders will also be required to comply with the applicable equal employment opportunity provisions.

The Village of Arlington Heights reserves the right to reject any or all proposals, to waive informalities in bidding and to accept the proposal deemed by the Board of Trustees to be the most favorable to the interests of the Village.

This bid is utilizing our Electronic Bid Management System and specifications/bid documents may be obtained with the following link and instructions. This information and link can also be found at www.vah.com

<https://vilofarlingtonheightsil.munisselfservice.com/vss/Vendors/VBids/Default.aspx>

Type in the bid # and click search. Next click on the bid #, and then click on the attachments on the right-hand side to find instructions on How to Register and Submit a Bid.

*** If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

*** It is imperative that you register as a vendor and be logged in PRIOR TO VIEWING the Bid Documents. This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

Contact Lisa Subrin, Purchasing Coordinator, at lsubrin@vah.com, if you have issues accessing the bid.

For a list of our current bids, visit our website at www.vah.com.

**REPLACEMENT OF ROOFTOP AIR CONDITIONER UNIT
AT METROPOLIS THEATER BUILDING
Bid # 250012**

A Mandatory Pre-Bid Conference will be held on Wednesday September 3, 2025 in the Lobby of Metropolis Theater Building, 111 W. Campbell Street, Arlington Heights, IL 60005.

Bidder's questions will be responded to at that time. Any questions that arise after the Mandatory Pre-bid Conference should be emailed to Steve Mullany at smullany@vah.com.

**VILLAGE OF ARLINGTON HEIGHTS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
PUBLIC IMPROVEMENT/SERVICES**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE VILLAGE OF ARLINGTON HEIGHTS ("VILLAGE"), UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A BID, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS, FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

1.01 PREPARATION OF PROPOSALS:

The bidder shall submit their sealed bid proposal on the proposal forms provided and shall be submitted electronically through the Bid Management System. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms. All information required by the bidding documents must be supplied to constitute a responsive bid.

All bid/proposals should be submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

If the bidder is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation and attested by the secretary of the corporation. If the bidder is partnership, the true name should be listed. If the bidder is a partnership the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the bidder is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the bid, otherwise, the bid may be regarded as irregular. All names must be printed below the signature.

1.02 BID SECURITY:

No bid will be considered unless accompanied by a bid security as defined in the Invitation to Bid as a guarantee that if the bid is accepted the bidder will execute the agreement and file bonds and insurance's required by the contract documents. Bid securities shall be made payment to the Village of Arlington Heights. In the event that the bidder fails to furnish the required bonds and insurance within ten (10) calendar days after notice of acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages, it being now agreed that said sum is a fair estimate of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

1.03 BID SUBMITTAL:

Each sealed bid properly signed together with the bid security and all documents bound herewith shall submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

1.04 WITHDRAWAL OF BID:

No bid shall be withdrawn after the opening of any bid without the consent of the Village. Any bid may be withdrawn at any time prior to the hour fixed in the Invitation for Bids for the opening of bids provided that a request in writing executed by the bidder or duly authorized representative for the withdrawal of such bid is filed with the owner prior to the time specified for the opening of bids.

1.05 AWARDING THE BID:

The contract will be awarded to the lowest responsible bidder, or any other bidder determined by the Village Board to be in the best interest of the Village, who complies with all the provisions of the invitation to bid. The Village reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

Except as otherwise provided by law, the Village Mayor and Board of Trustees reserves the right to reject any or all bids and to waive any informality in the bids received.

2.00 WORK COVERED BY CONTRACT DOCUMENTS:

The work comprises the completed Public Improvement/Services required by the contract documents and includes all labor necessary to produce such Public Improvement/Services and all materials and equipment incorporated or to be incorporated in such Public Improvement/Service.

3.00 AWARD:

The decision of the Village to accept the proposal of a responsible bidder for the work, subject to the execution and approval of the contract and contract bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

3.01 BIDDER:

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

3.02 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

The security furnished with the bid to guarantee that the bidder will enter into the contract for the work.

3.03 CONTRACT /AGREEMENT:

The contract represents the entire and integrated agreement between the Village and contractor and supersedes all prior negotiations, representations or agreements either written or oral. The contract may be amended, or modified in writing signed by both parties.

3.04 CONTRACT BOND:

The form of security approved by the Village and furnished by the contractor and a surety as a guarantee of good faith and ability on the part of the contractor to execute the work in accordance with the terms of the contract.

3.05 CONTRACT DOCUMENTS:

The Village/contractor agreement, the conditions of the contract (general), supplementary or special and other conditions), the plans, specifications, addenda and all modifications (written amendments, change orders, written interpretations or other written orders), and the contract bond when required.

3.06 CONTRACTOR:

The contractor is the person or entity identified in the Village-contractor agreement and is referred to throughout the contract documents as if singular in number. The term contractor means the contractor or an authorized representative.

3.07 CORPORATION:

A corporate body authorized or licensed to do business in Illinois.

3.08 ENGINEER:

When the word "Engineer" appears in the specifications it shall mean the Village Engineer of the Village of Arlington Heights, Illinois or those designated by the Village Engineer.

3.09 OBSERVER:

The Village's authorized representative assigned to observe any or all portions of the work and materials being used for the project.

3.10 OWNER/VILLAGE:

When the word "Owner" or "Village" appears in the specifications they shall mean the Village of Arlington Heights, Illinois, a municipal corporation of the State of Illinois, 33 South Arlington Heights Road, Arlington Heights, Illinois 60005.

3.11 PLANS:

All official drawings or reproductions of drawings pertaining to the work provided for in the contract.

3.12 PROJECT MANUAL:

The booklet (manual) which includes the bidding requirements, conditions of the contract, the proposal, specifications.

3.13 BID PROPOSAL:

The written offer of the bidder to perform the work proposed and presented to the Village.

3.14 SPECIAL CONDITIONS:

Special conditions when included in these contract documents shall supplement the general conditions, the attached specifications and the plans on particular portions of the project. They shall govern the contract documents wherever they conflict therewith; but shall not operate to annul those portions of the contract documents with which they are not in conflict.

3.15 SPECIFICATIONS:

The body of descriptions, conditions and requirements contained in the contract, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

3.16 SURETY:

The corporate body, acceptable to the Village, bound with and for the contractor to insure the contractor's performance of the contract and for payment of all obligations pertaining to the work.

3.17 MISCELLANEOUS DEFINITIONS:

- (a) "Shall" means mandatory.
- (b) "As Required" means as prescribed by the contract documents.
- (c) "As Necessary" means essential to the completion of the work.
- (d) "Or Equal" means a substitute meeting the exact specification of those items so stated on the drawings, details, and/or the specifications and approved by the Village before bids are submitted.

4.00 CONTRACT DOCUMENTS

4.01 OWNERSHIP OF PLANS AND SPECIFICATIONS:

All plans and specifications and copies thereof furnished by the Village are Village property. They are not to be used on other work and with the exception of one complete set, are to be returned to the Village on request, at the completion of the contract work.

4.02 EXAMINATION OF CONTRACT DOCUMENTS AND THE SITE OF PROPOSED WORK:

The bidder shall, before submitting a bid, carefully examine the contract, including the proposal, specifications, general and special conditions. The bidder shall inspect the site of the proposed work and become familiar with all the local conditions affecting the contract and the detailed requirements of the public improvement/service. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Village will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

4.03 INTENTION OF CONTRACT DOCUMENTS:

The contract documents are complementary; what is called for by one is as binding as if called for by all. The contractor shall bring any conflict, errors, or discrepancies in the contract documents to the attention of the Village in writing before proceeding with the work affected.

4.04 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

Each proposal shall be accompanied by a bid proposal security (see invitation or instructions to bidders). A bid proposal security shall be a properly certified check, bank draft, bank cashier's check or bid bond for the amount of 10% of the total bid, made payable to the Village or Arlington Heights. The proposal guarantee will be returned within five (5) working days after the bid opening date to all but the successful bidder, and one alternate bidder to be designated by the Village. The proposal guarantee of the successful bidder and the alternate bidder will be returned as soon as the contract bond, insurance policies and certificates are in proper order, delivered to the Village and the contract has been fully executed by the bidder to whom the contract is awarded.

4.05 BONDING REQUIREMENTS:

(a) Performance and Payment Bond. The Contractor will provide both a Performance and Payment Bond each for 100% of the contract price with a minimum "A" rating as defined in Best's Key Rating Guide and be conditioned on the faithful performance of the requirements of the contract, and will have as surety a corporate surety authorized to act as such in Illinois and that the Contractor will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying them with labor or materials in the prosecution of the work provided for in the Contract; and will guarantee to indemnify and hold harmless the Village and its officers and employees for all costs, damages and expenses arising out of or by reason of the contractor's failure to comply and perform the work and to complete the contract in accordance with the specifications.

(b) Failure on the part of the contractor to obtain and deliver a Surety, Performance, and Payment Bonds, acceptable to the Village, within fifteen (15) calendar days from the date of Notice of Award of contract will be considered just cause for the annulment of the Award and the forfeiture of the bid proposal security to the Village.

4.06 CONFLICTS:

Where conflict exists within or between parts of the contract documents and applicable standards, codes or ordinances, the more stringent or higher quality requirements shall apply. Large scale drawings take precedence over smaller scaled drawings, figured dimensions on the drawings over scaled dimensions, and noted materials over graphic representations.

4.07 BID PROPOSAL:

The bidder shall submit a sealed bid proposal on the proposal forms provided. Proposals that contain omissions, erasures, alterations, irregularities of any kind, or not accompanied by the proper proposal guaranty shall be rejected. However, the Village reserves the right to reject or accept any and all proposals and to waive technical error as may be deemed in the best interest of the Village.

4.08 LATE BIDS:

Late bids shall not be considered and will be returned unopened.

5.00 PROPOSAL FORM

5.01 UNIT PRICE BID PROPOSAL FORM

(a) Bidders will be furnished with a unit price bid proposal form, attached to the project manual, stating the items of work contemplated and the approximate

estimated quantities. It is the result of careful calculations and is believed to be correct, but it is given only as a basis for comparison of proposals and the award of the contract. The Village does not expressly or by implication agree that the actual quantities involved will correspond exactly with the estimated quantities. The bidder shall verify these quantities before bidding.

(b) Payment will be based on the actual quantities of work performed in accordance with the contract, as the contract unit prices specify. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Village reserves the right to omit any item entirely, or to increase or decrease any or all items.

5.02 LUMP SUM BID PROPOSAL FORM:

Bidders will be furnished with a lump sum bid proposal form, attached to the project manual, for the work to be performed.

6.00 LAWS, PERMITS AND REGULATIONS

(a) The contractor shall at all times comply with all federal, state and local laws, regulations, and ordinances. Any complaint, claim or action brought against the contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the contractor and shall in no way extend to or expose the Village to liability. The contractor shall indemnify and hold harmless the Village from any and all such complaints, claims or actions. In addition, the contractor agrees to comply with all applicable statutes regarding prevailing wage laws.

(b) Unless otherwise provided in the contract documents, the contractor shall secure and pay for the construction permit and all other permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of the work.

(c) If the contractor performs any work knowing it violates any laws, ordinances, rules and regulations, the contractor shall assume full responsibility and shall bear all attributable costs.

(d) All work done under the contract shall be done to the satisfaction of the Village. The Village will determine the amount of completed work which is to be paid for under the contract. The Village will decide all questions that may arise regarding the measurements of quantities and fulfillment of this contract, and will determine all questions concerning the true intent or meaning of the plans and specifications. This determination and decision will be final.

(e) The contractor and all subcontractors shall be licensed with the Village of Arlington Heights and the State of Illinois where applicable and shall provide indemnity bonds required by the Village Code.

6.01 EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT

(a) Whenever there is a period of excessive unemployment in Illinois which is defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured in the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the contractor shall employ only Illinois laborers. "Illinois laborers" means any person who has resided in Illinois

for at least thirty (30) days and intends to become or remain an Illinois resident.

(b) Other laborers may be used when Illinois laborers, as defined herein, are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the Village. The contractor may replace no more than three (3) regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this contract during periods of excessive unemployment.

(c) This provision applies to all labor whether skilled, semi-skilled, whether manual or non-manual.

6.02 EMPLOYMENT PREFERENCE:

The contractor shall comply with "AN ACT to give preference to the veterans of the United States military and naval service in appointments and employment upon public works, by, or for the use of, the State or its political subdivisions, passed by the 59th General Assembly and approved on June 12, 1935, "(330 ILCS 55/1)".

6.03 ILLINOIS HUMAN RIGHTS ACT:

The contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1.101, et seq including, but not limited to establishment of sexual harassment policies and program.

6.04 EQUAL EMPLOYMENT OPPORTUNITY:

During the performance of this contract the contractor agrees as follows:

(a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex national origin or ancestry and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

(b) That if it hires additional employees in order to perform this contract or any portion hereof it will determine the availability (in accordance with the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

(c) That in all solicitations or advertisements for employees placed by it or on its behalf it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.

(d) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.

(e) That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public contracts. Furnish all relevant

information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(f) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(g) That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts. So that such provision will be binding upon every such subcontractor and that it will also include the provisions of paragraphs 1, 5, 6 and 7. In every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract. The contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors: and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(h) The Village of Arlington Heights does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

6.05 THE AMERICANS WITH DISABILITIES ACT:

(42 USC 121-1 et seq.) and its accompanying regulations (28 CFR 35.130) prohibit discrimination against qualified individuals with disabilities by a local government, whether directly or through contractual arrangements, in the provision of any benefit, service, program or activity of the public entity. As a condition of receiving this contract, the contractor certifies by signing the bid proposal form, that any services, programs and activities provided under this contract are now and will continue to be in compliance with the Americans with Disabilities Act.

7.00 CONTRACTOR

7.01 COMPETENCY OF CONTRACTOR:

The contractor shall, when requested by owner, furnish signed statements, showing responsibility, financial ability, experience, amount and condition of equipment and the value of all uncompleted work under contract.

7.02 SUPERINTENDENT OR FOREMAN:

The contractor shall supervise and direct the work efficiently, and with the contractor's best skill and attention. The contractor shall be solely responsible for the negligence of others in the means, method, techniques, sequence or procedure of Public Improvement / Services which is indicated in and required by the contract documents. Contractor shall be responsible to see that the finished work complies accurately with the contract documents.

7.03 WORKMANSHIP:

The contractor shall be responsible for high quality workmanship on all items of

work.

7.04 RESPONSIBILITY:

The contractor and subcontractor shall be responsible for maintaining of safe equipment and using proper methods and procedures. The Village reserves the right to ascertain and to require that the contractor's work and the subcontractor's work complies with the contract.

7.05 HOLD HARMLESS AND INDEMNIFICATION:

To the fullest extent permitted by law, the contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless the Village, it's officers, employees, servants, and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses including but not limited to fees and charges of attorneys, engineers and architects, court and arbitration costs, and liabilities of whatsoever kind or nature arising out of:

(a) Any infringement (actual or claimed) on any patents, copyrights or trade names by reason of any work performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

(b) Bodily injury, including death, "sickness or disease", to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property including the loss of use thereof:

(1) caused by whole or in part by any act, error or omission by the contractor or any subcontractor or anyone directly or indirectly employed by any of them;

(2) arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent hereto;

(3) arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of the contract.

(c) In any and all claims against the Village or it's agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this section 1.06, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. This indemnification does not apply to any liability caused by the Village's own negligence.

7.06 ADANDONMENT:

If the contractor abandons or neglects the work or if the Village at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, executed carelessly, or in bad faith, the Village may notify the contractor in writing, and if this notification is without effect within twenty-four (24) hours after the delivery thereof, then, and in that case, the contractor shall discontinue all work under the contract and the Village shall have full authority to make arrangements for the completion of the contract at the expense of the contractor.

7.07 CLEAN UP AND SITE MAINTENANCE:

The contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by its employees or work, and at the completion of the work, shall remove all rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Village may remove the rubbish and charge the cost to the contractor.

8.00 CHANGES/ALTERATIONS OF CONTRACT WORK AND EXTRA WORK:

The Village reserves the right to alter the specifications by adding or subtracting from the original quantities as bid without invalidating the contract. All such work shall be executed under the same conditions as the original contract, except for an extension in time when any such change/alteration results in additional work. All changes/alterations shall be made only when ordered in writing from the Village as follows:

(a) The Village Manager must approve an increase in the contract price of not more than \$10,000.00 by written change order.

(b) The Village Board must approve an increase in the contract price in all other instances or an extension in the contract completion time by written change order.

(c) The value of any change shall be determined by one or more of the following methods:

(1) An approved Lump Sum.

(2) Unit Prices given in the Contract or subsequently agreed upon.

9.00 PROTECTION OF PERSONS AND PROPERTY

9.01 SAFETY PRECAUTIONS AND PROGRAMS:

The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

9.02 SAFETY OF PERSONS AND PROPERTY

(a) The contractor shall take all reasonable precautions for safety, and all reasonable protections to prevent damage, injury or loss to:

(1) all employees on the site and all other persons who may be affected hereby;

(2) all the work and all materials and equipment to be incorporated therein, whether in storage on or off site, under the care, custody, or control of the contractor or any subcontractors; and

(3) other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of Public Improvement/Service.

(b) The contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulation and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

(c) The contractor shall erect and maintain, as required by existing condition and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(d) The contractor shall use proper warning guards and safety devices with respect to the construction area.

(e) No trees, fire hydrants, utility poles, shrubs or hedges, traffic signs, or other public structure shall be removed, replaced, damage or destroyed unless and until approval for such removal, replacement, damage or destruction has been given in writing from the Village.

(f) Notwithstanding the foregoing requirements, the contractor shall be responsible

for taking immediate steps to correct any damage or injury to public structures, utility services, roadways or public buildings as well as any damage or injury occasioned to private property as a result of the contractor's activities.

(g) The contractor should keep a daily record of all injuries or incidents or damage occurring in, on or near the construction site as a result of the contractor's construction activities. This information shall be given to the Village within twenty-four (24) hours after the day of occurrence.

10.00 INSURANCE REQUIREMENTS:

(a) The Contractor shall not commence work until the Contractor has obtained all insurance required in these documents. The Contractor shall purchase and maintain, throughout the duration of the contract, insurance as is appropriate for the work being performed and furnished and shall provide protection from claims which may arise out of or result from the Contractor's performance and furnishing of the work and Contractor's other obligations under the contract documents, whether it is to be performed or furnished by the Contractor, by any Subcontractor, by anyone directly or indirectly employed by them or by anyone for whose acts any of them may be liable.

(b) Insurance required by this Section shall be written with a company having at least an "A" Property-Casualty Rating, and financial size of at least Class 7 as listed in the most recent published A. M. Best's Insurance Guide.

(c) The Village shall be named as additional insured on all policies required by the contract except for Workmen's Compensation Insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor. Additional insured: Village Of Arlington Heights, its Officials, Employees, Agents and Volunteers. If the additional insured has other insurance which is applicable to the loss, such as other insurance shall be on an excess or contingent basis. The amount of the Contractor's insurance company's liability under this insurance policy shall not be reduced by the existence of such other insurance. Additional insured status shall be provided by original endorsement as least as broad as CG 20 10 04 13 or CG 20 26 04 13.

(d) As a minimum, the contractor shall secure and maintain the types of insurance as hereinafter specified, and shall submit evidence to the Village on an annual basis that the insurance coverage's are in force. The form and limits of such insurance, together with the underwriter thereof in each case, shall be acceptable to the Village, but regardless of such acceptance it shall be the responsibility of the Contractor to maintain adequate insurance coverage until final payment and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work in accordance with the General Conditions and Instruction to Bidders. Failure of the Contractor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.

(e) The Contractor shall forward original copies of the Certificates of Insurance with the coverage's and limits specified annually during the contract period to the Purchasing Division, Finance Department, 33 S. Arlington Heights Road, Arlington Heights, IL 60005.

(f) Insurance Certificates and Policies delivered to the Village shall recite that 30 days prior written notice will be given to the Village by certified mail before any policy is materially changed, canceled, or not renewed.

10.01 WORKER'S COMPENSATION AND EMPLOYERS LIABILITY:

The insurance shall protect the Contractor against all claims under applicable State or Federal Worker's Compensation Laws. The Contractor shall also be protected against claims for injury, disease or death of employees which for any reason may not fall within the provisions of the Worker's Compensation Law. The policy shall include "broad form all states" endorsement coverage extended to cover all states except the monopolistic fund states.

The liability limits shall not be less than:

1. Worker's Compensation.....Statutory
2. Employer's Liability.....\$1,000,000 per occurrence

10.02 BUSINESS AUTO LIABILITY:

The insurance shall be written in automobile liability form and shall protect the Contractor against all claims for injuries to persons and damages to property arising from the ownership, maintenance or use of any motor vehicles and shall cover operation on or off the site of all motor vehicles, whether they are owned, non-owned or hired.

The liability limits shall not be less than:

1. Bodily Injury and Property Damage Combined...\$1,000,000 per occurrence

10.03 COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, CONTRACTUAL, PERSONAL INJURY, PRODUCT LIABILITY, COMPLETED OPERATIONS, AND BROAD FORM PROPERTY COVERAGES:

(a) This insurance shall be written in Commercial General Liability form and shall protect the Contractor against all claims arising from injuries to persons or damages to property caused by any act or omission of the Contractor or his agents, employees or Subcontractors. The Contractors General Aggregate shall apply on a per Project basis. The Broad Form General Liability Endorsement shall be included.

(b) In addition, this policy shall contain a Contractual Liability Endorsement covering any Contractual Liability assumed in the Contract and all changes and modifications thereto, whether in writing or oral.

(c) The scope of the coverage shall also include the Personal Injury Hazards including "a", "b", and "c". "a" includes false arrest, malicious prosecution, and unlawful detention or imprisonment. "b" includes libel, slander, and defamation of character. "c" includes wrongful eviction, invasion of privacy, and wrongful entry. Fellow Employee exclusion shall be removed.

(d) The Policy shall also include Broad Form Property Damage Protection.

(e) The Contractor shall include all the Contractor's employees as additional insureds under the policy.

(f) Commercial General Liability Coverage shall contain no exclusions for explosion, collapse or underground work (X, C, U).

(g) The liability limits shall not be less than:

1. Bodily Injury and Property Damage, Combined single limit, per occurrence including, Contractual Liability – Broad Form Products and

Completed Operations.....\$2,000,000

2. Premises/Operations

Personal Injury.....\$1,000,000

3. General Aggregate.....\$4,000,000

Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.

(h) The Contractor may furnish coverage for bodily injury and property damage for Business Auto Liability and Commercial General Liability through the use of a combined limit as indicated above or through separate single limits acceptable to the Village.

10.04 UMBRELLA EXCESS LIABILITY:

Special coverage shall be as follows.....\$2,000,000 over primary insurance

The required coverages may be in combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy excess the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

Policy should be written on an occurrence basis.

All underlying coverage needs to be included in the Umbrella or Excess Liability policy. Any exclusions or exceptions must be noted on the certificate of insurance.

11.00 PAYMENTS

11.01 TAXES:

No charges will be allowed for taxes from which the Village is exempt. The Village is not liable for the Illinois Retailer's Occupation Tax, the Service Occupation Tax, nor the Service Use Tax. The Village is also exempt from Federal Excise Transportation Tax.

12.00 TERMINATION OF THE CONTRACT:

The Village may terminate the contract upon the occurrence of any one or more of the following events:

(a) The contractor files under any chapter of the Bankruptcy Code (Title 11, United States Code) takes any equivalent or similar action by filing a petition or otherwise under any federal or state law in effect at the time relating to bankruptcy or insolvency.

(b) If a petition is filed against the contractor under any chapter of the Bankruptcy Code as now or hereinafter in effect or if a petition is filed seeking any equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.

(c) If the contractor makes a general assignment for the benefit of creditors.

(d) If a trustee, receiver, custodian or agent of the contractor is appointed to take charge of the contractor's property for the purpose of enforcing a lien against the property or for the purpose of general administration of the property for the benefit of the contractor's creditors.

- (e) If the contractor admits in writing an inability to pay its debts generally as they become due.
- (f) If the contractor persistently fails to perform the work in accordance with the contract documents, including but not limited to failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule established herein.
- (g) If the contractor disregards laws and regulations of any public body.
- (h) If the contractor disregards the authority of the Village.
- (i) If the contractor violates any provisions of the contract documents.

**VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE**

Applicant _____
Name _____

Address _____

As a condition of entering into a contract with the Village of Arlington Heights, and under oath and penalty of perjury and possible termination of contract right and debarment, the undersigned, _____, being first duly sworn on oath, deposes and states that he or she is _____ (sole owner, partner, joint ventured, President, Secretary, etc..) of _____ and has the authority to
(Name of Company)
make all certifications required by this affidavit.

Section I

Non Collusion

The undersigned certifies that this bid, that such bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price element of this bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

Section II

Bid Rigging and Rotating

The undersigned hereby certifies that it is not barred from bidding or contracting as a result of a conviction for violations of state laws prohibiting bid rigging or bid rotating or any similar offense of any state of the United States.

Section III

Illinois Drug Free Workplace Act

The undersigned further states that _____ provides
(Name of Company)

A drug free workplace pursuant to Illinois Statutes, 30 ILCS 580/1, et seq and provides compliance with necessary requirements.

Section IV

Tax Payment

The undersigned further states that _____ is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statutes, 65 ILCS 5/11-42.1. The undersigned understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

It is expressly understood the foregoing statements and representations and promises are made as a condition to the right of the bidder to receive payment under any award made under the terms and provisions of this bid.

The undersigned certifies that all the information contained in the Affidavit is true and correct.

Signed by: _____
(Name)
(Title)

Subscribed and sworn to before me this _____ day of _____ 20____,AD.

By: _____
(Notary Public)

-Seal-

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, its Board of Trustees, officers, agents and employees from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of any action on the part of the Contractor or any Subcontractor. The Contractor shall, at its own expense; appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, its Board of Trustees, officers, agents and employees, in any such action, the contractor shall, at its own expense, satisfy and discharge the same. This indemnification does not apply to liability caused by the Village's own negligence.

The Contractor expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR:_____

By: _____



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: _____

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

☐ Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)

Avg # of Employees: _____ Avg Annual Receipts _____

☐ Self-Certified ☐ Holds Certification

☐ Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.

☐ Self-Certified ☐ Holds Certification

☐ Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.

☐ Self-Certified ☐ Holds Certification

☐ Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.

☐ Self-Certified ☐ Holds Certification

☐ Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.

☐ Self-Certified ☐ Holds Certification

☐ Not Applicable

Name of Person Completing this form: _____ **Date:** _____

M/DD/YY

**VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF PUBLIC WORKS
SPECIFICATIONS FOR THE**

**REPLACEMENT OF ROOFTOP AIR CONDITIONING UNIT
AT THE METROPOLIS THEATER BUILDING**

SCOPE OF WORK

The Vendor shall furnish and install one all-in-one new rooftop air conditioning unit. The existing Engineered Air unit and the remote AC Condenser unit to be removed from the rooftop and disposed of in accordance with these bid documents.

SCOPE

This specification covers the furnishing and installation of a new rooftop air conditioning unit, all piping and removal and disposal of the existing units and any related work required to provide a complete and functional system.

Disconnect all piping, electric, and ducts from the existing Engineered Air unit and Compressor unit located on the roof of the Metropolis Building, 111 W. Campbell Street. Remove two (2) units from roof, haul away from job site, and properly dispose of units in accordance with all laws and regulations. Install one (1) new unit and re-connect electric and ducts to the unit. This shall also include any duct work modification needed to install the unit to the existing roof top opening.

SPECIFICATIONS

The intent of these specifications is to provide for the furnishing and installation of one complete packaged unit and all needed MEP's. Any necessary labor, material and equipment not specifically listed in these specifications should be included in the bid submittal for the purpose of providing a fully functioning system.

GENERAL PROVISIONS

SUPERVISION

This contract will be under the direct supervision of the DIRECTOR OF PUBLIC WORKS (DIRECTOR) and detailed supervision of the contract shall be provided by the Public Works Services Coordinator or their authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the CONTRACTOR and the DIRECTOR and shall be made prior to

commencement of the altered or modified work. No claims for any extra work or materials shall be allowed unless covered by written agreement.

WORK CREW SUPERVISION

The CONTRACTOR shall provide qualified foremen (or similar supervisor) to supervise each crew engaged in working under this contract. Each individual foreman must be able to converse in the English language and shall be authorized by the CONTRACTOR to accept and act upon all directives issued by the SUPERVISOR. Failure of a foreman to act on said directives shall be sufficient cause for the VILLAGE to give notice that the CONTRACTOR is in default of the contract unless such directives would create potential personal injury or safety hazards or such directives are contrary to the intent of these specifications.

PROTECTION OF PUBLIC AND PRIVATE PROPERTY

The CONTRACTOR shall exercise all necessary caution to protect pedestrian traffic and to protect all public and private property from injury or damage caused by the CONTRACTOR'S operations. Any practice obviously hazardous in the opinion of the DIRECTOR, SEVICES COORDINATOR or SUPERVISOR shall be immediately discontinued by the CONTRACTOR upon receipt of either written or oral notice to discontinue such practice. The CONTRACTOR shall comply with all OSHA and other Federal and State safety standards including Employee Right to Know Programs. The contractor shall maintain an appropriate file of all required Material Safety Data Sheets and/or similar documents for any and all products used in the course of completing this contract.

SCHEDULE OF WORK

The schedule shall be submitted to the DIRECTOR at the commencement of the contract and shall be updated at anytime revisions in the schedule are contemplated or occur. Once construction begins, the contractor is expected to work expeditiously in order to get the work completed efficiently while minimizing disruptions to the Theater and downtown. The CONTRACTOR shall give one week notice prior to starting the replacement and installation.

COMPLETION OF WORK

This unit shall be operational within one week after the replacement unit arrives and is installed on the roof top. Completion of the installation before May 1, 2026.

CONCURRENT OPERATIONS

This contract is a nonexclusive contract with the VILLAGE. The VILLAGE reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the CONTRACTOR to cease performance of work as directed.

LICENSES AND PERMITS

The CONTRACTOR shall, at contractor's expense, procure all necessary licenses and permits needed to conduct the work required under the terms of this contract. The VILLAGE will waive the cost of all required licenses and fees with the exception of those fees associated with securing a business license to conduct business within the Village.

SUBCONTRACTS

The CONTRACTOR will not be allowed to subcontract work under this contract unless written approval is granted by the DIRECTOR. The SUBCONTRACTOR, as approved, shall be bound by the conditions of the contract between the VILLAGE and the CONTRACTOR and shall perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the CONTRACTOR. All directions given to the SUBCONTRACTOR on the work site shall bind the CONTRACTOR as if the notice had been given directly to the CONTRACTOR.

SEPARABILITY

If any portion of this contract is found to be unenforceable by a competent court of law having jurisdiction, the remaining portions of the contract shall remain in full force and effect.

EXECUTION OF CONTRACT

The successful BIDDER shall, within Fifteen (15) calendar days of the mailing of written notice of selection as the successful bidder, enter into contract with the VILLAGE on forms as included within the bidding documents for the performance of work awarded the contractor and shall simultaneously provide the appropriate bonds, indemnities, and insurance required hereunder.

PRE-BID MEETING

For the purpose of familiarizing BIDDERS with the project, answering questions, and issuing addendums as may be needed for clarification of the bidding documents, **a mandatory pre-bid meeting** will be held in the Lobby of the Metropolis Performing Art Building at 111 W. Campbell Street, on **September 3, 2025 at 10AM**

OWNED AND RENTED EQUIPMENT

The contractor and subcontractors will retain the responsibility for loss or damage of their own or rented property or property of their employees of whatever kind of nature, including but not limited to tools, equipment, scaffolding, canvasses, tarpaulins, mixer and temporary structures including their contents.

DETAILED SCOPE OF WORK

UNIT INSTALLATION

1. Disconnect and remove two (2) Engineered Air units (1 - 30 ton and 1 - 80 ton) units and associated piping and recover refrigerant per EPA guidelines.

Existing equipment: Unit #1 – 70 ton Engineered air rooftop unit

Unit #2 – Remote Condensing rooftop unit

2. Haul units off site and dispose of in accordance with all applicable laws and regulations.
3. Install one (1) new self-contained, air-cooled unit. Bidder to provide unit specification sheets and expected lead-time to fill order with the bid submittal.

New equipment: Unit – AAON 70 TON
Model RNA 070, Rooftop unit on existing curb or needed curb adapter.

4. Install all new piping to the new unit, which includes but not limited to the gas line, electrical connection with disconnects and any needed control wiring in existing duct work or in the unit itself.
5. Contractor to include the cost of the crane, road closure, and any related trucks or vehicles to perform the removal and installation of the HVAC unit in a safe and timely manner.

ELECTRICAL

1. All high and low voltage wiring to be included.

DUCT WORK

1. Fabricate and install transitional ductwork as required, including duct insulation.
2. Contractor to verify all duct measurements in the field.

GENERAL

1. Start-up, test and balance units, and calibrate controls.
2. Provide one-year parts and labor warranty.
3. Five-year extended warranty.
4. Provide a five-year manufacturer's warranty on the compressors.
5. All warranty periods will commence on the date of unit acceptance by the Village of Arlington Heights.

EXAMINATION OF SITE

Bidders shall inform themselves of all conditions concerning the location of the work, obstacles that may be encountered, and all other relevant matters concerning the work to be performed under this contract. Contact Mr. Steven J. Mullany, Public Works Services Coordinator, at 368-5800 for additional information regarding this project.

WARRANTY

One (1) year part warranty
Five (5) year compressor warranty
Twenty-five (25) year warranty on the heat exchanger

PERFORMANCE AND PAYMENT

DESCRIPTION

The CONTRACTOR shall faithfully perform all work as set forth in these specifications. If the CONTRACTOR fails to faithfully perform in accordance with the specifications or if a dispute arises as to the quality and/or quantity of work completed, the DIRECTOR reserves the right to withhold authorization for payment of completed work until such time that performance has been improved or the dispute resolved. In those instances when a dispute cannot be resolved between the CONTRACTOR and the DIRECTOR, the dispute shall be resolved by the VILLAGE MANAGER whose decision shall be final.

SCHEDULED COMPLETION OF WORK

The CONTRACTOR shall perform the work in accordance with the schedules outlined in these specifications.

ACCEPTANCE OF COMPLETED WORK

All areas serviced by this contract will be inspected daily by the SUPERVISOR or designee. All deviations and discrepancies noted by the SUPERVISOR will be brought to the attention of the CONTRACTOR through the use of the notification system as set forth in Article 2.3. To the extent possible, all discrepancies and unacceptable work will be corrected on the following working day. When all noted discrepancies and unacceptable work have been corrected, the completed work shall be considered acceptable for payment unless similar discrepancies occur on a repeating basis. Failure to correct discrepancies shall result in non-payment for the work as further described below.

PAYMENT

Payment for all work and completed and accepted will be made on the basis of the contract prices unless other agreements have been authorized in writing as per Section 1.1. Contract prices shall include costs for all labor, materials, equipment, and supervision unless otherwise specified. The CONTRACTOR shall submit the invoice to the DIRECTOR for all work completed during the month on or before the first Monday of the following month. Every effort will be made to make payment to the CONTRACTOR for all accepted work on the Tuesday following the third Monday of each month unless the schedule of regular Board of Trustees meetings is altered. And if invoices and waivers are submitted one week prior.

If all scheduled work has not been completed in accordance with the submitted and approved schedule, payment will be withheld for the appropriate value of the uncompleted work. At such time that the work is completed and accepted, payment will be made with the next scheduled monthly payment. All payment will be made in accordance with Illinois Proper payment process.

**BID PROPOSAL
VILLAGE OF ARLINGTON HEIGHTS
PUBLIC WORKS DEPARTMENT
REPLACEMENT OF ROOFTOP AIR CONDITIONING UNIT
AT THE METROPOLIS THEATER BUILDING**

The contractor hereby proposes to provide all material, equipment, labor and the necessary supervision to properly complete the project described in these specifications for the Total Bid Price provided below.

One (1) 70 TON HEAT/ AIR CONDITIONING UNIT \$ _____

TOTAL BID PRICE: \$ _____

Number of days required for delivery of new unit once project is awarded. _____days

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, and to give the bond for faithful performance and all insurance as required within 15 days after date of award of contract, the Village of Arlington Heights shall, at its option, determine that the bidder has abandoned this contract and thereupon this proposal and acceptance thereof shall be null and void and the forfeiture of security accompanying this proposal shall operate and the same shall be the property of the Village of Arlington Heights as liquidated damages.

Accompanying this proposal is certified check or bid bond payable to the Village of Arlington Heights, in the amount of \$_____.

Any deviations, exceptions, or proposed substitutions from the technical specifications must be clearly cited in writing by the bidder. However, no deviation below minimum requirements will be accepted.

The Village of Arlington Heights reserves the right to waive any or all technicalities and reject any or all bids.

Bidders shall also submit a list of three references on the attached form for similar work performed in the last two years.

The above proposal is submitted this _____day of _____, 200____.

BIDDER'S COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____
(Agent) (Witness)

TITLE: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____ DATE: _____

VILLAGE OF ARLINGTON HEIGHTS

REFERENCES

List below the names of customers/clients where similar types of work have been completed within the last two (2) years:

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer. State of incorporation: _____

**BID PROPOSAL
VILLAGE OF ARLINGTON HEIGHTS
PUBLIC WORKS DEPARTMENT**

**REPLACEMENT OF ROOFTOP AIR CONDITIONING UNIT
AT THE METROPOLIS THEATER BUILDING**

The contractor hereby proposes to provide all material, equipment, labor and the necessary supervision to properly complete the project described in these specifications for the Total Bid Price provided below.

One (1) 70 TON HEAT/ AIR CONDITIONING UNIT \$ 279,500.00

TOTAL BID PRICE: \$ 279,500.00

Number of days required for delivery of new unit once project is awarded. 150 days

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, and to give the bond for faithful performance and all insurance as required within 15 days after date of award of contract, the Village of Arlington Heights shall, at its option, determine that the bidder has abandoned this contract and thereupon this proposal and acceptance thereof shall be null and void and the forfeiture of security accompanying this proposal shall operate and the same shall be the property of the Village of Arlington Heights as liquidated damages.

Accompanying this proposal is certified check or bid bond payable to the Village of Arlington Heights, in the amount of \$ 10% of Total Base Bid

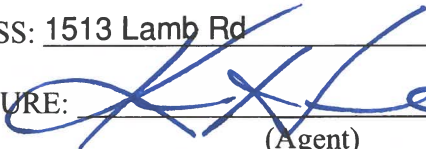
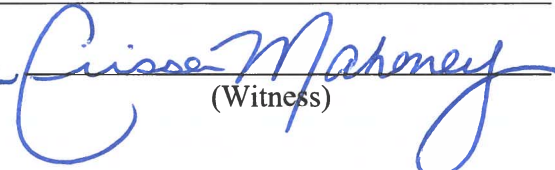
Any deviations, exceptions, or proposed substitutions from the technical specifications must be clearly cited in writing by the bidder. However, no deviation below minimum requirements will be accepted.

The Village of Arlington Heights reserves the right to waive any or all technicalities and reject any or all bids.
Bidders shall also submit a list of three references on the attached form for similar work performed in the last two years.

The above proposal is submitted this 24th day of September, 20 25.

BIDDER'S COMPANY NAME: MG Mechanical Contracting, LLC.

ADDRESS: 1513 Lamb Rd

SIGNATURE:  (Agent)  (Witness)

TITLE: Kim H. Gibson - Vice President

EMAIL ADDRESS: estimating@mgmechanical.net

TELEPHONE NUMBER: 815-334-9450 DATE: 9/24/2025

VILLAGE OF ARLINGTON HEIGHTS

REFERENCES

List below the names of customers/clients where similar types of work have been completed within the last two (2) years:

NAME OF COMPANY: Board of Education of Oswego Community

ADDRESS: 4175 Route 71 Oswego, IL 60543

PERSON IN CHARGE: Lauren Ruhl

PHONE NUMBER: 630-389-7040

NAME OF COMPANY: Community High School District 117

ADDRESS: 1625 Deep Lake Road Lake Villa, IL 60046

PERSON IN CHARGE: Kim Sherman

PHONE NUMBER: 847-244-7451

NAME OF COMPANY: Round Lake CUSD 116 Raymond Ellis ES

ADDRESS: 720 Central Park Dr, Round Lake Beach, IL 60073

PERSON IN CHARGE: Mary Lamping

PHONE NUMBER: 224-842-2011

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer. State of incorporation: Delaware

**AN ORDINANCE AMENDING THE ANNUAL BUDGET OF THE VILLAGE OF
ARLINGTON HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025**

WHEREAS, by Ordinance 2024-67, the President and Board of Trustees of the Village of Arlington Heights, Illinois adopted the Annual Budget of the Village of Arlington Heights for the fiscal year beginning January 1, 2025, and ending December 31, 2025; and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interest of the Village to adopt an Ordinance amending the Annual Budget;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the President and Board of Trustees.

SECTION TWO: ADOPTION OF AMENDMENTS. The Annual Budget shall be, and it is hereby, amended as follows:

Account Being Amended		Original Budget	Amendment Incr. / (Decr.)	Revised Budget
515-2005-550550-	BL8001-BUILDING-METROPOLIS Metropolis Building Infrastructure	\$30,000	\$279,500	\$309,500

SECTION THREE: PUBLICATION. The Village Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner as provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS 20th of October 2025.

Village President

ATTEST:

Village Clerk



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Resolution Approving the Purchase of One Pickup Truck for
Public Works & Engineering Traffic Unit

Department: Public Works & Engineering

Item Description:

The approved 2025 Village budget has \$53,413 allocated for purchasing one pickup truck for Public Works operations that will be utilized by the Traffic Unit. Pickup trucks represent one of the most utilized vehicles in the Village's fleet and are heavily used for winter maintenance and utility repair responses. Fleet Services have inspected the truck scheduled for replacement and determined that it needed replacement based on age and condition. If this purchase is approved, staff will surplus the current vehicle in accordance with Village policy.

The replacement truck is a 2026 Ford F-250 4X4 pickup truck. The proposed replacement truck for the Traffic Unit will be upfitted with both a lift gate and plow mount. Staff leveraged competitive pricing through the Northwest Municipal Conference's Suburban Purchasing Cooperative, which uses multiple government agencies and collaborative purchasing to obtain more competitive bid pricing. Sutton Ford, of Matteson, Illinois, holds the joint purchasing contract for the Ford F-250 Pickup Trucks. Staff has successfully worked with Sutton Ford in the past and recommends this purchase.

The total price for the purchase of this pickup truck is \$63,133, which is \$9,720 over the budget amount due to recent price increases. Fortunately, the overage can be absorbed in the fleet services capital improvement budget due to other vehicle replacement deferments made earlier this fiscal year.

Funds for this purchase are available in Account Nos. 621-9003-550050 (VH9501) and the overage will be accommodated as noted above.

RECOMMENDATION

It is recommended that the Village Board award Sutton Ford, of Matteson, Illinois, the purchase of one 2026 Ford F-250 Pickup Truck for a cost of \$63,133 as authorized in the attached Resolution.

ATTACHMENTS:

1. 20251020_Fleet_F250TrafficTruck_Resolution_Attach

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE
2026 FORD F-250 PICKUP TRUCK FROM SUTTON FORD OF MATTESON, ILLINOIS

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorize and encourage intergovernmental cooperation; and

WHEREAS, the Village is a member of the Northwest Municipal Conference (“NWMC”), a corporate organization representing municipalities and townships located within the State of Illinois and Counties of Cook, DuPage, Kane, Lake, and McHenry; and

WHEREAS, the Village participates in the NWMC Suburban Purchasing Cooperative (“SPC”) which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the Village; and

WHEREAS, the Public Works Department has identified the need to procure one (1) 2026 Ford F-250 Pickup Truck; and

WHEREAS, the SPC sought bids for the award of the contract for the purchase of the 2026 Ford F-250 Pickup Trucks (“Purchase Contract”); and

WHEREAS, the SPC identified Sutton Ford, of Matteson, Illinois, as the low responsible bidder for the Purchase Contract; and

WHEREAS, the Village now desires to purchase the one (1) 2026 Ford F-250 Pickup Truck, in a total amount not to exceed \$63,133; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village to purchase the one (1) 2026 Ford F-250 Pickup Truck from Sutton Ford, in a total amount not to exceed \$63,133, in accordance with the SPC and the Purchase Contract;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF PURCHASE. The President and Board of Trustees hereby approve the purchase by the Village of the one (1) 2026 Ford F-250 Pickup Trucks from Sutton Ford, in a total amount not to exceed \$63,133, in accordance with the SPC and the Purchase Contract, is hereby approved.

SECTION 3. EXECUTION OF REQUIRED DOCUMENTATION. The Village Manager and the Village Clerk are hereby authorized to execute and attest, on behalf of the Village, all documents necessary to complete the purchase authorized pursuant to Section 2 of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 20__.

Village President

ATTEST:

Village Clerk



COMMERCIAL
& FLEET

SUTTON FORD INC.

21315 CENTRAL AVE.
MATTESON IL 60443

INVOICE

Tuesday, September 23, 2025

DATE

PURCHASER'S NAME

VILLAGE OF ARLINGTON HEIGHTS

STREET ADDRESS

33 S. ARLINGTON HEIGHTS RD

CITY

ARLINGTON HEIGHTS

STATE

IL

ZIP

60005

BUS PHONE

847-368-5850

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW ☒

USED ☐

SUV ☐

TRUCK ☒

CAR ☐

YEAR	MAKE	MODEL	BODY TYPE	COLOR	TRIM	STOCK NO.
2026	FORD	F250	4X4 REG CAB	RED	XL	ORDER
VIN NO.			MILES	SALES REP	Scott Ourednik	
2026 FORD F250 4X4 XL REG CAB 142" WB 8' BED			\$49,866.00	TRADE-IN INFORMATION		
				MAKE OF USED VEHICLE		
VEHICLE PAID FOR WHEN DELIVERED TO UPFIT				YEAR		
				MODEL		
KNAPHEIDE PLOW UPFIT			\$8,564.00	VEHICLE IDENT. NO.		
				MILEAGE		
KNAPHEIDE TOMMY GATE UPFIT			\$4,530.00	TRADE VALUE		
SUBTOTAL			\$62,960.00	FLEET SALES INFORMATION		
ELECTRONIC FILING FEE			\$0.00	ORDERING FIN	QI500	
DOCUMENTATION FEE			\$0.00	END USER FIN	QI500	
ILLINIOS SALES TAX 7.25%			\$0.00	SALES TYPE	3	
COUNTY TAX- COOK 1.00%			\$0.00	GPC DISCOUNT		
CITY OF CHICAGO TAX 1.25%			\$0.00	GPC REF #		
COOK COUNTY WHEEL TAX			\$0.00	56A/CPA DISCOUNT		
LICENSE, TRANSFER, TITLE			\$173.00	56M DISCOUNT		
EXTENDED SERVICE CONTRACT			\$0.00	RETAIL REBATE #		
TOTAL PRICE			\$63,133.00			
CASH DOWN PAYMENT			\$0.00			
REBATE			\$0.00			
TOTAL DOWN PAYMENT			\$0.00			
UNPAID CASH BALANCE DUE ON DELIVERY			\$63,133.00			

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby **THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.**

ACCEPTED BY:

PURCHASER'S SIGNATURE

DATE

9/23/2025

ACCEPTED BY:

Scott Ourednik

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

9/23/2025



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

**Village Board of Trustees
10/20/2025**

Item: Resolution Approving a Design Engineering Contract for
Downtown ADA Brick Program

Department: Public Works & Engineering

Item Description:

The 2025 Adopted Budget includes \$140,000 for Downtown ADA Compliance intended for survey, design and purchase of the bricks for the 2026 Downtown ADA Brick Program and the 2026 brick maintenance program. A proposal was requested from Haeger Engineering for the topographical survey, engineering design, plans and specifications for the following locations:

2026 Downtown ADA Program (Engineering Division)

- Eastman St (south side) from Arlington Heights Rd to Evergreen Ave
- Evergreen Ave from Eastman St to Miner St
- Miner St (north side) from Evergreen Ave to Arlington Heights Rd

2026 Brick Maintenance Program (Street Division)

- Payton Run from Dunton Ave to Vail Ave (Kiss N Ride)
- Commuter Parking Lot H sidewalk from Dunton Ave to Evergreen Ave

The locations selected will complete the brick sidewalk around the North Garage and by the downtown commuter train station.

Haeger Engineering Project Fees

- Topographical Survey \$18,500
- Engineering Design Plans & Specifications \$36,000

TOTAL FEE \$54,500

Haeger Engineering has successfully completed all phases of the survey & design of the Downtown ADA Brick Program, the first phase being constructed in 2016. Staff has been pleased with Haeger's performance, responsiveness and customer service. The purchase of the bricks will be presented separately.

Funding for these services is available in Account No. 401-7101-550300 (ST2301).

RECOMMENDATION

It is recommended that the Village Board approve a Resolution awarding a professional services contract in the amount of \$54,500 for topographical survey, engineering design, plans and specifications for the 2026 Downtown ADA Brick Program and the 2026 brick maintenance program, and authorize the execution of the necessary documents.

ATTACHMENTS:

1. 20251020_Downtown_ADA_Brick_Engineering_Resolution_Attach

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT
HAEGER ENGINEERING OF SCHAUMBURG, ILLINOIS
FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the Village desires to retain a qualified firm to provide Engineering Services, and other related Engineering Services associated with the 2026 Downtown ADA Program ("*Services*"); and

WHEREAS, the Village requested a proposal to complete the Services; and

WHEREAS, the Village has determined that the proposal submitted by Haeger Engineering of Schaumburg, Illinois ("*Consultant*"), is appropriate for the provision of the Services; and

WHEREAS, the Village and Consultant desire to enter into an agreement for the provision of the Services by Consultant ("*Agreement*"); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Agreement with Consultant will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF AGREEMENT. The Board of Trustees hereby approves the Agreement by and between the Village and Consultant, in substantially the form attached to this Resolution as Exhibit A, and in a final form to be approved by the Village Manager and the Village Attorney.

SECTION 3. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by Consultant; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 20__

Village President

ATTEST:

Village Clerk

EXHIBIT A
AGREEMENT

September 22, 2025

Nanci Julius, PE
Assistant Village Engineering
Arlington Heights Public Works & Engineering Dept
33 S. Arlington Heights Road
Arlington Heights, IL 60005
Phone: (847) 368-5250
njulius@vah.com

**RE: Eastman St. - Evergreen Ave. - Miner St. Sidewalk Improvement
Proposal for Civil Engineering & Land Surveying Services
Our File No.: P25991.315.01**

Haeger Engineering, LLC ("Haeger") is pleased to present this updated proposal for civil/survey design services a public sidewalk improvement project in downtown Arlington Heights.

Project Scope & Assumptions

We understand that you are proposing reconstruction of public sidewalk on the streets indicated below. We assume that you do not require construction stage services for this proposal, only design services.

Base Scope of Service

Following are the requirements for this project:

Construction Document Preparation (Design)

- a. **Topographic Land Surveying.** Work will include gathering a detailed Topographic Survey of the project area, which includes the following streets:
- Eastman Street (south side) from Arlington Hts Road to Evergreen Ave
 - Evergreen Avenue (west and east sides) from Eastman Street to Miner Street
 - Miner Street (north side) from Evergreen Avenue to Arlington Heights Road
 - Payton Run (street and north side) from Dunton Ave to Vail Ave including south bike rack area
 - Commuter Park Lot (south side) from Dunton Ave to Evergreen Ave

In all locations except Arlington Hts Road, coverage will extend to the far sides of the intersections for a minimum length of 25-ft.

We will locate and measure grades based on NAVD88 datum of existing sidewalk, detectable warning panels, curb and gutter and surface information on any utility structures present, including light pole foundations. Existing tree grates and collars will be located along the ground elevations within the tree grate and tree caliper size. If any building stoops or private sidewalks are near the survey limits which would affect sidewalk ramp design, we will include these areas in the survey limits. We assume that we will not be required to establish street centerline of right-of-way alignments, or private property lines. The topographic survey will be delivered on a CD in Autocad 2025 Civil 3D format, drafted legibly at a scale of 1-inch equals 20-feet. Copies of all field notes, survey reference points and tabulated benchmarks will be included as well.

- b. **Engineering Design Plans & Specifications.** We will prepare standalone construction document design for the project scope. Plans will include 24" x 36" plan sheets at 1" = 20' scale showing existing conditions and proposed conditions. Proposed paver patterns will be illustrated by typical detail and existing and proposed grading elevations will be illustrated. Where adjustment of existing curb, pads or utilities are



required to comply with ADA guidelines, detailed adjustment information will be included on 1" = 10' details in standard IDOT format. The plan set will also include a cover sheet with site location details, summary of quantities and typical construction details. Technical specifications for the construction items will be prepared and included as a separate document, coordinated with Village standard 'boiler plate'.

Fees

We propose to bill you monthly during the duration of the project, based on the percentage of work completed, for the following lump sum fees.

<u>Project Phase</u>	<u>Total Fee</u>
Topographic Land Surveying	\$ 18,500
Engineering Design Plans & Specifications	\$ 36,000
Total Fee	\$ 54,500

For reference, the following is our hourly rate schedule which we will utilize for any additional services on the project specifically authorized by you.

Principal	\$180.00	-	\$210.00
Associate	160.00	-	190.00
Project Engineer	130.00	-	170.00
Professional Land Surveyor	130.00	-	170.00
Senior Land Planner	130.00	-	170.00
Senior Technician	110.00	-	140.00
Resident Engineer	100.00	-	120.00
Land Surveyor	90.00	-	130.00
Engineer	90.00	-	130.00
Technician	70.00	-	110.00
Administrative	70.00	-	120.00
Survey Crew One Man	140.00		
Survey Crew Chief	120.00		
Survey Crew Technician	80.00		

All invoices are due and payable within 60 days after submittal to you. All invoices shall be deemed to be proper and acceptable unless we are contacted in writing regarding an objection to the invoice within 15 days of the invoice date. Interest will be charged on all overdue payments at a rate of 1% per month.

This proposal is subject to the Terms and Conditions, which are incorporated herein. If this proposal is acceptable to you, please sign one copy and return it to us.

Sincerely,

HAEGER ENGINEERING, LLC



Mike Anderson, P.E., LEED AP
Vice-President

ACCEPTED BY: _____	
Company	
_____ Printed Name	
_____ Billing Address	
_____ Signature	_____ Date
_____ Billing Contact Email Address	Prefer Invoices Via: Email ☐ Mail ☐

GENERAL TERMS AND CONDITIONS

HAEGER ENGINEERING, LLC ("HAEGER" or "Consultant") agrees to furnish and the Client agrees to pay for engineering services provided on the project identified in Haeger's Proposal. Haeger and the client agree to the following terms and conditions governing this Agreement. For the purposes of this document, "Client" refers to the entity signing the proposal, "Work" refers to construction and "services" refers to professional services.

1. **AGREEMENT.** These General Terms and Conditions, and the Haeger Engineering, LLC Proposal, to which these terms are attached (collectively, this "Agreement") shall be deemed to be one instrument. The Proposal and General Terms and Conditions shall be incorporated and made a part hereof of any Contract entered into between the parties and shall be binding and agreed to by both parties.
2. **CLIENT'S RESPONSIBILITIES.** Client shall do the following in a timely manner so as to not delay the services of Haeger.
 - a.) Provide all criteria and full information as to client's requirements for the project, including design objectives and constraints, borings, probings and sub-surface explorations, hydrographic surveys, laboratory tests, environmental assessment and impact statements, property, boundary, easement, right-of-way, topographic and utility surveys, property descriptions, zoning, deed and other land use restrictions; all of which Haeger may use and rely upon in performing services under this Agreement.
 - b.) Arrange for access to and make all provisions for Haeger to enter upon public and private property as required for Haeger to perform services under this Agreement.
 - c.) Give prompt written notice to Haeger whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Haeger's services, or any defect or non-conformance in the work of any Contractor.
 - d.) Client reserves the right by written Change Order or Amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Haeger and Client shall negotiate adjustments acceptable to both parties to accommodate any changes.
 - e.) Make timely progress payments to Haeger as required by the Agreement.
3. **HAEGER'S RESPONSIBILITIES.** Haeger will render engineering services in accordance with generally accepted and currently recognized engineering practices and principles. Notwithstanding anything to the contrary which may be contained in this Agreement, or any other material incorporated herein by reference, or in any agreement between the Client and any other party concerning the Project, Haeger shall not have control or be in charge of, and shall not be responsible for the means, methods, techniques, sequences, or procedures of construction, or the safety, safety precautions, or programs of the Client, the Construction Contractor, or other Contractors or Subcontractors performing any of the Work or providing any of the Services on the Project. Nor shall Haeger be responsible for the acts or omissions of the Client, or for the failure of the Client, any Architect, Engineer, Consultant, Contractor or Subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended or waived by Haeger.
4. **INVOICES, PAYMENTS AND INTEREST.** All invoices are due and payable within sixty (60) days after submittal to Client unless specified otherwise in the proposal. All invoices shall be deemed to be proper and acceptable unless we are contacted in writing regarding an objection to the invoice within fifteen (15) days of the invoice date. Haeger reserves the right to adjust its hourly rates and expenses annually.
5. **SUSPENSION OR TERMINATION OF CONTRACT.** Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Consultant has been paid in full all amounts due for services, expenses and other related charges.
6. **THIRD-PARTY BENEFICIARY.** If Client is a Contractor for the Owner of the Property, the parties acknowledge that Haeger Engineering, LLC is intended to be a third-party beneficiary of the contract entered into between Owner and Client. If Client is the Owner of the Property, the parties acknowledge that Haeger Engineering, LLC is intended to be a third-party beneficiary of the Construction Contract entered into between Owner and Contractor.
7. **INDEMNIFICATION.** Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.



8. **FORCE MAJEURE.** Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.
9. **OWNERSHIP OF DOCUMENTS.** All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of constructing, occupying and maintaining the Project. Failure by the client to pay for these services will result in the automatic revocation of the license. Reuse or modification of any such documents by Client, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.
10. **USE OF ELECTRONIC MEDIA.** Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic media format or text, data, graphic or other types that are furnished by Consultant to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Consultant makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Consultant at the beginning of this assignment.
11. **OPINIONS OF COST.** When included in Consultant's scope of services, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.
12. **INSURANCE.** If the project goes to construction, the Client agrees to secure from all Contractors and Subcontractors working directly or indirectly on the Project, prior to the commencement of work of any kind, a separate policy of insurance covering public liability, death and property damage in an amount not less than \$1,000,000 per occurrence, naming the Client and Haeger Engineering, LLC and their officers, employees and agents as additional insureds, and that said Contractor and Subcontractor shall maintain such insurance in effect and bear all costs for the same until completion or acceptance of the Work.
13. **ENFORCEABILITY.** In the event that Haeger Engineering, LLC refers this Agreement to any attorney for any reason growing out of or related to interpretation of this Agreement or enforcement of any of the obligations hereunder, Client agrees to pay Haeger Engineering, LLC's reasonable attorney's fees and such actual costs incurred by Haeger Engineering, LLC.
14. **ASSIGNMENT.** This Agreement may not be assigned by Client without Haeger Engineering, LLC's written consent. In the event that Haeger Engineering, LLC consents to an assignment, such consent shall not relieve Client from any of its obligations under this Agreement. The Assignee shall be considered the agent of the Client, Client shall remain liable as if no assignment has been made. The Assignee shall be subject to and bound by the terms of the Proposal and the Terms and Conditions incorporated therein.
15. **SEVERABILITY.** Should any of the provisions of this Agreement prove to be invalid or otherwise ineffective, the other provisions of this Agreement shall remain in full force and effect.
16. **CONFLICT OF LAW.** The laws of the State of Illinois shall govern the interpretation, validity and construction of the Terms and Conditions of this Agreement.
17. **ACCEPTANCE OF THIS AGREEMENT.** Authorization for Haeger Engineering, LLC to initiate services on the Project shall constitute acceptance of the terms and conditions of this Agreement.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Bond Waiver—St. Edna Parish

Department: Building & Life Safety

Item Description:

St. Edna Parish is requesting a waiver of the bond requirement for their upcoming raffle taking place on November 7th, 2025. Raffle tickets will be sold from 5-9PM on November 7th, with the winners being determined at 9PM of the same day.

Value of prizes — \$500

It is recommended that the Village Board grant a waiver of the bond requirement as requested by St. Edna Parish.

ATTACHMENTS:

1. TMPE-003391-2025 Letter

=St=Edna Church

2525 N. Arlington Heights Road
Arlington Heights, IL 60004-2598
(847) 398-3362 Fax (847) 394-5226

October 6, 2025

Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60004

To the Village Board of Arlington Heights,

St. Edna Parish will hold a 50/50 raffle at our Bingo event on November 7, 2025.

As a church and not-for-profit organization, we request a Raffle Bond Waiver for the above date.

We appreciate your consideration.

Sincerely,



Rev. Darrio Boscutti
Pastor



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

**Village Board of Trustees
10/20/2025**

Item: Resolution Approving the Purchase of Paver Bricks for
Downtown ADA Brick Program

Department: Public Works & Engineering

Item Description:

The 2025 Adopted Budget includes \$140,000 for Downtown ADA Compliance intended for survey, design and purchase of the bricks for the 2026 Downtown ADA Brick Program and the 2026 Brick Maintenance program. An Engineering consultant will provide the topographical survey, engineering design, plans and specifications for the following locations:

2026 Downtown ADA Program (Engineering Division)

- Eastman St (south side) from Arlington Heights Rd to Evergreen Ave
- Evergreen Ave from Eastman St to Miner St
- Miner St (north side) from Evergreen Ave to Arlington Heights Rd

2026 Brick Maintenance Program (Street Division)

- Payton Run from Dunton Ave to Vail Ave (Kiss N Ride)
- Commuter Parking Lot H sidewalk from Dunton Ave to Evergreen Ave

The locations selected will complete the brick sidewalk around the North Garage and by the downtown commuter train station.

The brick specified for the Village of Arlington Heights is a custom order that requires approximately eight to twelve weeks to manufacture. Public Works and Engineering Staff concluded that it is in the best interests of the Village to place the order for the bricks in advance of construction. This will ensure that the Downtown brick replacement can begin in a timely manner. Once delivered, the bricks will be stored until construction begins in the spring of 2026.

Approximately 9,600 square feet of brick is required for all locations included in the planned 2026 Downtown ADA Brick program. Lurvey Supply, of Arlington Heights, Illinois, is the sole provider of our custom brick. Lurvey provided a quote of \$59,798.90, including delivery.

Funding for these services is available in Account No. 401-7101-550300 (ST2301).

Recommendation

It is recommended that the Village Board waive competitive bids and award the sole provider, Lurvey Supply, of Arlington Heights, Illinois the purchase of custom brick for the

2026 Downtown ADA Brick Program in the amount of \$59,798.90 as authorized in the attached resolution.

ATTACHMENTS:

1. 20251020_Downtown_ADA_Brick_Purchase_Resolution_Attach

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR THE PURCHASE OF PAVER BRICKS FOR DOWNTOWN ADA COMPLIANCE
TO LURVEY SUPPLY OF ARLINGTON HEIGHTS, ILLINOIS

WHEREAS, the Village of Arlington Heights is a home rule municipality in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, in October, 2025, Village Staff identified the necessary replacement paver bricks; and

WHEREAS, Lurvey Supply of Arlington Heights, Illinois ("*Contractor*") provided a quote to the Village for paver bricks in the amount \$59,798.90 ("*Contract*"); and

WHEREAS, the Village President and Board of Trustees have determined that it is appropriate to waive the advertising requirements set forth in Section 8-9-1 of the Illinois Municipal Code, 65 ILCS 5/8-9-1, for the Contract for paver bricks; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor for the paver bricks will serve and be in the best interest of the Village and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. WAIVER OF COMPETITIVE BIDDING. The advertising and bidding requirements for the Contract for paver bricks are hereby waived in accordance with Section 8-9-1 of the Illinois Municipal Code and the home rule powers of the Village.

SECTION 3. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Manager and Village Attorney.

SECTION 4. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 5. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT

Quote

Page:

1

Quote expires
November 2, 2025 12:00 am



Lurvey Supply
1819 N Wilke Rd
Arlington Heights, IL 60004
847-255-5800
www.lurveys.com

Ticket #: Q7-10013398
Ticket date: 10/3/25
10:31 am
Station: AH-R2
User: TAH

Sold to:

Village of Arlington Heights
33 S. Arlington Heights Rd
Arlington Heights, IL 60005
Ashley Karr 847-368-5500
847-368-5998 (5999)

Ship to:

222 N Ridge
Arlington Heights
Dave Scanlon

Customer #: ARLIN04
Sales Rep: WHL
Ship date: 10/03/2025
Location: 7

Ship-via code: DELOC
Terms: Net 30 Days

Item #	Description	Quantity	Net Price	Selling unit	Ext prc
SPO310	Special Order-Unilock ***NO RETURNS / NO REFUNDS*** Holland Premier 7CM Arlington Red - SOLD PER PALLET 106.11 sqft per pallet 90 Pallets = 9,549.9 sqft total	91	\$586.9000	EACH	53,407.90
PALU	Pallet Deposit Unilock Standard	91	\$26.0000	EACH	2,366.00
DELOC310	Freight - Direct Delivery PL310 Unilock Delivery Charge from Unilock to Site	7.0000	\$575.0000	EACH	4,025.00

Total line items: 3

Sale subtotal: 59,798.90

Tax: 0.00

Total: 59,798.90

NO RETURN / NO GUARANTEE ON SOD & GREEN GOODS
15% RESTOCKING FEE ON HARD GOODS/FULL-BANDED PALLETS ONLY
THANK YOU FOR CONSIDERING LURVEY!





VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Resolution Appointing an Alternate to the Intergovernmental Risk Management Agency (IRMA)

Department: Finance

Item Description:

The Village participates in the Intergovernmental Risk Management Agency (IRMA) an intergovernmental insurance cooperative which provides the Village's general liability and workers' compensation insurance, as well as claims administration. Per IRMA By-Laws, there is a delegate and alternate to serve on the IRMA Board of Directors.

Melissa Gallagher, Director of Finance, is the IRMA delegate approved in February 2025 by the Village Board. Diana Mikula, Deputy Village Manager, serves on the IRMA Executive Board and is recommended to be the alternate to the IRMA Board of Directors.

RECOMMENDATION:

It is recommended that the Village Board appoint Diana Mikula as the IRMA Board Alternate Representative for the Village.

ATTACHMENTS:

1. Resolution - Arlington Heights IRMA Alternate

RESOLUTION NO. _____

A RESOLUTION APPOINTING
AN ALTERNATE TO THE
INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)

WHEREAS, the Village of Arlington Heights previously adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance authorizing membership therein; and

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) person and one (1) alternate to represent that body on the Board of Directors of said Intergovernmental Agency;

NOW, THEREFORE, BE IT RESOLVED by Village President and Board of Trustees of the Village of Arlington Heights, Cook County, Illinois, that Diana Mikula, Deputy Village Manager, of the Village of Arlington Heights, is hereby appointed to represent the Village on the Board of Directors of said Intergovernmental Risk Management Agency as the alternative representative.

PASSED and APPROVED by the Village Board of the Village of Arlington Heights, Illinois, this ____ day of _____, 2025.

AYES:

NAYES:

APPROVED by me this ____ day of _____, 2025.

Village President

ATTEST:

Village Clerk



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Motion to Approve an Extension of Preliminary Plat of Subdivision - 1821 N. Verde Ave. - PC#21-007

Department: Planning & Community Development

Item Description:

Request

The petitioner has requested a second 6-month extension to the Preliminary Plat of Subdivision approval at 1821 N. Verde. Per the Municipal Code, an initial request for extension can be approved by the Village Board. Any subsequent request for further extension is required to appear before both the Plan Commission and Village Board for their consideration.

Recommendation

It is recommended that the Village Board make a motion to approve an extension of Preliminary Plat of Subdivision for 1821 Verde Avenue as approved by Resolution #24-11, to April 21, 2026, with the condition that no other extensions be granted.

ATTACHMENTS:

1. 1821 Verde Ave- Preliminary Plat Extension-10-20-25
2. PC Minutes 9-24-25
3. 9-10-25 Extension Request Letter
4. Plat of Subdivision



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: 10/20/25

To: Randy Recklaus, Village Manager

CC: Emily Rodman, Director of Planning and Community Development

From: Rachel Hitzemann, Development Planner

Subject: Second Request for Preliminary Plat Extension – 1821 Verde Ave.

Project Background:

On April 15, 2024, the Village Board approved Resolution #24-011, which granted Preliminary Plat of Subdivision approval and a lot width variation for a two-lot subdivision for the property located 1821 Verde Ave. As required by the Municipal Code, Preliminary Plat of Subdivision approval is valid for a period of 12 months.

On April 9th 2025, the Village Board approved the petitioner's first request for a Preliminary Plat approval extension until October 21st, 2025. At that time, the Petitioner noted that they were finalizing financial arrangements and would commence the demolition of the garage and start site preparation within 90 days.

Per the Municipal Code, an initial request for extension can be approved by the Village Board. Any subsequent request for further extension is required to appear before both the Plan Commission and Village Board for their consideration.

Request

The petitioner has requested another 6-month extension to the Preliminary Plat of Subdivision approval.

The petitioner has explained that this extension is necessary due to the fact that they have not secured a buyer and are still pursuing a buyer or joint venture partner. The garage has not been demolished and site work has not commenced, but the petitioner is in the permit process for these activities. The petitioner has stated that they will remain in compliance with all property maintenance requirements which will be subject to code enforcement.

Plan Commission

The Plan Commission reviewed the extension request at their September 26th meeting and recommended approval of the extension on the condition that no other extension requests be approved.

Recommendation

It is recommended that the Village Board make a motion to approve an extension of Preliminary Plat of Subdivision for 1821 Verde Avenue as approved by Resolution #24-11, to April 21, 2026, with the condition that no other extensions be granted.

APPROVED

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING BEFORE THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

COMMISSION

RE: 1821 NORTH VERDE SUBDIVISION - PC #21-007

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 24th day of September, 2025 at the hour of 8:42 p.m.

MEMBERS PRESENT:

JAY CHERWIN, Chairperson
MICHAEL PETERMANN
KRISTEN SCHURTZ
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
TERRY ENNES
JOHN SIGALOS
SUSAN DAWSON

ALSO PRESENT:

MICHAEL LYSICATOS, Assistant Director, Community Development
DANIEL OSOBA, Planner I
RACHEL HITZEMANN, Development Planner

APPROVED

CHAIRPERSON CHERWIN: All right, so that is the last of the public hearings; however, we do have other business under matter V, and that is the 1821 North Verde Subdivision-Plat Extension.

Staff, if you want to present that?

MS. HITZEMANN: Yes.

So, on April 15, 2024, the Village Board approved Resolution #24-011, which granted a preliminary plat of subdivision approval and a lot width variation for a two-lot subdivision for the property located at 1821 Verde Avenue. As required by the Municipal Code, the preliminary plat of subdivision approval is valid for 12 months. That would have expired in April; however, the Petitioner did request an extension of six months from the Village Board and that was granted on April 9th.

Per our code, a second requested variation needs to go through the Plan Commission, and so here we are. The Petitioner has requested another six-month extension to the preliminary plat of subdivision approval and has noted that the extension is necessary due to the fact that they have not secured a buyer and are still pursuing a buyer or a joint venture partner.

Staff has reviewed the request and is recommending approval of the extension; however, we do not recommend any future extensions of this request.

CHAIRPERSON CHERWIN: Thank you, Rachel.

Is there a motion?

COMMISSIONER GREEN: I'll make that motion.

A motion to recommend to the Village Board of Trustees approval of PC #21-007, a request for a six-month extension to the Preliminary Plat of Subdivision for 1821 North Verde Avenue.

This recommendation is subject to the following:

- 1. There are no additional extensions past April 21, 2026.**

CHAIRPERSON CHERWIN: Is there a second?

COMMISSIONER DROST: Second.

CHAIRPERSON CHERWIN: Why don't we do a roll call vote?

MS. HITZEMANN: Commissioner Dawson.

COMMISSIONER DAWSON: Yes.

MS. HITZEMANN: Commissioner Drost.

COMMISSIONER DROST: Aye.

MS. HITZEMANN: Commissioner Ennes.

COMMISSIONER ENNES: Yes.

MS. HITZEMANN: Commissioner Green.

COMMISSIONER GREEN: Yes.

MS. HITZEMANN: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes.

MS. HITZEMANN: Commissioner Petermann.

COMMISSIONER PETERMANN: Yes.

APPROVED

MS. HITZEMANN: Commissioner Schurtz.

COMMISSIONER SCHURTZ: Yes.

MS. HITZEMANN: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MS. HITZEMANN: Chair Cherwin.

CHAIRPERSON CHERWIN: Yes.

Thank you. The motion passes, extended and confirmed.

All right, so we will open it for public comment. Let the record show there's absolutely no one in the room, so we'll close the public comment.

I will ask really quick -- oh, I guess we'll do an update.

Are there any? You want to give us -- I saw an update on the matters shown here on the form. Is there anything you want to --

MS. HITZEMANN: Nothing I want to highlight, just that we have updated the table to include our new list of applications that we've received in September.

CHAIRPERSON CHERWIN: Okay. All right, thank you. I just ask the Commissioners to take a look at that and we'll meet again. If you have any questions on that, please ask the Staff.

Before we adjourn, I'd just like to say hello to, Emily is in the house. I don't know if everybody has met Emily, but Emily, do you want to just do a quick introduction?

MS. RODMAN: Sure, thank you. Let me start by apologizing that it's taken me so long to introduce myself in person to the Commission, but I am fortunate that you're all here this evening and I know it's been a long night for you, so I won't belabor this.

My name is Emily Rodman; I am the Director in the department as you all know. I started with the Village this past December. You see a lot of what our department produces, we have a lot on our plate, but we've got a great staff as you see in here that continue to move these projects forward.

I did want to share that Michael and I did meet with Chairman Cherwin last week and he did share some context with us for the Commission over the years. I just wanted to mention that should the Commission have any concerns about the items that are coming before them, how they're being presented to you, suggestions about provisions in the code that you find challenging or bewildering or perhaps no longer relevant. I have seen some of the commentary in the minutes, I do read the minutes of all the meetings, but would encourage you to reach out to me, reach out to Michael, let us know what those are.

We'd like to work proactively with this group. We want to know what your concerns are. You've been dealing with this code, many of you, much longer than the four of us have, and you're in many ways experts in the room on this. So, we want to hear what those concerns are and want to try to work collectively with you, and then obviously ultimately the Village Board.

So, please feel free to reach out any time. Thank you.

CHAIRPERSON CHERWIN: Thanks, Emily, and welcome. We're happy to have you. Of course, we all showed up tonight because we knew you were going to be here.

COMMISSIONER DROST: Well, yes. Your rib prize from the chamber event in January.

CHAIRPERSON CHERWIN: There you go.

MS. RODMAN: Yes, that's correct.

APPROVED

COMMISSIONER DROST: So, you've emerged which is good and you're going to keep moving.

MS. RODMAN: I've come up for air, yes.

COMMISSIONER DROST: Yes, so welcome.

CHAIRPERSON CHERWIN: Well, I'm sure if Lynn Jensen were here, he'd say something about bike racks, but let's --

COMMISSIONER DROST: We can talk about the economics. I'll make a motion to adjourn.

CHAIRPERSON CHERWIN: Is there a motion to adjourn?

COMMISSIONER SCHURTZ: I move to adjourn.

CHAIRPERSON CHERWIN: Okay, that motion is seconded?

COMMISSIONER DAWSON: Second.

CHAIRPERSON CHERWIN: All in favor?

(Chorus of ayes.)

CHAIRPERSON CHERWIN: Anyone opposed?

(No response.)

CHAIRPERSON CHERWIN: All right, motion passes. Meeting is adjourned. Thank you.

(Gavel pounded.)

(Whereupon, at 9:01 p.m., the hearing on the above-mentioned petition was adjourned.)

Date: September 10, 2025

**Planning and Development Department
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005**

**Re: Request for Six-Month Extension – Subdivision Approval for 1821 N.
Verde Avenue, Arlington Heights, IL 60004**

To the Members of the Planning and Development Department,

I respectfully submit this request for a six-month extension of the subdivision approval for the property located at 1821 N. Verde Avenue, Arlington Heights, IL 60004.

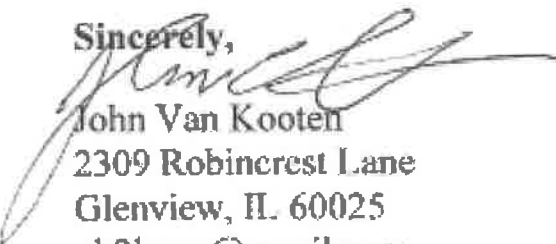
The subdivision of this property remains a priority; however, despite continued efforts, I have not yet secured a buyer or joint venture partner to advance the project. In the meantime, I am working with the Village to remain in full compliance, including coordinating the demolition of the existing two-car detached garage and clearing of the site.

Should I be unable to secure a suitable buyer or development partner during this extension period, I may be required to pivot to selling the property without pursuing subdivision.

I remain committed to responsible property management and compliance with all applicable Village regulations. I respectfully ask for the Department's consideration and approval of this extension request so that I may continue to pursue viable options for the property.

Thank you for your attention to this matter. Please advise if any additional information is required for the record.

Sincerely,

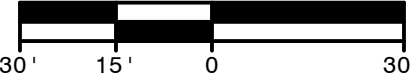


John Van Kooten
2309 Robincrest Lane
Glenview, IL 60025
ok2lease@gmail.com
(312) 502-0900

FINAL PLAT OF
VAN KOOTEN'S RESUBDIVISION
OF

PIN NUMBERS

03-19-104-001
03-19-104-002



BASIS OF BEARING:
EAST LINE OF N. VERDE DRIVE AS FOUND
MONUMENTED AND OCCUPIED.
N 00°00'00" E (ASSUMED)

*THE ACTUAL REQUIRED EXTERIOR SIDEYARD BUILDING SETBACK LINE MAY BE LESS THAN OR GREATER THAN 31.4' AS PRESCRIBED IN THE ARLINGTON HEIGHTS MUNICIPAL CODE. SPECIFICALLY, SECTION 5.1-3.3(c) OF CHAPTER 27 ALLOWS THE EXTERIOR SIDE YARD SETBACK TO BE CALCULATED BASED ON THE AVERAGE OF THE EXISTING SETBACKS OF THE FRONTAGE WHEN 40% OR MORE OF THE FRONTAGE IS DEVELOPED WITH YARDS OF MORE THAN 10 FEET IN DEPTH. IF THIS CODE SECTION IS NO LONGER APPLICABLE, THE REQUIRED SETBACK SHALL BE BASED ON CURRENT CODE REQUIREMENTS.

**THE ACTUAL REQUIRED EXTERIOR FRONT YARD BUILDING SETBACK LINE MAY BE LESS THAN OR GREATER THAN 39.1' AS PRESCRIBED IN THE ARLINGTON HEIGHTS MUNICIPAL CODE. SPECIFICALLY, SECTION 5.1-3.3(a) OF CHAPTER 27 ALLOWS THE FRONT YARD SETBACK TO BE CALCULATED BASED ON THE AVERAGE OF THE EXISTING SETBACKS OF THE FRONTAGE WHEN 40% OR MORE OF THE FRONTAGE IS DEVELOPED WITH YARDS OF MORE THAN 15 FEET IN DEPTH. IF THIS CODE SECTION IS NO LONGER APPLICABLE, THE REQUIRED SETBACK SHALL BE BASED ON CURRENT CODE REQUIREMENTS.

ADDRESS OF LOT 1: _____

ADDRESS OF LOT 2: _____

NOTE: THE EXISTING 30 FOOT BUILDING LINE PER DOCUMENT 16513014 HAS BEEN INCREASED TO 39.1 FEET.

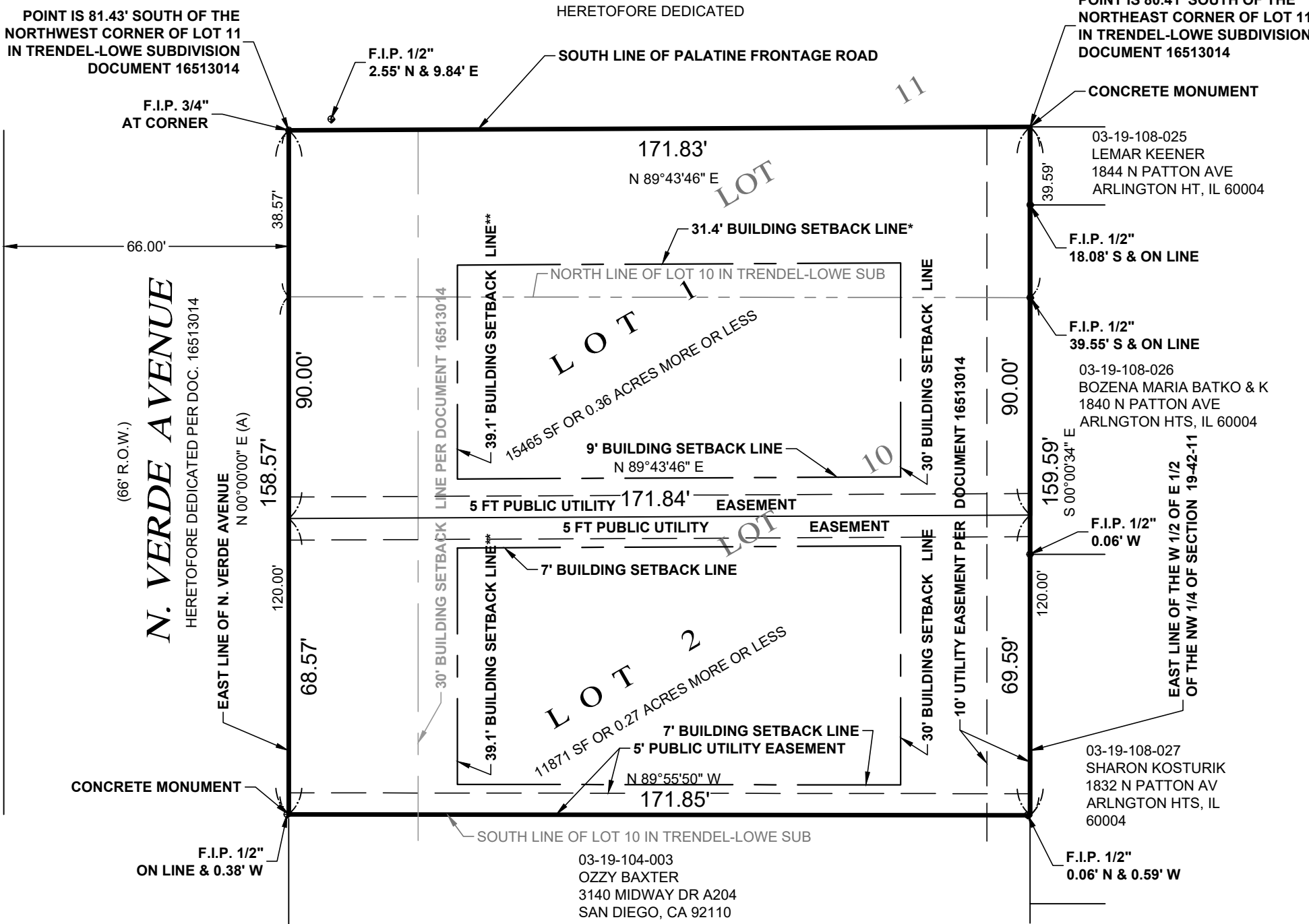
SEND TAX BILL TO:
JOHN AND ANNIE VAN KOOTEN
1821 2309 ROBINCREST LANE
GLENVIEW, IL 60025

SUBDIVIDED BY:
JOHN AND ANNIE VAN KOOTEN
1821 2309 ROBINCREST LANE
GLENVIEW, IL 60025

LOT 10 AND PART OF LOT 11 IN TRENDEL-LOWE SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT 16513014 IN COOK COUNTY, ILLINOIS.

LAND AREA = 27,336 SF
OR 0.63 ACRES MORE OR LESS

PALATINE FRONTAGE ROAD



CERTIFICATE OF APPROVAL

STATE OF ILLINOIS)
COUNTY OF COOK) SS

UNDER THE AUTHORITY PROVIDED BY 65 ILCS 5/11-12 AS AMENDED BY THE STATE LEGISLATURE OF THE STATE OF ILLINOIS AND ORDINANCE ADOPTED BY THE VILLAGE BOARD OF THE VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS, THIS PLAT WAS GIVEN APPROVAL BY THE VILLAGE OF ARLINGTON HEIGHTS AND MUST BE RECORDED WITHIN SIX MONTHS OF THE DATE OF APPROVAL BY THE VILLAGE BOARD, OTHERWISE IT IS NULL AND VOID.

APPROVED BY THE PLAN COMMISSION AT A MEETING HELD _____

CHAIRMAN _____

SECRETARY _____

APPROVED BY THE VILLAGE BOARD OF TRUSTEES AT A MEETING HELD _____

PRESIDENT _____

VILLAGE CLERK _____

APPROVED BY THE VILLAGE COLLECTOR _____

APPROVED BY THE VILLAGE ENGINEER _____

UTILITY CERTIFICATE

COMMONWEALTH EDISON COMPANY
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20____

TITLE: _____

AMERITECH/SBC
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20____

TITLE: _____

NICOR GAS
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20____

TITLE: _____

COMCAST CABLE
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20____

TITLE: _____

WIDE OPEN WEST, LLC
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20____

TITLE: _____

SCHOOL DISTRICT CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) SS

THIS IS TO CERTIFY THAT JOHN AND ANNIE VAN KOOTEN, AS DEVELOPERS OF THE PROPERTY HEREIN DESCRIBED IN THE SURVEYORS CERTIFICATE WHICH WILL BE KNOWN AS VAN KOOTEN'S RESUBDIVISION, TO THE BEST OF OUR KNOWLEDGE, IS LOCATED WITHIN THE BOUNDARIES OF CONSOLIDATED COMMUNITY SCHOOL DISTRICT NO. 25, TOWNSHIP HIGH SCHOOL DISTRICT 214, AND HARPER COMMUNITY COLLEGE DISTRICT 512, IN COOK COUNTY, ILLINOIS.

DATED THIS _____ DAY OF _____, 20____

BY: _____

DEED OF DEDICATION

WE, THE UNDERSIGNED, JOHN AND ANNIE VAN KOOTEN, OWNERS OF THE REAL ESTATE SHOWN AND DESCRIBED HEREIN, DO HEREBY LAY OFF, PLAT AND SUBDIVIDE SAID REAL ESTATE IN ACCORDANCE WITH THE WITHIN PLAT. THIS SUBDIVISION SHALL BE KNOWN AND DESIGNATED AS VAN KOOTEN'S RESUBDIVISION, AN ADDITION TO THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY. ALL STREETS AND ALLEYS AND PUBLIC OPEN SPACES SHOWN AND NOT HERETOFORE DEDICATED, ARE HEREBY DEDICATED TO THE PUBLIC. FRONT AND SIDE YARD BUILDING SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THIS PLAT, BETWEEN WHICH LINES AND THE PROPERTY LINES OF THE STREETS, THERE SHALL BE ERRECTED OR MAINTAINED NO BUILDING OR STRUCTURE. THERE ARE STRIPS OF GROUND, 5 FEET AND 10 FEET IN WIDTH, AS SHOWN ON THIS PLAT AND MARKED "EASEMENT" RESERVED FOR THE USE OF PUBLIC UTILITIES FOR THE INSTALLATION OF WATER AND SEWER MAINS, POLES, DUCTS, LINES AND WIRES, SUBJECT AT ALL TIMES TO THE PROPER AUTHORITIES AN TO THE EASEMENT HEREIN RESERVED. NO PERMANENT OR OTHER STRUCTURES ARE TO BE ERRECTED OR MAINTAINED UPON SAID STRIP OF LAND, BUT OWNERS OF LOTS IN THIS SUBDIVISION SHALL TAKE THEIR TITLES SUBJECT TO THE RIGHTS OF THE PUBLIC UTILITIES, AND TO THE RIGHTS OF THE OWNERS OF OTHER LOTS IN THIS SUBDIVISION.

THE RIGHT TO ENFORCE THESE PROVISIONS BY INJUNCTION, TOGETHER WITH THE RIGHT TO CAUSE THE REMOVAL, BY DUE PROCESS OF LAW, OF ANY STRUCTURE OR PART THEREOF ERRECTED OR MAINTAINED IN VIOLATION THEREOF, IS HEREBY DEDICATED TO THE PUBLIC, AND RESERVED TO THE SEVERAL OWNERS OF THE SEVERAL LOTS IN THIS SUBDIVISION AND TO THEIR HEIRS AND ASSIGNS.

WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 20____.

NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) SS

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE, PERSONALLY APPEARED JOHN VAN KOOTEN AND ANNIE VAN KOOTEN AND EACH SEPARATELY AND SEVERALLY ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT AS IS OR HER VOLUNTARY ACT AND DEED, FOR THE PURPOSES THEREIN SET FORTH.

WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CERTIFICATE AS TO SPECIAL ASSESSMENTS

STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____, COUNTY CLERK OF COOK COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID CURRENT OR FORFEITED SPECIAL ASSESSMENTS OF ANY DEFERRED INSTALLMENTS THEREOF THAT HAVE BEEN APORTIONED AGAINST THE TRACT FO LAND INCLUDED IN THE PLAT.

DATED THIS _____ DAY OF _____, A.D. 20____.

BY: _____

COUNTY CLERK

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) SS

I DO NOT FIND ANY DELINQUENT GENERAL TAXES, UNPAID CURRENT GENERAL TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST THE TRACT OF LAND ON THE ABOVE PLAT.

DATED THIS _____ DAY OF _____, 20____

BY: _____

COUNTY CLERK

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS.

I, THOMAS J. CESAL, AN ILLINOIS PROFESSIONAL LAND SURVEYOR HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED PROPERTY:

PARCEL 1:
THAT PART OF LOT 11 IN TRENDEL-LOWE SUBDIVISION, A SUBDIVISION OF THE NORTH 659.62 FEET OF THE WEST HALF OF THE EAST HALF (EXCEPT THE WEST 221.5 FEET THEREOF) OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF A LINE CONNECTING A POINT ON THE WEST LINE OF SAID LOT THAT IS 81.43 FEET SOUTH OF THE NORTHWEST CORNER OF SAID LOT WITH A POINT ON THE EAST LINE OF SAID LOT THAT IS 80.41 FEET SOUTH OF THE NORTHEAST CORNER OF SAID LOT, IN COOK COUNTY, ILLINOIS.

PARCEL 2:
LOT 10 IN TRENDEL-LOWE SUBDIVISION, A SUBDIVISION OF THE NORTH 659.62 FEET OF THE WEST HALF OF THE EAST HALF (EXCEPT THE WEST 221.5 FEET THEREOF) OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

AND THE HEREON DRAWN PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE SAME. ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS OF A FOOT AND ARE CORRECT AT A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

I FURTHER CERTIFY THAT THIS PROPERTY APPEARS, BY SCALED MEASUREMENT, TO FALL WITHIN ZONE X AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FLOOD INSURANCE RATE MAP (FIRM) MAP NUMBER 17031C0201J WITH AN EFFECTIVE DATE OF 8/19/2008.

FURTHERMORE, I DESIGNATE THE VILLAGE OF ARLINGTON HEIGHTS TO ACT AS MY AGENT, FOR THE PURPOSES OF RECORDING THIS DOCUMENT.

IRON RODS AND CONCRETE MONUMENTS WILL BE SET AT PROPERTY CORNERS UPON COMPLETION OF MASS GRADING.

DATED, THIS 2ND DAY OF NOVEMBER, A.D., 2023, AT LISLE, ILLINOIS.

Thomas J. Cesal

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-2205
MY LICENSE EXPIRES NOVEMBER 30, 2024.
ILLINOIS PROFESSIONAL DESIGN FIRM PROFESSIONAL
ENGINEERING CORPORATION NO. 184-001245

CLIENT: JOHN & ANNIE VAN KOOTEN



REVISED 11/02/2023

SHEET 1 OF 1
PROJ # 20-10-1003



Morris Engineering, Inc.
Civil Engineering • Consulting
Land Surveying
515 Warrenville Road, Lisle, IL 60532
Phone: (630) 271-0770
Survey: (630) 271-0599
FAX: (630) 271-0774
Website: www.ecivil.com



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Ordinance Amending Section 21-309 of the Municipal Code of the Village of Arlington Heights Regarding the Discontinuation of Water Service

Department: Finance

Item Description:

The Village bills approximately 21,190 water accounts once every two months. When a customer is delinquent in payment of their water bill (typically 30 days), a Notice of Discontinuance is mailed via certified mail return receipt requested. The Municipal Code of the Village of Arlington Heights requires that notices of discontinuance be sent by certified mail and U.S. mail. On average, Finance sends 2,900 notices of water service discontinuance each year. Because each notice is sent by certified mail, the annual cost to the Water & Sewer Fund is approximately \$23,500 (\$8.12 per each piece of mail).

Over the past six months, Finance has added a new step in the collections process prior to discontinuing service. A quick phone call is made to residents or businesses to notify them that nonpayment will result in being placed on the shut-off list within 48 hours. These efforts have led to more timely payments, fewer water shut-offs, and reduced time spent by Public Works on shut-off procedures. Residents have also expressed appreciation for the reminder calls. It is recommended to eliminate the certified mail requirement and instead send notices only by regular U.S. mail, while continuing to provide call reminders. It is also recommended to increase the time for customer payments from five to ten days.

RECOMMENDATION

It is recommended that an Ordinance Amending Section 21-309 of the Municipal Code of the Village of Arlington Heights Regarding the Discontinuation of Water Service, be approved.

ATTACHMENTS:

1. AH Ordinance Amending Chapter 21 of the Municipal Code re Discontinuing Water Service

AN ORDINANCE AMENDING SECTION 21-309
OF THE MUNICIPAL CODE OF THE VILLAGE OF ARLINGTON HEIGHTS
REGARDING THE DISCONTINUATION OF WATER SERVICE

WHEREAS, the Village of Arlington Heights is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the Village President and Board of Trustees desires to amend Section 21-309 of the Municipal Code of Arlington Heights, Illinois, 1995, as amended ("*Village Code*"), to clarify the procedures by which the Village may discontinue the provision of water service; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village and its residents to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. DISCONTINUING WATER SERVICE. Section 21-309, titled "Discontinuing Water Service," of Chapter 21, titled "Water," of the Village Code is hereby amended further to read as follows:

"Section 21-309 – Discontinuing Water Service.

After a statement becomes delinquent, a Notice of Delinquency shall be mailed to the customer that the delinquency exists and that payment must be made within 20 days. In the event payment is not made by the date set in the Notice of Delinquency, the Finance Director or designee shall cause written Notice of Discontinuance of Water Service to be served, ~~either by U.S. mail personal service or certified mail return receipt requested,~~ upon the owner, occupant or water service user. This notice must contain the following information:

- a. The balance due including any penalty charges;
- b. The number of days the account is in arrears;
- c. The date by which payment or other action must be made to avoid shutoff which shall not be less than seven days after service of the Notice of Discontinuance;
- d. The name, title, address and phone number of the person to contact for a resolution of the customer's complaints and the opportunity to have a hearing on the complaint before that person; and
- e. That there will be a standard charge of \$50.00 for discontinuance of water service.

Water service will then be discontinued within ~~five~~ **10** business days of the shut-off date provided in this Notice. If service is not discontinued within ~~five~~ **10** business days, the Village shall not discontinue service until at least ~~five~~ **10** days after delivery of a new Notice of Discontinuance. The Village shall not discontinue water service after 2:00 p.m. unless the Village is prepared to resume water service the same day at the standard charge for resumption of water service. No service shall be discontinued on a holiday or weekend day unless the Village is prepared to resume water service on the holiday or weekend day.

Nothing in this Chapter shall be construed to prevent discontinuance of water service for reasons of safety, health, or cooperation with other civil authorities.”

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 4. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 2025.

Village President

ATTEST:

Village Clerk



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: Resolution Agreement – MAP CBA (2026) and MOU of Work
Schedule for Patrol Bureau

Department: Human Resources

Item Description:

A new collective bargaining agreement with the Metropolitan Alliance of Police, Arlington Heights Police Chapter #510, is attached for approval. The agreement covers a one-year term, ending on December 31, 2026. This agreement has been ratified by the Metropolitan Alliance of Police, Arlington Heights Police Chapter #510.

The parties agreed to a non-precedential pilot program Patrol Schedule of nine-hour days, five days on, followed by three days off, applicable to all officers assigned to the Patrol Bureau. Additionally, a 3.0% salary schedule adjustment will be implemented in January 2026. Starting in January 2027, the monthly employee insurance premium contribution will increase from 14% to 16%.

If any Village Board member has questions about the contract during the meeting, a Closed Session should be requested to discuss collective bargaining matters.

RECOMMENDATION

It is recommended that the Village Board approve the attached Resolution Authorizing Execution of a Collective Bargaining Agreement between the Village of Arlington Heights and the Metropolitan Alliance of Police, Arlington Heights Police Chapter #510, with an expiration date of December 31, 2026.

ATTACHMENTS:

1. AH Resolution Approving Metropolitan Alliance of Police, Arlington Heights Police Chapter #510 CBA
2. CBA Arlington Heights MAP 2026
3. MOU Arlington Heights MAP Work Schedule Patrol

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. R2025-_____

A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH
THE METROPOLITAN ALLIANCE OF POLICE, ARLINGTON HEIGHTS POLICE CHAPTER #510

WHEREAS, full-time sworn Village police officers (collectively, the “*Police Officers*”) are represented by the Metropolitan Alliance of Police, Arlington Heights Police Chapter #510 (“*Union*”); and

WHEREAS, the Village and the Union desire to enter into a collective bargaining agreement, through December 31, 2026, regarding the terms of employment of the Police Officers by the Village (“*Agreement*”); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Agreement with the Union will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF AGREEMENT. The Agreement by and between the Village and the Union is hereby approved in substantially the form attached to this Resolution as Exhibit A.

SECTION 3. EXECUTION OF AGREEMENT. The Village President and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by the Union; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 2025

Village President

ATTEST:

Village Clerk

EXHIBIT A
AGREEMENT

AGREEMENT

Between

VILLAGE OF ARLINGTON HEIGHTS

And

METROPOLITAN ALLIANCE OF POLICE

ARLINGTON HEIGHTS POLICE CHAPTER #510

2026

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AGREEMENT

This Agreement is made and entered into by and between the Village of Arlington Heights (hereinafter referred to as the “Village” or “Employer”) and Metropolitan Alliance of Police Arlington Heights Police Chapter #510 (hereinafter referred to as the “Chapter”).

It is the intent and purpose of this Agreement to set forth the parties’ agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the Village; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I

RECOGNITION AND REPRESENTATION

Section 1 Recognition. The Village recognizes the Chapter as the sole and exclusive bargaining representative for all sworn full-time peace officers (hereinafter referred to as “officers” or “employees”), but excluding all sworn peace officers in the rank of sergeant and above, any employees excluded from the definition of “peace officer” as defined in Section 3(k) of the Illinois Public Labor Relations Act, and all other managerial, supervisory, confidential and professional employees as defined by the Act, as amended.

ARTICLE II

NON-DISCRIMINATION

In accordance with applicable law, neither the Village nor the Chapter shall discriminate against any employee covered by this Agreement because of race, sex, age, religion, creed, color, national origin, sexual orientation, or Chapter membership. Other than Chapter membership, any dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

ARTICLE III

DUES CHECKOFF AND CHAPTER RIGHTS

Section 1 Dues Checkoff. During the term of this Agreement the Village will deduct from each employee's first paycheck each month the uniform, regular monthly Chapter dues for each employee in the bargaining unit who has filed with the Village a lawfully written authorization form, a copy of which is attached as Appendix A, which may be revoked by providing 30 days written notice to the Village and the Chapter.

The actual dues amount deducted, as determined by the Chapter, shall be uniform for each employee in order to ease the Village's burden in administering this provision. The Chapter may change the fixed uniform dollar amount once each year during the life of this Agreement by giving the Village at least 30 days' written notice of any change in the amount of the uniform dues to be deducted. The Village will forward the dues deducted to the Chapter.

If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the Chapter shall be responsible for collection of dues. The Chapter agrees to refund to the employee any amounts paid to the Chapter in error on account of this dues deduction provision.

Section 2. Indemnification. The Chapter shall indemnify and hold harmless the Village, its elected representatives, officers, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Village for the purpose of complying with the provisions of this Article, or in reliance on any written checkoff authorization furnished under any of such provisions. The foregoing indemnification clause shall not require the Chapter to indemnify or hold the Village harmless in the event the Village initiates a cause of action against the Chapter, unless the Village initiates such an action in response to a claim or cause of action initiated by another party. The Village will, upon reasonable request, provide a list of all bargaining unit members to the Chapter, in accordance with the Illinois Public Labor Relations Act, as the same may be amended from time to time.

Section 3. Chapter Use of Bulletin Boards. The Village will make available space on a bulletin board for the posting of official Chapter notices of a non-political, non-inflammatory nature. The Chapter will limit the posting of Chapter notices to such bulletin board.

ARTICLE IV

LABOR-MANAGEMENT COMMITTEE

At the request of either party, the employee Chief Representative and the Police Chief or their designees shall meet at least quarterly to discuss matters of mutual concern that do not involve negotiations unless otherwise agreed. The employee Chief Representative may invite other Chapter bargaining unit members and/or other Village representatives to attend such meetings. The Police Chief may invite other department representatives and/or other Village representatives to attend such meetings. The party requesting the meeting may submit a written agenda of the items it wishes to discuss prior to the date of the meeting. This section shall not be applicable to any matter that is being processed pursuant to the grievance procedure set forth in this Agreement. Employees scheduled to work will notify their immediate superior prior to their attendance at a meeting and if such attendance is approved, the employee will be permitted to attend the meeting during his regular hours of work with no loss of pay.

ARTICLE V

GRIEVANCE PROCEDURE

Section 1 Definition. A “grievance” is defined as a dispute or difference of opinion raised by an employee against the Village involving an alleged violation of an express provision of this Agreement.

Section 2 Procedure. The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, the grievance will be processed as follows:

STEP 1: Any employee who has a grievance shall submit the grievance in writing to the employee’s immediate supervisor, specifically indicating that the matter is a grievance under this Agreement. The grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than seven business days from the date of the first occurrence of the matter giving rise to the grievance or within seven business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance. The immediate supervisor shall render a written response to the grievant within seven business days after the grievance is presented.

STEP 2: If the grievance is not settled at Step 1 and the employee wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing to the Division Deputy Chief within seven business days after receipt of the Village’s answer at Step 1. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Division Deputy Chief shall provide a written answer to the grievant within seven business days after the grievance is appealed to Step 2.

STEP 3: If the grievance is not settled at Step 2 and the employee wishes to appeal the grievance to Step 3 of the grievance procedure, it shall be submitted in writing to the Police Chief within seven business days after receipt of the Village’s answer at Step 2. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Police Chief, or his designee, shall investigate the

grievance and, in the course of such investigation, shall offer to discuss the grievance within seven business days with the grievant and an authorized representative of the Chapter at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Police Chief, or his designee, shall provide a written answer to the grievant and the Chapter within seven business days following their meeting.

STEP 4: If the grievance is not settled at Step 3 and the Chapter desires to appeal, it shall be referred by the Chapter in writing to the Village Manager within seven business days after receipt of the Village's answer at Step 3. Thereafter, the Village Manager or his designee and other appropriate individual(s) as desired by the Village Manager, shall meet with the grievant and a Chapter representative within ten business days of receipt of the Chapter's appeal, if at all possible. If no agreement is reached, the Village Manager or designee shall submit a written answer to the grievant and Chapter within ten business days following the meeting.

Section 3 Arbitration. If the grievance is not settled in Step 4 and the Chapter wishes to appeal the grievance from Step 4 of the grievance procedure, the Chapter may refer the grievance to arbitration, as described below, within 21 calendar days of receipt of the Village's written answer as provided to the Chapter at Step 4:

- (a) In the absence of agreement on a neutral arbitrator, the parties shall file a joint request with the Federal Mediation & Conciliation Service ("FMCS") for a panel of seven arbitrators from which the parties shall select a neutral arbitrator. The parties agree to request the FMCS to limit the panel to members of the National Academy of Arbitrators. Both the Village and the Chapter shall each have the right to reject one panel in its entirety within seven calendar days of its receipt and request that a new panel be submitted. The parties agree to engage in a ranking process for purposes of determining which of the seven arbitrators on the panel shall serve as the neutral arbitrator, provided that each party may strike or cross out not more than two of the arbitrators on the panel before ranking the remaining arbitrators on the panel. Within fourteen calendar days from the date the panel list is received from the FMCS the parties shall simultaneously exchange their panel lists with the arbitrators ranked numerically in the order of preference (1 for first choice, 2 for the second choice, etc.). The arbitrator whose name is on both lists and who has the lowest combined number shall be

invited to serve as the arbitrator. If two or more arbitrators have the same combined number, the parties shall alternatively strike until only one name remains, with the determination of who strikes first decided by a coin toss. In the event that the arbitrator declines or is unable to serve, the parties shall invite the next arbitrator in designated order of mutual preference to so serve. In the event that he declines or is unable to serve, the parties agree to jointly request a new panel of seven arbitrators from the FMCS and commence the selection process anew.

- (b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Chapter and Village representatives.
- (c) The Village and the Chapter shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Chapter retain the right to employ legal counsel.
- (d) The arbitrator shall submit his/her decision in writing within 30 calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) More than one grievance may be submitted to the same arbitrator where both parties mutually agree in writing.
- (f) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Chapter; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 4 Limitations on Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the Second Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Village under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this

Section 4 shall be final and binding upon the Village, the Chapter and the employees covered by this Agreement.

Section 5 Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted at Step 1 within seven business days after the first occurrence of the event giving rise to the grievance or within seven business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance.

If a grievance is not presented by the employee within the time limits set forth above, it shall be considered “waived” and may not be pursued further. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Village’s last answer. If the Village does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The parties may by mutual agreement in writing extend any of the time limits set forth in this Article.

For purposes of this Agreement, a “business day” shall mean Monday through Friday, exclusive of holidays when the Village Hall is closed.

Section 6 Miscellaneous. No member of the bargaining unit who is serving in acting capacity shall have any authority to respond to a grievance being processed in accordance with the grievance procedure set forth in this Article. Moreover, no action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Village unless and until the Village has agreed thereto in writing.

The parties may, by mutual agreement, skip steps of the grievance procedure in order to fast track a particular grievance.

The Village and the Chapter may, by mutual written agreement in a specific case, agree to an expedited arbitration process.

Section 7 Attendance at Grievance Meetings. If any grievance meetings with the Police Chief at Step 3, Village Manager at Step 4 or arbitration hearings are scheduled during working hours of any single employee grievant or an employee Union representative who desires to attend, such employee(s) shall be released from duty to attend such grievance meeting and/or arbitration hearing without loss of pay.

ARTICLE VI

NO STRIKE-NO LOCKOUT

Section 1 No Strike. Neither the Chapter nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sitdown, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situation, mass absenteeism, or any other intentional interruption or disruption of the operations of the Village, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. Each employee who holds the position of officer or steward of the Chapter occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article the Chapter agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 2 No Lockout. The Village will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Chapter.

Section 3 Penalty. The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 4 Judicial Restraint. Nothing contained herein shall preclude the Village or the Chapter from obtaining judicial restraint and damages in the event the other party violates this Article.

Section 5 Obligations of Chapter. In the event of a violation of Section 1 of this Article, the Chapter agrees to inform its members of their obligations under this Agreement and to direct them to return to work. Provided the Chapter complies with this Section 5 hereof, the Village agrees that the Chapter shall not be liable for any actions in violation of this Article by individual employees or any liability that might arise therefrom.

ARTICLE VII

SENIORITY, LAYOFF AND RECALL

Section 1 Definition of Seniority. Seniority shall be based on the length of time from the last date of beginning continuous full-time employment as a sworn peace officer in the Police Department of the Village. Conflicts of seniority shall be determined on the basis of the order of the officers on the Fire and Police Commission hiring list, with the officer higher on the list being the more senior.

Section 2 Probationary Period. All new employees hired after the effective date of this Agreement and those hired after loss of seniority shall be considered probationary employees until they complete a probationary period of 18 months, unless extended because of an employee's extended absence from work during the employee's first 18 months of employment. Provided, however, that if the Village hires a Certified Entry Candidate, as defined by the Village Board of Fire and Police Commissioners Rules, such candidate shall serve a probationary period of 12 months, unless extended because of an employee's extended absence from work during the employee's first 12 months of employment. During an employee's probationary period the employee may be suspended, laid off, or terminated at the sole discretion of the Village. No grievance shall be presented or entertained in connection with the suspension, layoff, or termination of a probationary employee.

Section 3 Seniority List. On or before September 1 each year, the Village will provide the Chapter with a seniority list setting forth each employee's seniority date. The Village shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the Village in writing within 14 calendar days after the Chapter's receipt of the list.

Section 4 Layoff. The Village, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in accordance with their length of service as provided in Illinois Statute, 65 ILCS 5/10-2.1-18, as amended.

Except in an emergency, no layoff will occur without at least 14 calendar days' notification to the Chapter. The Village agrees to consult the Chapter, upon request, and afford the Chapter an opportunity to propose alternatives to the layoff, though such consultation shall not be used to delay the layoff.

The Village will not subcontract work normally performed by employees covered by this Agreement during the time any such employees are on layoff and eligible for recall in accordance with the provisions of this Article.

Section 5 Recall. Employees who are laid off shall be placed on a recall list for a period of three years. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are fully qualified to perform the work to which they are recalled without further training.

Employees who are eligible for recall shall be given 14 calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Chapter, provided that the employee must notify the Police Chief or his designee of his intention to return to work within three business days after receiving notice of recall. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice his name shall be removed from the recall list.

Section 6 Termination of Seniority. Subject to any appeal right an employee may have under Article XV (Disciplinary Appeals), seniority and the employment relationship shall be terminated for all purposes if the employee:

- (a) quits;
- (b) is discharged (for just cause for an employee who has successfully completed the probationary period);
- (c) retires (or is retired upon reaching the maximum age legally specified by the Village Board of Fire and Police Commissioners);
- (d) falsifies the reason for a leave of absence or is found to be working during a leave of absence (other than a continuation of employment that the employee had prior to going on an approved leave of absence or employment which has been approved in advance by the Police Chief as long as there is no significant expansion of such employment);
- (e) fails to report to work at the conclusion of an authorized leave of absence or vacation unless there are extraordinary circumstances beyond the employee's control that prevent notification;
- (f) is laid off and fails to notify the Police Chief or his designee of his intention to return to work within three business days after receiving notice of recall or fails to return to work within two working days after the established date for the employee's return to work;
- (g) is laid off for a period in excess of three years;
- (h) does not perform work for the Village for a period in excess of 12 months; provided, however, this provision shall not be applicable to absences due to military service,

established work related injury compensable under workers' compensation, disability pension, or a layoff where the employee has recall rights; or

- (i) is absent for two consecutive working days without notifying the Village unless there are extraordinary circumstances beyond the employee's control that prevent notification.

Section 7 Seniority Adjustments. Seniority shall be interrupted in the event an employee is placed on a disability pension exceeding 30 calendar days, granted an unpaid leave of absence exceeding 30 calendar days, or is laid off. When an employee returns from a disability pension exceeding 30 calendar days, unpaid leave of absence exceeding 30 calendar days, or a layoff, his seniority shall be his length of service up to the date of layoff, disability or beginning of the unpaid leave of absence. Seniority shall not be interrupted, and shall continue to accrue, during periods of time when an employee is receiving workers compensation or disability pension benefits for a work related injury.

ARTICLE VIII

HOURS OF WORK AND OVERTIME

Section 1 Application of Article. This Article is intended only as a basis for calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day, per week, or per work cycle.

Section 2 Normal Workday. The normal workday shall consist of eight hours (including a one-half hour paid lunch period).

Section 3 Normal Work Period. The normal work period shall consist of eighty hours on fourteen consecutive days commencing 0001 hours Sunday (2230 hours Saturday for employees assigned to the first shift).

Section 4 Normal Work Cycle. The normal work cycle shall be 28 days.

Section 5 Changes in Normal Workday or Normal Work Cycle. Should it be necessary in the Village's judgment to establish schedules departing from the normal workday or the normal work cycle, or to change the shift schedule of an employee or employees, the Village will give, if practicable, at least one week's advance notice of such change to all employees affected by such change. Notwithstanding the foregoing, it is recognized that the normal work day of an employee assigned as a Motorcycle Officer or to a position outside the Patrol Bureau necessarily varies depending on the needs of the Department and that from time to time it will be necessary to make changes in the employee's normal work day with very little advance notice. The Village will not alter or adjust the normal workday or work cycle solely for the purpose of avoiding overtime payments in the Patrol Bureau.

Section 6 Annual Shift Bidding Procedure. The Village will continue the annual assignment of a limited number of qualified officers to permanent shifts, subject to the following:

1. Between October 1 and October 31 of each year, all non-probationary officers may submit a written bid for a permanent shift position commencing on the first shift change date in the ensuing month of February and extending through the first shift change in February of the following calendar year. (e.g., in October 2022 such employees would submit bids for permanent shifts commencing with the first shift change in February 2023 through the first shift change in February 2024.) The written bids will be submitted to the immediate non-bargaining unit supervisor, and each may list additional shifts in order of preference, should the officer desire.
2. The selection of the permanent assignments per shift will be based upon both seniority and a satisfactory annual performance evaluation, i.e., an employee who has not received a

satisfactory annual performance evaluation shall be ineligible to participate in the shift bidding.

3. For purposes of this Section, the first shift shall be considered the shift in which a majority of the hours fall between 11 p.m. and 8 a.m.; second shift shall be considered the shift in which a majority of hours fall between the hours of 7 a.m. and 4 p.m.; and the third shift shall be considered the shift in which a majority of hours fall between the hours of 3 p.m. and 12 a.m.
4. If the Chief decides to add an additional shift, that shift will be included as an additional shift option in the shift bidding process.
5. The method of replacement for vacant positions will be determined exclusively by the Chief of Police. In making such determinations, the Chief will give appropriate consideration to the employees who bid on the vacant shift during the most recent annual shift bidding.
6. The permanent shift bidding program will continue as long as the Chief of Police decides to continue it.
7. Officers returning to the line from specialty assignments, *e.g.*, investigations, crime prevention, administration, etc., will be assigned to a permanent shift position, as determined by the Chief of Police or his designee, until the next annual shift bid. Such officers will not bump another officer off of a shift previously bid.
8. Notwithstanding the foregoing, the Police Chief shall have the right to transfer employees who have been permanently assigned to a shift under this Section in order to meet the operational needs of the Department at any time.

Section 7 Overtime Pay. Employees shall be paid one and one-half times their regular hourly rate of pay for all hours worked in excess of eight hours in a workday or in excess of 80 hours in a normal two week work period. An employee's use of approved paid time off in the form of sick leave, vacation, holiday and compensatory time will be considered hours worked for purposes of overtime eligibility.

Section 8 Court Time. For any day employees are required to make a court appearance(s) outside their normal hours of work (*i.e.*, hours not contiguous to their normal shift or on a day not regularly scheduled), such employees shall be paid time and one-half their regular straight-time hourly rate of pay

for all hours they are required to be in court outside their normal shift, with a minimum of three hours' pay. Travel time shall not be counted in computing the number of hours worked.

Section 9 Call-in Pay. Employees who are called back to work outside their normal hours of work (i.e., hours not contiguous to their normal shift or on a day not regularly scheduled) shall be paid one and one-half times their straight-time hourly rate of pay for all such hours worked outside their normal shift, with a minimum of two hours' pay, unless the individual is called back to rectify an error which needs to be corrected prior to the employee's next scheduled work day, in which case the two hour minimum shall be inapplicable.

Section 10 Compensatory Time. At the option of the employee and in lieu of pay for overtime, call-in, or court time, such time may be accumulated and used as compensatory time. Compensatory time shall accrue at the rate of one and one-half hours of compensatory time for each hour of overtime, call-in, or court time and may accumulate up to a maximum of 96 comp time hours for employees who work 8 hour days and 102 hours for employees who work 8.5 hour days. The determination of the appropriate maximum carryover shall be based on the bargaining unit member's work assignment as of December 1 each year. Use of accumulated comp time shall be scheduled at the request of the employee with the approval of the Police Chief or his designee.

Section 11 Duty Trades.

Same Shift/Bureau. Employees on the same shift within the same bureau may request duty trades, as provided herein. Any two employees on the same shift in the same bureau may request unlimited duty trades with each other. An employee may only request one trade of any of his own regularly scheduled days off (RDO's) per 28 day cycle. That trade may be one, two, or three days. If the trade is for more than one day, the days must be consecutive.

Same Bureau/Different Shift. An employee may submit a duty trade request with another employee outside the employee's shift, but within the same bureau, once each 28 day work cycle under this Section. If such a trade involves multiple days, such days need not be consecutive.

Application and Approval Process. An employee shall initiate any duty trade request by submitting the request in writing to his/her Shift Supervisor not less than seven calendar days prior to the date of the trade, provided that a Supervisor may consider a request with less notice in a specific instance. Shift Supervisors shall make every effort to respond to a duty trade request as soon as practicable. All duty trade requests shall be subject to the approval/disapproval of the Shift Supervisor, provided that requests for duty trades shall not be arbitrarily and unreasonably denied. No such duty trade will create any premium pay obligations on the part of the Village. No duty trade shall be permitted if the Village determines that it

would unreasonably diminish the availability of employees with specific assignments or certifications in a specific instance.

Completion. Any duty trade shall be completed within 28 days of the initial trade.

Section 12 Work Schedule for Patrol Bureau. The following work schedule will apply to officers assigned to the Patrol Bureau, subject to the following conditions:

- a. Officers will normally be assigned to work 6 days on followed by 3 days off.
- b. The normal work day will be 8 hours and 30 minutes. (This will normally allow a 15 minute roll call and beat assignment relief.)
- c. Patrol officers will normally be assigned permanent shifts on an annual basis. To the extent practicable, the shift bidding procedure will generally follow existing guidelines for shift bidding, as set forth in Article VIII, Section 6.
- d. Vacation bidding will take place in accordance with the provisions of Article X, Section 4.
- e. So long as the work schedule for patrol is maintained, an officer may not trade his/her own days off, except an officer may request one trade of regularly scheduled days off (RDO's) per calendar quarter, which such days shall be consecutive, if it is more than one day. If an officer believes any such trade request was inappropriately denied, he may immediately appeal such decision to the Shift Commander who shall make the final decision. Duty trades between two different officers will be permitted as set forth in Article VIII Section 11.
- f. Two officers will be permitted on leave (vacation, holiday, comp time) per shift per day, provided that the Village may, in its sole discretion, permit more than two officers to be off from time to time.
- g. The work cycle for purposes of 7(k) of the FLSA shall be considered 28 days, with overtime being paid only for hours worked in excess of 8 hours 30 minutes per day or in excess of 162 hours in a 28 day cycle. (Article VIII, Sections 3 & 7 (Normal Work Period, Overtime Pay), shall be inapplicable to patrol officers covered by this Section.)
- h. All leave "days" equate to 8 hours per day, and shall continue to accrue at that rate, i.e., the work schedule for patrol shall not increase paid leave time, including vacations. An employee using a full leave day while assigned to the work schedule for patrol shall have 8 hours and 30 minutes deducted from his/her accrued leave.

- i. Should there be any conflict between the provisions of this Section and the remaining provisions of the current Collective Bargaining Agreement, the provisions of this Section shall govern, so long as the work schedule for patrol is maintained.

Section 13 No Pyramiding. Compensation shall not be paid or compensatory time taken more than once for the same hours under any provision of this Article or Agreement.

Section 14 Canine Officer. In the event the Village, in the exercise of its sole discretion, elects to establish or maintain a canine program, the parties agree that to be eligible for assignment by the Police Chief to the position of Canine Officer, an employee shall sign the Canine Officer Agreement, attached hereto as Appendix B, and incorporated herein by reference. Nothing herein shall obligate the Village to create or maintain such a program.

Section 15 Probationary Employee Eligibility. Probationary employees hired after the date this Agreement is executed will not normally be assigned to any specialty assignments outside of the Patrol Bureau, or as Canine Officers, MCAT Officers, ILEAS Officers, NIPAS Officers, or Field Training Officers, provided a sufficient number of non-probationary employees are available.

Section 16 On-Call Compensation. This provision only applies to eligible bargaining unit employees assigned on a full-time basis to the position of Detective in the Criminal Investigation Bureau. One such bargaining unit employee assigned as a Detective to have Adult on-call case responsibility and one such bargaining unit employee assigned as a Detective to have Juvenile on-call case responsibility shall each receive one half hour of compensatory time for each day in such status, provided, however, that the maximum number of compensatory hours an employee may earn under this Section shall be a total of seven hours per month, regardless of the number of days the employee is assigned to be in an on-call status in a given month.

Section 17 Field Training Officers. For as long as the Department utilizes members of the bargaining unit as certified Field Training Officers (FTO), each FTO shall be entitled to receive one hour of overtime for each full shift in which the FTO trains a recruit officer and completes a DOR.

ARTICLE IX
LEAVES OF ABSENCE

Section 1 Sick Leave. An employee shall be granted one day of sick leave for each full calendar month that an employee is on the active payroll, provided that sick leave credit for any employee shall not exceed 240 sick leave days at any one time. Sick leave shall be allowed only in cases when the employee is actually sick or disabled, there is illness in the employee's immediate family, or, with the approval of the Police Chief or his designee, to attend appointment with a doctor or dentist. For purposes of this Section, immediate family is defined as an employee's mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, stepparent, stepchild, son-in-law, daughter in-law, brother-in-law, and sister-in-law.

In the event an employee is unable to work due to illness, he must inform the on duty supervisor at least one and one-half hours prior to the start of the scheduled work day in accordance with any rules and regulations that may be in effect governing such notification.

It is specifically agreed that the Village retains the right to audit, monitor, and/or investigate sick leave usage and, if an employee is suspected of abuse, to take corrective action, including, but not limited to, such actions as discussing the matter with the employee, requiring that the employee seek medical consultation and/or instituting disciplinary action, up to and including dismissal.

An employee who receives a pension pursuant to the Police Officers' Pension Fund has the option to choose; for each six sick days of their current medical plan or convert 5 accrued sick days for the least expensive medical plan at the time of retirement for one month's paid-up medical premium coverage under the Village's Comprehensive Medical Program (Article XIII, Section 1.)

Section 2 Funeral Leave. In the event of a death in the employee's immediate family, the employee may be granted leave without loss of pay for up to three consecutive working days and, by permission of the Village Manager, two additional days. Immediate family shall be defined as an employee's mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, stepparent, stepchild, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

Pursuant to the Illinois Child Bereavement Leave Act, employees may use ten work days of bereavement leave to grieve the death of the employee's child, attend services in relation to the death of the employee's child, or make arrangements necessitated by the death of the employee's child. Up to six weeks of leave will be authorized if more than one child dies within a 12-month period.

An employee must notify their immediate supervisor of the need for bereavement and/or funeral leave within 24 hours of the start of the absence.

Section 3 Jury Leave. An employee who is required to report for jury duty shall be excused from work without loss of pay for the period of time which he is required to report or serve. The Village will not deny an employee time off for jury duty because such employee is then assigned to work a night shift on the same day, e.g., the Village will not require an employee working the midnight shift on Wednesday to work if such employee is doing jury duty during the daytime on Wednesday. Any compensation which the employee receives for jury duty or jury service shall not be subtracted from the employee's regular wages.

Section 4 Military Leave. Military leave shall be in accordance with applicable State and Federal law.

Section 5 Non-Employment Elsewhere. A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Any employee who engages in employment elsewhere (including self-employment) while on any leave of absence as provided above may be immediately terminated by the Village, provided that this provision shall not be applicable to a continuation of employment (including self-employment) that the employee had prior to going on an approved leave of absence as long as there is no significant expansion of such employment.

ARTICLE X
VACATIONS

Section 1 Eligibility. Vacation allowance shall be accrued on the following schedule:

- a) Upon hire - earn .833 day per month (10 work days per year)
- b) After 4 years of service - earn 1.25 days per month (15 work days per year)
- c) After 9 years of service – earn 1.417 days per month (17 work days per year)
- d) After 14 years of service - earn 1.667 days per month (20 work days per year)
- e) After 19 years of service - earn 1.834 days per month (22 work days per year)
- f) After 20 years of service - earn 1.917 days per month (23 work days per year)
- g) After 23 years of service - earn 2 days per month (24 work days per year)
- h) After 24 years of service - earn 2.082 days per month (25 work days per year)

Section 2 Vacation Eligibility. In order to be eligible to accrue paid vacation in accordance with the above schedule, an employee must be paid for at least 150 hours during the preceding month of employment.

Section 3 Vacation Pay. Vacation pay shall be paid at the rate of the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation.

Section 4 Vacation Scheduling. Vacations shall be scheduled insofar as practicable at times desired by each employee, with the determination of preference with each work unit being made on the basis of an employee's length of continuous service with the Department, provided an employee has submitted his/her vacation request for the upcoming "Vacation Year" between November 8 and November 30. An employee's vacation requests for the upcoming Vacation Year should be submitted between November 8 and November 30. During the 15-day period immediately preceding the start of a new Vacation Year, the Village will attempt to resolve conflicts among vacation requests submitted between November 8 and November 30 for such vacation year on the basis of employee seniority. Employees will normally be notified of the status of such vacation requests by January 1 of the new Vacation Year, or earlier, following completion of the bidding process described herein. Vacation requests during the bidding process only must be bid in minimum blocks of three consecutive work days. No bids will be accepted from December 1 through December 7.

Vacation requests which are received after the non-bid leave requests have been scheduled will be considered in the order in which received, regardless of length of service with the Department, and employees will be notified of the status of such requests as soon as possible. The annual protocol for submission of non-bid leave requests in the Patrol Bureau shall be specified by the Police Chief or his

designee in accordance with the memorandum template attached hereto as Appendix C. Scheduled vacations will not be arbitrarily and unreasonably canceled by the Village.

Notwithstanding the foregoing, it is expressly understood that the final right to designate vacation periods and the maximum number of employee(s) who may be on vacation at any time is exclusively reserved by the Police Chief in order to ensure the orderly performance of the services provided by the Village.

Section 5 Limitation on Accumulation of Earned Time Off for Vacation, and Holidays. Earned vacation days and holidays shall normally be taken within one year after they are earned. A maximum of 240 hours for employees who work 8 hour days and 255 hours for employees who work 8.5 hour days may be carried over to the next twelve month period (*i.e.*, December 1 through the following November 30). The determination of the appropriate maximum carryover shall be based on the bargaining unit member's work assignment as of December 1 each year. The determination of the maximum of 240 hours for employees who work 8 hour days and 255 hours for employees who work 8.5 hour days shall be made as of December 31 based on the accrued leave balance as shown in the Department's scheduling software for the period ending November 30 less any such time taken during the month of December. If the number of accumulated hours shown in the Department's scheduling software less any such time taken during the month of December is in excess of 240 hours for employees who work 8 hour days and 255 hours for employees who work 8.5 hour days, it shall be forfeited and not carried over to the next twelve month period year unless specifically authorized in writing on or before December 31 by the Village Manager.

ARTICLE XI

HOLIDAYS

Section 1. Holidays. In lieu of holidays, all employees shall receive 12 days off per calendar year, said days to be scheduled with the approval of the Police Chief or his designee. An employee who is employed for less than a full calendar year shall receive holidays on a pro rata basis based on the number of holidays observed by the Village during the portion of the year that the employee is employed. If an employee who leaves the Village's employ prior to the end of the calendar year has taken more holidays than he is entitled to on a pro rata basis, an adjustment shall be made in his final paycheck.

Section 2. Holiday Pay for Employees Assigned to Patrol Bureau Shifts. An employee who is actually present and works his or her entire scheduled shift on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and/or New Year's Day shall earn (paid or received compensatory time at their discretion) double time for all hours worked on such holiday.

In order to be eligible for the additional half-time holiday pay described above, all or a majority of the officer's work hours must fall on the date of the holiday. (*E.g.*, an officer who begins a shift at 10:30 pm on Sunday evening before Labor Day will be eligible for such holiday pay, but an officer who begins working at 10:30 p.m. on Labor Day will not be eligible for holiday pay under this paragraph.)

Section 3. Holiday Pay for Employees Called in to Work on Holidays. Any employee who is called in to work by the Department on any of the holidays listed in Section 2 above shall earn (paid or received compensatory time at their discretion) double time for all hours worked on such holiday.

ARTICLE XII

SALARIES AND OTHER COMPENSATION

Section 1 Salaries. Effective January 1, 2026, employees covered by this Agreement shall be paid on the basis of the following:

<u>Step</u>	<u>Annual</u>
1	\$85,568
2	\$94,042
3	\$98,717
4	\$103,625
5	\$108,779
6	\$114,265
7	\$119,878
8	\$125,846
9	\$127,334

Without establishing a precedent for future negotiations or contract amendments, the Village agrees that if non-collective bargaining employees and/or the Arlington Heights IAFF Local receive a higher COLA other than 3% for the year 2026, the Village will adjust and pay the same amount to bargaining unit members. Section 2 Step Increments. Advancement from the Step 1 to Step 2, from Step 2 to Step 3, from Step 3 to Step 4, from Step 4 to Step 5, and from Step 5 to Step 6 shall be at six month intervals; advancement from Step 6 to Step 7 and Step 7 to Step 8 shall be at yearly intervals. To be eligible for step advancement beyond Step 2 the employee must meet departmental standards during the prior evaluation period.

Effective January 1, 2024, employees covered under this agreement shall be eligible to advance to Step 9 following 1.5 years of service upon attainment of Step 8 and successful completion of a minimum 270 hours, or an annual average of 60 hours, of advanced law enforcement training. Advanced law enforcement training includes any law enforcement related training not mandated for initial or continued certification as a Police Officer by the Illinois Law Enforcement Training and Standards Board or state statute. Training hours during an employee's probationary period shall not be counted for the above requirement. Eligible training may be in the form in-person, on-line or in-house classes. An employee's training time, while on an approved extended leave of absence greater than 6 continuous months (medical, military, etc.), may be prorated on a case-by-case basis upon approval by the Police Chief.

Effective March 1, 2024, if the Village hires a law enforcement officer with prior experience through the Certified Entry program, it may start such individual at Step 1 through 6, depending upon the Village's consideration of the individual's prior law enforcement experience. Thereafter, step advancement shall be as set forth in the prior paragraph of this Section. In addition, the length of the probationary period shall be

unaffected by step placement. Likewise, seniority shall be based upon date of hire as a police officer with the Village, regardless of prior experience or step placement.

Section 3 Longevity Pay. Employees on the active payroll with continuous unbroken service with the Village in a position covered by this Agreement shall receive annual longevity pay in accordance with the following schedule:

Years

5 years but less than 10	\$ 900
10 years but less than 15	\$ 1,000
15 years but less than 20	\$ 1,100
20 years or more	\$ 1,600

Longevity will be paid in November of each year. Employees will receive their full longevity amount based upon the number of years completed as of October 31 of the current year. Appropriate federal and state taxes will be withheld from the longevity check.

Section 4 Disability Benefits. Disability benefits will be paid in accordance with applicable State law. Notwithstanding any other provision in this Agreement, no sick leave, vacation or holidays will be accrued or earned while on disability leave for any period of time which extends beyond 12 months.

ARTICLE XIII

INSURANCE

Section 1 Comprehensive Medical Program. A comprehensive medical program (including one or more HMO alternative(s) selected by the Village) will be provided during the term of this Agreement. Effective May 1, 2008, employees shall be covered by the same medical program as other full-time, non-represented Village employees. Thereafter, the Village reserves the right to change insurance carriers, HMO's, benefit levels, or to self-insure as it deems appropriate, as long as the new basic coverage and basic benefits are substantially similar. During the term of this Agreement, employees may elect appropriate coverage in one of the health plans offered by the Village during the enrollment period established by the Village.

An employee who elects single coverage, i.e. employee coverage only, under the Village's comprehensive medical program or an HMO shall pay 14% of the monthly premium for employee coverage under the Village's comprehensive medical program through semi-monthly payroll deductions. An employee who elects family coverage, i.e. coverage for the employee and his/her eligible dependents, under the Village's comprehensive medical program or an HMO shall pay 14% of the monthly premium for family coverage under the Village's comprehensive medical program through semi-monthly payroll deductions.

Effective January 1st, 2027, an employee who elects single coverage, i.e., employee coverage only, under the Village's comprehensive medical program or an HMO shall pay 16% of the monthly premium for employee coverage under the Village's comprehensive medical program through semi-monthly payroll deductions. An employee who elects family coverage, i.e., coverage for the employee and his/her eligible dependents, under the Village's comprehensive medical program or an HMO shall pay 16% of the monthly premium for family coverage under the Village's comprehensive medical program through semi-monthly payroll deductions.

The amount of an employee's applicable monthly medical insurance premium contribution during the term of this Agreement shall not exceed the amount of the applicable monthly insurance premium required of other regular full-time non-represented Village employees generally.

A dental plan shall be offered during the term of this Agreement, with the Village paying the entire cost for single coverage. The employee shall have the option of obtaining dependent or family coverage by paying the applicable monthly premium through payroll deduction. The Village shall have the right to change dental plans, including dental plan providers, during the term of this Agreement so long as the dental plan offered to employees in the bargaining unit is the same as the plan available to other regular full-time non-represented Village employees generally.

Section 2 Cost Containment. The Village reserves the right to maintain or institute cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remains substantially the same. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, bounty clause, and mandatory out-patient elective surgery for certain designated surgical procedures.

Section 3 Terms of Policies to Govern. The extent of coverage under the insurance policies referred to in Section 1 of this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement; provided, however any employee who has a question concerning coverage may present it to the Village's Director of Human Resources and the Director of Human Resources, in turn, shall make appropriate inquiry and advise the employee of the status of the matter.

Section 4 Right to Maintain Coverage While on Unpaid Leave or on Layoff. An employee who is on an approved unpaid leave of absence or who is on layoff with recall rights shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage.

Section 5 Life Insurance. The Village will provide during the term of this Agreement, at no cost to the employee, term life insurance in the amount of the employee's annual salary, up to a maximum of \$50,000. Coverage will be computed at the next higher even thousand dollars unless the employee's salary is an even thousand amount, subject to the \$50,000 cap. The Village retains the right to change insurance carriers or to self-insure this benefit so long as the amount of the coverage is maintained.

Section 6 Section 125 Plan. The Section 125 Plan which permits employees to tax shelter the amounts that they contribute toward the premium cost of the foregoing health and dental insurance shall be continued during the term of this Agreement.

Section 7 Retiree Insurance. This Section shall only be applicable to bargaining unit employees who voluntarily retire during the term of this collective bargaining agreement and receive a pension pursuant to the Policemen's Pension Fund, 40 ILCS 5/3-101 et seq. Such employees who, upon retirement, elect to maintain coverage for themselves and their eligible spouse but require no coverage for dependent children, will be allowed to take and pay for two full single insurance premiums under the Village's comprehensive medical program referred to in Section 1 of this Article until the retired employee reaches age 65 or terminates coverage, whichever comes first. The Village shall have no obligation to make

premium contributions for retired employees covered by this Section, except as otherwise provided in Article IX, Section 1 (Sick Leave).

ARTICLE IV
MANAGEMENT RIGHTS

Except as specifically modified by other articles of this Agreement, the Chapter recognizes the exclusive right of the Village to make and implement decisions with respect to the operation and management of its operations in all respects. Such rights include but are not limited to the following: to plan, direct, control and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which operations are conducted; to determine whether goods or services are made or purchased; to make, alter and enforce reasonable rules, regulations, orders and policies; to evaluate employees; to discipline, suspend and discharge employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities; and to carry out the mission of the Village; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

ARTICLE XV

DISCIPLINARY APPEALS

Section 1 Written Warnings, Written Reprimands and Suspensions Up to 30 Days. The Chief of Police (or the Chief's designee) may issue, written warnings, written reprimands or suspend non-probationary employees for up to 30 days. Non-probationary employees will not be disciplined without just cause. Punitive disciplinary measures towards non-probationary employees will be administered in progressive steps when the misconduct exhibited is similar in nature. However, nothing in this Agreement shall preclude the use of a more stringent level of discipline if the severity of the offense warrants. The sole recourse for appealing such disciplinary action shall be for the employee who is the subject of the disciplinary action to file a grievance under Article V. Written warnings may be appealed only up through Step 2 of the grievance procedure. No written warning may be appealed through the grievance procedure without the express written approval of the Chapter. Written reprimands may be appealed only up through Step 3 of the grievance procedure. No written reprimands may be appealed through the grievance procedure without the express written approval of the Chapter. It is expressly agreed that the employee shall have no right to appeal any disciplinary action to the Village Board of Fire and Police Commissioners. In accordance with Article V, no grievance may be referred to arbitration without the express written approval of the Chapter.

Section 2 Dismissal. Should the Chief of Police (or the Chief's designee) seek the dismissal of a non-probationary employee, the Police Chief or the Chief's designee shall serve written notice of the charges and proposed dismissal upon the employee involved and file a complaint with the Village Board of Fire and Police Commissioners. Unless the employee makes a timely and irrevocable election to refer the proposed discipline to arbitration, as described herein, the employee's appeal shall be governed by the rules and regulations of the Village Board of Fire and Police Commissioners.

- A) If the employee elects to file a grievance as to the proposed disciplinary action, the grievance shall be processed in accordance with Article V of this Agreement, except that it shall be filed at Step 4 of the procedure. Once the employee notifies the Village of his decision to have the appeal heard through the grievance and arbitration procedure, the decision of the Police Chief or the Chief's designee with respect to the disciplinary action shall be deemed final, subject only to the review of said decision through the grievance and arbitration procedure. In accordance with Article V, no grievance filed under this section may be referred to arbitration without the express written approval of the Chapter. If the arbitrator determines that the disciplinary action is not supported by just cause the arbitrator shall have the

authority to rescind or to modify the action and order that the employee be made whole for any losses incurred as a result of disciplinary action, or portion thereof, that is not sustained by the arbitrator. Once the employee notifies the Village of his decision to have the appeal heard through the grievance and arbitration procedure, the decision of the Police Chief or the Chief's designee with respect to the disciplinary action shall be deemed final, subject only to the review of said decision through the grievance and arbitration procedure. If the arbitrator determines that the disciplinary action is not supported by just cause the arbitrator shall have the authority to rescind or to modify the action and order that the employee be made whole for any losses incurred as a result of disciplinary action, or portion thereof, that is not sustained by the arbitrator.

- B) Irrevocable Election of Appeal Procedure. Should an employee choose to appeal to arbitration, the employee shall notify the Village of his election in writing within ten calendar days of receiving the Police Chief's written notice of dismissal. It is agreed that the employee's option to appeal either to the Board of Fire and Police Commissioners or through the grievance and arbitration procedure is mutually exclusive and that no relief shall be available under the grievance and arbitration procedure with respect to any matter which, at the employee's option, is appealed to the Board of Fire and Police Commissioners, and that no relief shall be available under the Board of Fire and Police Commissioners' appeal process with respect to any matter which, at the employee's option is appealed to the grievance and arbitration procedure set forth in Article V of this Agreement. If the Board of Fire and Police Commissioners determines that there is or is not just cause for dismissal, it retains the disciplinary and remedial authority, whichever is applicable, set forth in its rules and regulations and 65 ILCS 10-2.1-17.

Section 3 Finality of Decision and Judicial Review. The decision of an arbitrator or the Board of Fire and Police Commissioners, whichever is applicable, with respect to any such disciplinary action shall be final and binding on the employee, the Chapter, and the Village, subject only to an appeal in accordance with the provisions of Illinois law applicable to the option elected, i.e.:

- A) Board of Fire and Police Commissioners option: Any appeal of a Board of Fire and Police Commissioners decision shall be in accordance with the provisions of the Administrative Review Act as provided by the Board of Fire and Police Commissioners Act, 65 ILCS Section 1--2.1-17.

- B) Arbitration option: Any appeal of an arbitrator's award shall be in accordance with the provisions of the Uniform Arbitration Act as provided by Section 8 of the IPLRA.

Pursuant to Article VII, Section 6, of the Illinois Constitution of 1970 and Section 15 of the IPLRA, the foregoing provisions with respect to discipline and the appeal and review of discipline shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be applicable under either 65 ILCS § 10-2.1-17, or the Rules and Regulations of the Village Board of Fire and Police Commissioners.

ARTICLE XVI
MISCELLANEOUS

Section 1 Gender of Words. The masculine gender as used herein shall be deemed to include the feminine gender, unless the feminine gender is clearly inappropriate in the context of the provisions(s) concerned.

Section 2 Medical Examinations. All employees are required to undergo a medical examination every two years after reaching age 21 on odd year birth dates. Stress tests will also be administered to all such employees 35 years of age or older and those under that age where the medical examination indicates the need for a stress test. In addition to the above, if there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, the Village may require that the employee have a medical examination and/or psychological examination by a qualified and licensed physician and/or psychologist selected by the Village. All such examinations/tests shall be at the Village's expense.

If the Village determines that an employee is not fit for duty after receiving the results of any of the above examinations/tests, the Village may direct appropriate remedial action and/or place the employee on sick leave (or unpaid medical leave if the employee does not have any unused sick leave days). If an employee is involuntarily placed on sick leave/medical leave, the employee may utilize the grievance procedure set forth in the agreement to grieve whether the Village acted arbitrarily in taking such action.

Section 3 Application of Agreement to Task Force and Other Special Assignment Employees. Notwithstanding anything to the contrary in this Agreement, officers who are voluntarily assigned to a Multi-Jurisdictional Task Force ("Task Force") or to any other governmental or inter-governmental agency having an independent law enforcement authority or basis of jurisdiction, and officers assigned to perform law enforcement functions under the partial direction of another governmental entity shall be subject for the duration of such assignment to the practices, policies, procedures and directives which are generally applicable to officers assigned to that agency or which are applied pursuant to the authority of the other governmental entity, even though such practices, policies, procedures and directive may be inconsistent or in conflict with the provisions of this Agreement. The application of such practices, policies, procedures and directives shall not be subject to the grievance and arbitration procedures of this Agreement. Without in any way limiting the generality of the foregoing, the practices, policies, procedures and directives of the Task Force applicable to hours of work and overtime shall be deemed to supersede inconsistent or contrary provisions of Article VIII (Hours of Work and Overtime) of this Agreement.

Section 4 Precedence of Agreement. If there is any conflict between the specific provisions of this Agreement and the specific provisions of any Village ordinance or the specific provisions contained in the

Village's Personnel Policy and Procedure Manual which may be in effect from time to time, the specific terms of this Agreement, for its duration, shall take precedence.

Section 5 Employee Rights. Nothing in this Agreement shall be construed to preclude the applicability of the Uniform Peace Officers' Disciplinary Act ("UPODA") as set forth in 50 ILCS 725/1 et seq. If, during the term of this Agreement, a substantive amendment to UPODA is enacted, upon the request of either party, the parties shall meet to discuss the amendment, its impact and whether some modification to this Agreement is warranted. An alleged violation of UPODA relating to discipline that is appealed under the grievance procedure may be raised in such grievance, provided that if the discipline is appealed to the Board of Fire and Police Commissioners, then an alleged violation of the Bill of Rights shall not be subject to the grievance procedure.

At the Employee's specific request, a Chapter representative will be allowed to attend any investigatory interview which the employee reasonably believes may lead to discipline of the employee. The employee may not delay the interview by insisting on any particular Chapter representative. It is not the intent of the parties to convert such meeting into adversarial proceedings. The role of the Chapter representative is to assist the employee; the representative may also attempt to clarify the facts or suggest other individuals who may have knowledge of them. The provisions of this paragraph do not apply to meetings at which discipline is simply to be administered.

Section 6 Drug and Alcohol Testing. The Village may require applicants to submit to a urinalysis test and/or other appropriate test as part of a pre-employment medical examination and may also require employees to submit to a urinalysis test and/or other appropriate test as part of the biennial medical examination or if the Village determines there is reasonable suspicion that the employee has been using alcohol and/or drugs as defined in paragraph (c) hereof. Any such tests shall be at a time and place designated by the Village and shall be at the Village's expense. If an employee is directed to take such a test based on reasonable suspicion, the Village shall provide the employee, upon request, with a written statement of the basis for the Village's reasonable suspicion within 48 hours of the request. There shall be no random testing. The term "other appropriate test" shall not include Breathalyzer tests conducted by the Village's Police Department.

(a) The Village shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. The taking of urine samples shall not be witnessed unless there is reasonable suspicion to believe that the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted. For alcohol, the test shall be deemed positive if it is .02 or above. An initial positive test result shall not be submitted to the Village unless the confirmatory test result is also positive

as to the same sample. If the Village, contrary to the foregoing, receives the results of a positive first test which is not confirmed as provided above, such information shall be destroyed if received in writing. Upon request, the Village shall provide an employee with a copy of any test results which the Village receives with respect to such employee.

(b) A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

(c) Use of proscribed drugs at any time while employed by the Village, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty, shall be cause for discipline, including termination (subject to any appeal right an employee may have under Article XV). Issues relating to the drug and alcohol testing process (e.g., whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.), may be grieved beginning at Step 3 in accordance with the grievance and arbitration procedure set forth in this Agreement and the parties agree to expedite the processing of any such grievance.

(d) Voluntary requests for assistance with drug and/or alcohol problems (i.e., where no test has been given pursuant to the foregoing provisions) shall be held strictly confidential by the Employee Assistance Program and no one in the Police Department shall be informed of any such request or any treatment that may be given unless the employee consents to the release of any such information, except that the Police Chief or designee may be informed of the request for assistance when necessary to accommodate scheduling needs or when deemed necessary by the professional providing the assistance.

(e) Unless there are circumstances warranting discipline in the first instance of testing positive for alcohol, such employee shall be referred to the EAP with no discipline.

(f) The Village shall indemnify and hold harmless the Chapter, its officers and agents from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken by the Village under this section in connection with the drug or alcohol testing of employees.

Section 7 Annual Uniform Allowance.

During an employee's first year of employment, the Village shall provide the employee with a complete initial issue of uniforms (excluding weapon) at no expense to the employee. After completion of the first year of service an employee shall be eligible for the annual uniform allowance (pro rata if less than

a full fiscal year). Example: If an employee completes his first year of service on July 1, the employee shall have a uniform allowance based on 50% of the applicable allowance for the fiscal year in question.

During the term of this agreement, effective January 1 of each new calendar year, each bargaining unit employee will receive a \$600 uniform allowance payment, payable during the month of January. Employees are expected to maintain their uniforms in accordance with applicable Department standards at all times. At least once during each year of the contract, the parties will meet to confirm that employees are meeting the Department standards. Should the Police Chief or his designee determine that standards are not being maintained, the Department retains the right to return to a uniform reimbursement system for the next year. The standards for uniforms, including acceptable materials and equipment, are not subject to the grievance procedure.

Section 8 Annual Equipment Allowance. During the term of this agreement, effective January 1 of each new calendar year, each bargaining unit employee will receive a \$500 equipment allowance payment, payable during the month of January of each new calendar year. The Equipment Allowance will be paid on a pro rata basis for new hires. For those new hires with start dates between the 1st and 15th of any month, that month will count towards their pro rata share. If their start date is between the 16th and the last day of the month, that month will not count (e.g. a new officer starting on June 14 would receive seven months of the Equipment Allowance).

Section 9 Detective Clothing Allowance. Effective each new calendar year, during the term of this agreement, each employee assigned as a detective shall be paid a clothing allowance of \$1,500 per fiscal year (pro rata if assigned as a detective for less than a full fiscal year), one-half to be paid in January and the other half in July.

Section 10 Access to Personnel File. Except for confidential material which, by law, an employer is not required to make available, an employee shall have the right, upon reasonable request, to review the materials in his official personnel file, provided that no document shall be marked, altered or removed. If a request is made, the employee shall reimburse the Village for the reasonable cost of copying any such documents. Nothing herein shall require the Village to collate or compile any information.

Effective for events occurring after the date this Agreement is ratified by both parties, all personnel records shall be placed in an employee's personnel file within a reasonable time from the occurrence of the event to which the records relate, provided that this provision shall not be applicable to ongoing disciplinary, security or criminal investigations where a premature disclosure of the records would compromise the investigation, unless and until the employer takes adverse personnel action (excluding suspension with pay pending the completion of an investigation) based on information in such records.

Effective the day after this Agreement is ratified by both parties, if any document is placed in an employee's personnel file that is adverse to the employee, the employee shall be provided with a copy of said document. The employee shall have 20 days thereafter to submit a written rebuttal to any such document and if a timely written rebuttal is submitted it shall be attached to the document in question. With respect to documents adverse to the employee that were placed in an employee's personnel file prior to the date this Agreement is ratified by both parties, the employee shall have 30 days from the date this Agreement is ratified to request access to the file and 20 days after being provided access to such file to submit a written rebuttal.

Section 11 Deferred Compensation. The employees covered by this Agreement shall be eligible to participate in any deferred compensation program that the Village may establish on the same terms and conditions that are applicable to Village employees generally.

Section 12 Credit for Village Service in Non-Bargaining Unit Positions. If a Village employee is employed by the Village full time in a non-bargaining unit position and is subsequently employed in a position covered by this Agreement without any break in the continuity of the Village service, the employee shall be credited for such prior full-time Village service in determining eligibility for the number of vacation days and the amount of longevity pay and be credited for the number of sick leave days accrued. Prior Village service in the non-bargaining unit position which is not continuous (i.e. there is a break in the employee's Village employment between the time he was employed in a non-bargaining unit position and the time he is employed in a position covered by this Agreement) may, at the sole discretion of the Village, be credited in determining eligibility of the number of vacation days and the amount of longevity pay.

Section 13 Tuition Reimbursement. Employees may continue to participate in the Village's tuition reimbursement program during the term of this Agreement to the extent and on the same terms as other Village employees, provided that all courses necessary to complete an Associate Degree in law enforcement shall be reimbursed at the rate of 100% and all courses necessary to complete a B.S. degree in law enforcement, psychology or sociology shall be reimbursed at the rate of 50% of the tuition cost. Additionally, the Police Chief may, at his sole discretion, approve courses needed to complete a baccalaureate degree program in a field related to law enforcement, with reimbursement at the rate of 50% of the tuition cost. All requests for reimbursement must be submitted on forms provided by the Village. All courses that are required to obtain an Associate Degree in law enforcement or a B. S. in law enforcement shall be reimbursed if the degree program in question has been pre-approved and the employee presents proof of tuition payment and receipt of the grade "C" or better for the required course or courses. Only a course which is not part of a previously approved degree program must be pre-approved before taking the course.

Section 14 Light Duty. The Village may require an employee who is on sick leave or Worker's Compensation leave (as opposed to disability pension) to return to work in an available light duty assignment that the employee is qualified to perform, provided the Village's physician (or the employee's physician at the Village's option) has reasonably determined that the employee is physically able to perform the light duty assignment in question without significant risk that such return to work will aggravate any pre-existing injury and that there is a reasonable expectation that the employee will be able to assume full duties and responsibilities within six months.

An employee who is on sick leave or Worker's Compensation leave (as opposed to disability pension) has the right to request that he be placed in an available light duty assignment that the employee is qualified to perform and such a request shall not be arbitrarily and unreasonably denied, provided that the Village's physician (or the employee's physician at the Village's option) has reasonably determined that the employee is physically able to perform the light duty assignment in question without significant risk that such return to work will aggravate any pre-existing injury and that there is a reasonable expectation that the employee will be able to assume full duties and responsibilities within six months. The hours of work and work period for an employee with a light duty assignment shall normally coincide with normal business hours of the Village, unless the Village needs require otherwise. An employee that has a scheduling hardship may request alternative hours of work and/or work period, in writing to the Chief of Police. Such requests shall be reviewed by the Chief of Police, or his designee, whether a light duty assignment is available during such requested hours of work and/or work period. Employees in a light duty assignment will normally be required to utilize accrued vacation, holiday or compensatory time on holidays on which the Village is closed.

If an employee returns or is required to return to work in a light duty assignment and the employee is unable to assume full duties and responsibilities within six months thereafter, the Village retains the right to place the employee on medical leave. In addition, the Village reserves the right to terminate the light duty assignment at any time if the employee does not meet performance expectations for the assignment.

Nothing herein shall be construed to require the Village to create light duty assignments for an employee. Employees will only be assigned to light duty assignments when the Village reasonably determines that the need exists and only as long as such need exists.

Nothing in this Section shall affect the statutory rights of the employee or Pension Board in dealing with an employee on a disability pension.

ARTICLE XVII
ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

The Village and the Chapter, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement. In so agreeing, the parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XVIII
SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall apply only to the specific Article, section or portion thereof specifically specified in the board, agency or court decision or subsequent litigation, and the remaining parts or portions of this Agreement shall remain in full force and effect. In such event, the parties shall, upon the prompt request of either party, commence good faith bargaining over possible replacement language for the invalidated Article, section or portion of this Agreement.

ARTICLE XIX

DURATION AND TERM OF AGREEMENT

Termination in 2026. This Agreement shall be effective as of the day after the contract is executed by both parties and shall remain in full force and effect until 11:59 p.m. on the 31st day of December 2026. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least 120 days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than 75 days prior to the anniversary date unless the parties mutually agree otherwise.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or resolution of impasse procedures are continuing for a new agreement or part thereof between the parties.

Executed this ____ day of _____, 2025.

VILLAGE OF ARLINGTON HEIGHTS

METROPOLITAN ALLIANCE OF POLICE
ARLINGTON HEIGHTS POLICE CHAPTER
#510

President

Representative

Village Clerk

Representative

Keith George, President, MAP

SIDE LETTER

General Order 1.5.1 High-Level Response to Resistance Investigations

The Department agrees that the parts of General Order 1.5.1 relating to High-Level Response to Resistance Investigations will be maintained as minimum standards through the term of this Agreement. Should the recommended minimum standards change during this time period, the Department will utilize the best practices available for the minimum standards. In particular, the following will not be changed during the term of this Agreement without first discussing proposed changes at a Labor-Management meeting:

- Officers involved in a deadly force incident will not be interviewed until experiencing a minimum of two sleep cycles. Officers may be interviewed sooner than two sleep cycles if the officer's legal counsel determines the officer could provide a complete statement.
- Officers will not discuss the deadly force incident with anyone other than their legal counsel prior to making any statements.
- Whenever an officer discharges a firearm that results in serious physical injury or death to another person within the jurisdictional limits of the Village of Arlington Heights he/she shall:
 - a. Remain on the scene until the arrival of a supervisor, unless the officer requires emergency medical care
 - b. Answer the "Supervisor's Public Safety Questions on Scene of a Deadly Force Incident"
 - c. Not make any statements or discuss the incident with any other Department personnel, including command officers, until the officer speaks with legal counsel.
- An officer witnessing the employment of deadly force, or participating in the event, may be directed to follow these procedures by the scene supervisor, as determined by their level of involvement.
- The On-Duty Patrol Bureau Supervisor shall be immediately notified and be responsible for assigning an officer to accompany the involved officer(s) to a hospital for medical examination.
- The On-Duty Patrol Bureau Supervisor shall instruct and question the officer employing deadly force according to the "Supervisor's Public Safety Questions on Scene of a Deadly Force Incident." Unless the supervisor determines clarification of an officer's response to the public safety questions is necessary, the supervisor will not ask the officer additional questions.
- Any officer whose actions or use of force results in death or serious physical injury to another person shall be removed from line duty pending an administrative review of the incident. The Chief of Police, at his discretion, may place the officer on Administrative Leave or Temporary Administrative Duty. An officer so assigned will remain available for official department interviews regarding the application of deadly force, refrain from public discussion of the incident, and be subject to recall for duty at any time by the Chief of Police.
- Any officer using force that results in serious physical injury or death will be required to attend a minimum of three sessions of counseling with a State Licensed Mental Health Professional provided by and at the expense of the Village. Consultation with the Mental Health Professional will afford the officer the opportunity for "debriefing" and the content of any such meeting will be completely confidential. The first session will take place immediately, or as soon after the incident as practical. The remaining two sessions will take place at six month intervals after the conclusion of the initial session as the Department recognizes symptoms of post-traumatic stress may not become apparent until some time after the traumatic incident.



ARLINGTON HEIGHTS POLICE DEPARTMENT
SUPERVISOR'S ON-SCENE PUBLIC SAFETY QUESTIONS
(High Level Response to Resistance / Officer Involved Death)

Supervisor's Public Safety Questions

Officer, we are required by policy to complete a public safety statement. Due to the immediate need to take action, you do not have the right to wait for legal or union representation before answering these limited questions.

1. **Are you injured?**
Click here to enter text.
2. **If you know anyone who was injured, what is his or her location?**
Click here to enter text.
3. **In what direction did you fire your weapon(s)?**
Click here to enter text.
4. **If any suspects are at large, what are their descriptions?**
Click here to enter text.
5. **What was their direction of travel?**
Click here to enter text.
6. **How long ago did they flee?**
Click here to enter text.
7. **For what crimes are they wanted?**
Click here to enter text.
8. **With what weapons are they armed?**
Click here to enter text.
9. **Does any evidence need to be preserved?**
Click here to enter text.
10. **Where is it located?**
Click here to enter text.
11. **Did you observe any witness(es)?**
Click here to enter text.
12. **Where are they?**
Click here to enter text.

Officer, in order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors or staff officers. You are directed to speak to your legal representative prior to making and further statements regarding this incident.

SIDE LETTER

Mandated Drug and Alcohol Testing

During the term of this agreement, the Department agrees should a drug and alcohol test be mandated following an officer involved shooting pursuant to Arlington Heights Police Department policy, an officer will not be required to provide a blood sample for testing absent consent or a warrant.

Access to Surveillance Prior to Formal Interrogation

During the term of this agreement, the Department agrees prior to a formal interrogation under the Uniform Peace Officers Disciplinary Act, the officer to be questioned and/or the officer's union representative shall be afforded the opportunity, upon request, to view the officer's own available body worn camera video and/or their dash camera video or the incident in questions, except as otherwise provided by law.



Metropolitan Alliance of Police

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Deacon Thomas Ross

CHECK OFF DUES AUTHORIZATION

PLEASE RETURN TO MAP

I, the undersigned member of the Metropolitan Alliance of Police (MAP) Chapter # _____ hereby authorize and direct my employer, _____, to deduct from my wages and to pay to the Metropolitan Alliance of Police or its authorized representative, the regular monthly dues of \$ _____, which may be owed to the Metropolitan Alliance of Police as a result of my membership therein.

This authorization shall continue to be in effect for successor contracts between the employer and the Metropolitan Alliance of Police, although the dues amount may change during the term of the contract.

Member's name: _____ Date: _____
(Please print)

Member's signature: _____ DOB: _____

Address: _____ City/State/Zip _____

Phone: _____ E-mail: _____

APPENDIX B

Canine Officer Agreement

The canine officer shall perform the following duties relative to his/her assigned canine during the course of his/her duty shift:

Exercise Grooming

Feeding (one meal)

Training

Veterinarian routine checkups and shots

Procuring food and supplies

The officer shall be allowed four hours off per week, with pay, for the following at-home outside work activities with his/her assigned canine:

1. Cleaning the canine's kennel or other place where the canine is kept and cleaning up after the canine.
2. Feeding (one meal on on-duty days; two meals on off-duty days)
3. Exercise on off-duty days
4. Emergency trips to veterinarian

If the off-duty at-home canine care activities exceed the four hours per week allowance for any week, the officer shall submit a daily log identifying the activities engaged in, the times at which they took place and the duration of the activities to his/her supervisor by the end of the shift immediately following the week, in order to receive any further compensation.

 Officer	 Date
 Chief of Police	 Date

APPENDIX C

NON-BID LEAVE REQUESTS

As a reminder, non-bid leave requests will be accepted on the first day following the conclusion of the vacation bidding period in the same manner as past years. The following protocol shall apply to all sworn officers assigned to the Patrol Bureau:

- Requests for leave time while assigned to work the B-shift (0630-1500) will be accepted commencing at 0630 hours on the second Saturday in December each year.
- Requests for leave time while assigned to work the C-shift (1430-2300) will be accepted commencing at 1430 hours on the second Saturday in December each year.
- Requests for leave time while assigned to work the A-shift (2230-0700) will be accepted commencing at 2230 hours on the second Saturday in December each year.
- Numbers (1, 2, 3, etc.) will be taped to chairs in the roll call room and will be used to determine the order in which leave requests are accepted. First come, first serve. Reserving chairs with items of clothing or other means shall not be permitted. You must be sitting in the chair to hold that position.
- On-duty personnel shall not be permitted to sit in queue, but may request leave time (as manpower and call volume permits) to do so.

Memorandum of Understanding

This Memorandum of Understanding (hereinafter known as the “MOU”) is hereby made and entered into by and between the Village of Arlington Heights (hereinafter known as “Village” or “Employer”) and the Metropolitan Alliance of Police Chapter 510 (hereinafter known as “Chapter”).

The Village and the Chapter agree to implement a non-precedential pilot program (the “pilot program”) for a nine-hour schedule applicable to all officers assigned to patrol. This program shall be effective the first shift change in calendar 2026, and shall terminate simultaneously with the parties’ collective bargaining agreement as set forth in Article XIX of the Collective Bargaining Agreement (hereinafter known as the “CBA”), unless extended by mutual agreement of the parties.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. During the pilot program, Article VIII, Section 12 (Work Schedule for Patrol Bureau) shall be suspended and replaced with the following language:

Work Schedule for Patrol Bureau

- a) Officers will normally be assigned to work 5 days on, followed by 3 days off.
- b) The normal work day will be 9 hours. (This will normally allow a 15-minute roll call and beat assignment relief.)
- c) Patrol officers will normally be assigned permanent shifts on an annual basis. To the extent practicable, the shift bidding procedure will generally follow existing guidelines for shift bidding, as set forth in Article VIII, Section 6.
- d) Vacation bidding will take place in accordance with the provisions of Article X, Section 4.
- e) So long as the work schedule for patrol is maintained, an officer may not trade his/her own days off, except an officer may request one trade of regularly scheduled days off (RDO’s) per calendar quarter, which such days shall be consecutive, if it is more than one day. If an officer believes any such trade request was inappropriately denied, he may immediately appeal such decision to the Shift Commander who shall make the final decision. Duty trades between two different officers will be permitted as set forth in Article VIII Section 11.
- f) Two officers will be permitted on leave (vacation, holiday, comp time) per shift per day, provided that the Village may, in its sole discretion, permit more than two officers to be off from time to time.
- g) The work cycle for purposes of 7(k) of the FLSA shall be considered 24 days, with overtime being paid only for hours worked in excess of 9 hours per day or in excess of 147 hours in a 24-day cycle. (Article VIII, Sections 3 & 7 (Normal Work Period, Overtime Pay), shall be inapplicable to patrol officers covered by this Section.)
- h) All leave “days” equate to 8 hours per day, and shall continue to accrue at that rate, i.e., the work schedule for patrol shall not increase paid leave time, including vacations. An employee using a full leave day while assigned to the work schedule for patrol, shall have 9 hours deducted from his/her accrued leave.
- i) Should there be any conflict between the provisions of this Section and the remaining provisions of the current Collective Bargaining Agreement, the provisions of this Section shall govern, so long as the work schedule for patrol is maintained.

2. During the pilot program, Article XI, Section 1 (Holidays) shall be suspended and replaced with the following language:

Holidays

In lieu of holidays, all employees working 8-hour days shall receive 12 days off per calendar year, said days to be scheduled with the approval of the Police Chief or his designee. In lieu of holidays, all employees working the 9-hour alternative schedule under the Pilot Program shall receive 10 days off per calendar year, said days to be scheduled with the approval of the Police Chief or his designee. An employee who is employed for less than a full calendar year shall receive holidays on a pro rata basis based on the number of holidays observed by the Village during the portion of the year that the employee is employed. If an employee who leaves the Village's employ prior to the end of the calendar year has taken more holidays than he is entitled to on a pro rata basis, an adjustment shall be made in his final paycheck.

3. During the pilot program, Article XI, Section 2 (Holiday Pay for Employees Assigned to Patrol Bureau Shifts) shall be suspended and replaced with the following language:

Holiday Pay for Employees Assigned to Patrol Bureau Shifts

An employee who is actually present and works his or her entire scheduled shift on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and/or New Year's Day shall earn (paid or received compensatory time at their discretion) double time for all hours worked on such holiday.

In order to be eligible for the additional half-time holiday pay described above, all or a majority of the officer's work hours must fall on the date of the holiday. (*E.g.*, an officer who begins a shift at 10:00 pm on Sunday evening before Labor Day will be eligible for such holiday pay, but an officer who begins working at 10:00 p.m. on Labor Day will not be eligible for holiday pay under this paragraph.)

4. Additionally:
 - a. If either the Chapter or the Village wish to discontinue the pilot program at the end of its term, the trial schedule shall conclude at the first shift change in calendar 2027, and all amendments contained in this MOU shall revert to the original language in the CBA between the Village of Arlington Heights and Metropolitan Alliance of Police Chapter 510, subject to any modifications during the parties' negotiations for a successor bargaining agreement.
 - b. All other provisions of the CBA shall remain in full force and effect and apply to this MOU.
 - c. This MOU is enforceable through the grievance procedure outlined in the CBA between the parties.

- d. The parties agree that this pilot program is non-precedential as it is a trial program. Upon cessation of this pilot program, the status quo provisions of the CBA shall return to full force and effect.

Executed this ____ day of _____, 2025.

VILLAGE OF ARLINGTON HEIGHTS

METROPOLITAN ALLIANCE OF POLICE
ARLINGTON HEIGHTS POLICE CHAPTER
#510

President

Representative

Village Clerk

Representative

Keith George, President, MAP



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
10/20/2025

Item: 1920 N. Chestnut Ave. - Chestnut Woods Subdivision -
PC#24-018
Preliminary Plat of Subdivision, Variations

Department: Planning & Community Development

Item Description:

Requested Action

1. Preliminary Plat of Subdivision to create three residential lots and one dedicated on-site stormwater detention lot.

Variations Required

1. Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 40.0-feet is required.
2. Variation from Chapter 28, Section 5.1-2.2 to permit a lot width of 60-feet and a lot area of 8,800 square-feet where 75-feet in width and 10,000 square-feet in area is required.
3. Variation from Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot 60-feet in width and 8,800 square-feet in area where 75-feet in width and 10,000 square-feet in area is required.

Recommendation

A public hearing was held by the Plan Commission on September 24, 2025, where the Plan Commission unanimously recommended approval of a Preliminary Plat of Subdivision with the following variations:

1. A variation to Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 40-feet is required;
2. A variation to Chapter 28, Section 5.1-2.2 to permit a lot width of 60-feet and a lot area of 8,800 square-feet where 75-feet in width and 10,000 square-feet in area is required; and
3. A variation to Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot 60-feet in width and 8,800 square-feet in area where 75-feet in width and 10,000 square-feet in area is required.

This approval is contingent upon compliance with the recommendation of the Plan Commission and the following:

1. Final Plat of Subdivision approval shall be required.
2. The Petitioner must provide all required fees in accordance with the requirements of Chapter 29 of the Village Code.
3. The Petitioner shall locate above-ground utilities, transformers, or other similar utility company mechanical equipment in such a way that they are screened from public rights-of-way to be reviewed with the submission of building permits.
4. A Design Commission application shall be required prior to the teardown of the existing home and prior to the issuance of any building permits for construction of new homes.
5. Prior to issuance of a site development permit for the required improvements, the petitioner shall provide a fee-in-lieu for the deficient volume required by the Village for the on-site detention basin.
6. The Petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

ATTACHMENTS:

1. Staff Report - 1920 N. Chestnut Ave, Chestnut Woods Subdivision
2. 9-24-25 PC Minutes
3. Exhibit A - Aerial
4. Exhibit B - Plat of Survey
5. Exhibit C - Project Summary
6. Exhibit D - Variation Justification
7. Exhibit E - Conceptual Site Plan
8. Preliminary Plat of Subdivision - Chestnut Woods Subdivision
9. Preliminary Site Engineering Plans
10. Tree Preservation & Landscape Plan
11. Round 1 Review_Chestnut Woods Subdivision
12. Round 1 Comments - Petitioner Response
13. Round 2 Review_Chestnut Woods Subdivision
14. Round 2 Comments - Petitioner Response
15. Round 3 Review_Chestnut Woods Subdivision
16. Round 3 Comments - Petitioner Response
17. Round 4 Review_Chestnut Woods Subdivision
18. Round 4 Comments - Petitioner Response
19. Round 5 Review_Chestnut Woods Subdivision
20. Petitioner's Response to Round 5 Comments
21. X.B Suggested VBM Motion 10.20.2025-1920 N Chestnut Ave



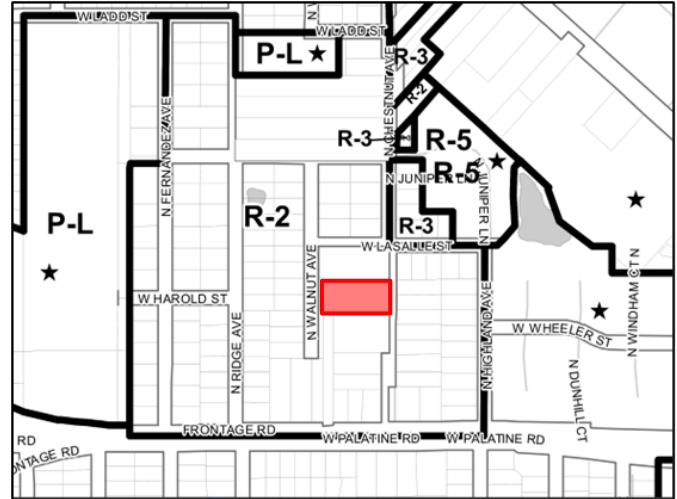
**VILLAGE OF ARLINGTON HEIGHTS
STAFF DEVELOPMENT
COMMITTEE REPORT**

PC File Number: PC 24-018
Project Title: Chestnut Woods Subdivision
Address: 1920 N. Chestnut Ave (Ref. Exhibit A – Aerial & Exhibit B – Plat of Survey)
PIN: 03-18-401-086-0000 & 03-18-401-173-0000

To: Plan Commission
Prepared By: Dan Osoba, Planner I
Meeting Date: September 24, 2025
Date Prepared: September 15, 2025

Petitioner: Vitalie Clim
Clim Development, LLC
Address: 379 W. County Line Rd
Barrington, IL 60010

Existing Zoning: R-2 One Family Dwelling District
Comprehensive Plan: Single-Family Detached, Estate 2



SURROUNDING LAND USES

Direction	Zoning	Existing Land Use	Comprehensive Plan
North	R-2, One Family Dwelling District	Single-Family Detached	Single-Family Detached, Estate 2
South	R-2, One Family Dwelling District	Single-Family Detached	Single-Family Detached, Estate 2
East	R-2, One Family Dwelling District	Single-Family Detached	Single-Family Detached, Estate 2
West	R-2, One Family Dwelling District	Single-Family Detached	Single-Family Detached, Estate 2

Requested Action:

1. Preliminary Plat of Subdivision to create three residential lots and one dedicated on-site stormwater detention lot.

Variation Required:

1. Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 40.0-feet is required.
2. Variation from Chapter 28, Section 5.1-2.2 to permit a lot width of 60-feet and a lot area of 8,800 square-feet where 75-feet in width and 10,000 square-feet in area is required.
3. Variation from Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot 60-feet in width and 8,800 square-feet in area where 75-feet in width and 10,000 square-feet in area is required.

Project Background:

The 1.14-acre subject property is located approximately 150-feet south of the intersection of W. Lasalle Street and N. Chestnut Avenue. The property contains one single-family home with frontage on both N. Walnut Avenue and N. Chestnut Avenue. Both adjacent rights-of-way are not fully improved to Village standards. The property and surrounding neighborhood is zoned R-2 One Family Dwelling District.

The petitioner, Clim Development, LLC, is proposing to subdivide the property into four total lots. Three lots are proposed for future single-family homes while one lot is proposed to be dedicated for on-site stormwater detention. The proposed lot configuration is two homes adjacent to N. Walnut Avenue facing west and one home on N. Chestnut Avenue facing east. The existing grade is relatively level, but the on-site detention lot is located at the southeastern corner where the lowest grade is currently. The petitioner intends to construct homes on the lots once they are subdivided, which will require Design Commission approval prior to the teardown of the existing home and permit issuance of any new home.

It should be noted that the 5.6-foot strip of land between 1920 N. Chestnut Avenue and Walnut Avenue is included in this petition (PIN: 03-18-401-173-0000). The petitioner has acquired this parcel and is including it in the area to be subdivided with this petition.

Zoning and Comprehensive Plan

The property is currently zoned R-2 One Family Dwelling District, which permits One Family Detached Dwellings as a permitted use. The underlying R-2 District and Section 307 of Chapter 29 (Subdivision Control Regulations) provides minimum lot sizes and lot widths, which are prescribed in the table below:

	R-2 Zoning Requirements (Interior)		Existing Lot (Interior)	Proposed 3 Lots (Interior)	Stormwater Detention Lot
Zoning District	R-2		R-2	R-2	R-2
Lot Area	10,000 s.f. min		48,948 s.f.	10,000 s.f.	8,800 s.f.
Lot Width	75 ft. min.		150 ft	75 ft	60.0 ft.
Front Yard	40 ft or average		136.4 ft	25 ft. for Walnut Ave; 40 ft or average for Chestnut Ave (Average: 80 ft); Maximum 40-feet	N/A; no structures
Side Yard	10% of lot width: 15 ft		28 ft	7.5 ft. for Walnut Ave; 9.0 ft. for Chestnut Ave	N/A; no structures
Rear Yard	30 ft		145.4 ft	30 ft.	N/A; no structures

The **bold red** items in the above table require a zoning variation.

Lot Size & Lot Width – Chapter 28, Section 5.1-2.2; Chapter 29, Section 307(b)(2)

The lot area for the stormwater detention lot is proposed at 8,800 square-feet where 10,000 square-feet is required and the lot width is 60-feet where 75-feet is required. The SDC reviewed several iterations of this proposal that included different sizes and configurations to account for the on-site stormwater detention required by the Municipal Code. The petitioner has provided a written response to the justification criteria for variation approval (reference Exhibit C – Variation Justification). The four criteria are as follows:

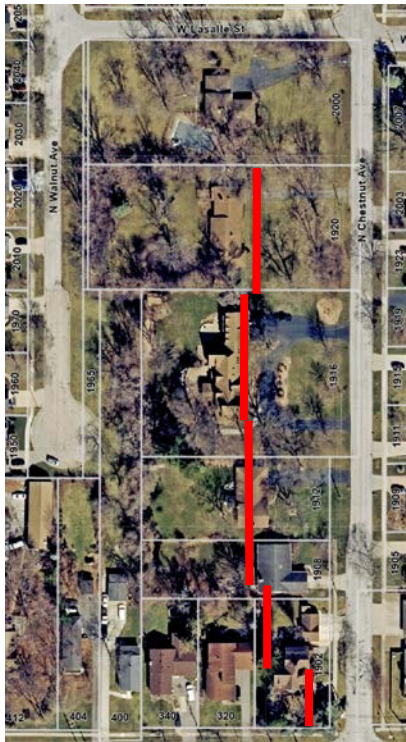
- **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
- **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
- **The 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 SDC agrees with the petitioner's assertion the substandard lot size and width will not alter the essential character of the locality and will be compatible with existing uses and zoning. The petitioner intends to provide landscaping around the detention lot to be compatible with the surrounding neighborhood. The plight of the petitioner is due to the requirement to provide on-site stormwater detention in a manner acceptable to meet Village requirements. The variation is in harmony with the spirit and intent of Chapter 28 as it facilitates the construction of a required on-site detention lot that will be dedicated to the Village. And finally, the variance request is the minimum variance necessary to allow the stormwater detention lot to function without occupying additional unnecessary lot area.

Front Yard Setback – Chapter 28, Section 5.1-2.3(a)

The front setback for the one single-family lot proposed facing N. Chestnut Avenue requires a variation to reduce the front setback from 40-feet to 25-feet. The front setback is established by an average, if more than 40% of the frontage between two intersecting streets are developed with buildings having front yards greater than 15-feet. The west side of Chestnut Avenue, between W. Lasalle Street and W. Palatine Road, contains more than 40% of lots with a front setback greater than 15-feet; therefore, the front yard setback for the newly proposed home is established by this average. It should be noted that this variance is only for the one lot facing N. Chestnut Avenue as there are currently no developed lots on the east side of Walnut Avenue with a building that has a front yard facing Walnut Avenue. The SDC worked with the petitioner to provide existing front yard setbacks for lots on the west side of N. Chestnut Avenue, which are provided in the table below:



Lot Address	Front Setback
2000 N. Chestnut Ave	95.57-feet (Adjusted 33-feet to account for un-dedicated Chestnut Avenue right-of-way)
1920 N. Chestnut Ave (Subject Property; Existing)	103.53-feet (Adjusted 33-feet to account for un-dedicated Chestnut Avenue right-of-way)
1916 N. Chestnut Ave	99.17-feet (Adjusted 33-feet to account for un-dedicated Chestnut Avenue right-of-way)
1912 N. Chestnut Ave	72.92-feet
1908 N. Chestnut Ave	28-feet

The front setback average of the five homes, including the existing single-family home, is 80-feet; however, Chapter 28, Section 5.1-2.3(a) states that in no case shall a front yard of more than 40 feet be required. It should be noted that the front setback for 1916 – 2000 N. Chestnut Avenue was adjusted by 33-feet to account for the right-of-way Chestnut Avenue that has not been dedicated for those three lots. The SDC evaluated this request in the context of the surrounding neighborhood. The overwhelming majority of homes in the surrounding neighborhood have a front setback of 20-feet to 25-feet, which is typical for R-2 and R-3 Districts. The outliers to this typical front setback include the three homes on this block, which yields a very large front setback requirement. The petitioner has provided justification for this request citing the surrounding neighborhood context of lots with an approximate 25-foot setback, including lots on the east side of N. Chestnut Avenue, in an attempt to allow the new homes blend into

that context. The SDC reviewed this request and agrees with the petitioner's justification for the request as it will not alter the essential character of a locality with similar 20 to 25-foot setbacks, the plight of the owner is due to existing circumstances of older, un-platted residential lots over one-acre in size, and the request is harmonious with the spirit and intent of Chapter 28 as the petitioner is requesting a front setback of 25-feet, which Chapter 28 requires as a minimum.

Comprehensive Plan

The Comprehensive Plan designates the property as appropriate for "Single-Family Detached Estate 2" land uses. Based on the SDC review of the proposal, the proposed subdivision is consistent with the spirit and intent of the Comprehensive Plan as it is consistent with the residential context of the surrounding neighborhood.

Right-of-Way Improvements

The proposed development is required to comply with all Village and MWRD stormwater regulations and, as previously mentioned, on-site detention is proposed to accommodate the proposed three new residential lots. There is currently no sidewalk, curb, gutter or parkway landscaping on either Walnut Avenue or Chestnut Avenue. An additional 33-feet of right-of-way is required to be dedicated to the Village for the full 66-foot width of N. Chestnut Avenue. The petitioner has provided preliminary engineering plans, which are attached in the Plan Commission agenda packet, that show the full build-out of the adjacent Walnut Avenue and Chestnut Avenue rights-of-way. Walnut Avenue will be widened and a curb and gutter constructed adjacent to the pavement. A 10.7-foot parkway is provided between the back of curb and the new 5-foot sidewalk. On Chestnut Avenue, the petitioner is dedicating 33-feet of right-of-way to the Village, resurfacing the existing roadway and providing a new curb and gutter. A 12-foot parkway is provided between the back of curb and the new 5-foot sidewalk as well.

Stormwater

As referenced previously, the petitioner is dedicating one lot within the subdivision for on-site stormwater detention. The petitioner provided preliminary engineering plans that demonstrate the proposed capacity of the basin. The Village required volume for this basin is 0.283 ac-ft and the engineering plans indicate a provided volume of 0.197 ac-ft. The SDC reviewed these calculations and findings and found them acceptable. A fee-in-lieu for the 0.086 ac-ft deficiency shall be paid at the time of building permit and a condition of approval has been recommended by the SDC to that effect.

Lot Design & Layout

With the exception of the on-site stormwater detention lot and the front setback requirement for the lot on N. Chestnut Avenue, the proposed Preliminary Plat of Subdivision is compliant with all other zoning and subdivision requirements. The petitioner provided concept plans (reference Exhibit D – Conceptual Site Plan) to illustrate a possible home for each lot. This concept study found that the lots are adequately sized to comply with floor area ratio, building lot coverage, and impervious surface coverage requirements. The property owner will be required to submit full building plans to the Village to confirm these requirements are met prior to the issuance of any building permit.

Landscaping

A Landscape Plan has been provided and is included in the Plan Commission agenda packet that shows new landscaping in the newly dedicated right-of-way as well as around the proposed detention basin. There are a considerable number of existing trees on the property. The SDC requested that the petitioner conduct a tree inventory and provide a tree preservation plan, which is also included in the Plan Commission agenda packet. The inventory showed 16 trees on-site with six trees in poor condition and ten trees in fair or good condition. Due to the site regrading, house construction and excavation of the detention basin, it is not possible to save all of the on-site trees. The tree preservation plan shows one tree at the northwest corner of the site to be saved and the remaining 10 fair or good trees to be replaced. Aside from any parkway trees required, there are three 3-inch caliper trees installed on the Walnut Avenue side, four 3-inch caliper trees installed on the Chestnut Avenue side and six 3-inch caliper trees installed around the detention basin. The landscape plan and tree preservation plan provided are compliant with Village Code requirements.

Parking and Traffic

A traffic and parking study is only required in subdivisions within the R-2 District that include 100 lots or more. Because the proposed subdivision includes only two lots, no traffic or parking study is required. Each home will be required to have a two-car garage, which will be reviewed at the time of building permit.

RECOMMENDATION

The Staff Development Committee reviewed the proposed Preliminary Plat of Subdivision with variations from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 40-feet is required; Section 5.1-2.2 to permit a lot width of 60-feet and a lot area of 8,800 square-feet where 75-feet in width and 10,000 square-feet in area is required; and from Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot 60-feet in width and 8,800 square-feet in area where 75-feet in width and 10,000 square-feet in area is required, and recommends **APPROVAL** of the application subject to the following conditions:

1. Final Plat of Subdivision approval shall be required.
2. The Petitioner must provide all required fees in accordance with the requirements of Chapter 29 of the Village Code.
3. The Petitioner shall locate above ground utilities, transformers, or other similar utility company mechanical equipment in such a way that they are screened from public rights-of-way to be reviewed with the submission of building permits.
4. A Design Commission application shall be required prior to the teardown of the existing home and prior to the issuance of any building permits for construction of new homes.
5. Prior to issuance of a site development permit for the required improvements, the petitioner shall provide a fee-in-lieu for the deficient volume required by the Village for the on-site detention basin.
6. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

Michael Lysicatos, Assistant Director of Planning and Community Development

September 16, 2025

Cc: Randy Recklaus, Village Manager
All Department Heads

APPROVED

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING
BEFORE THE VILLAGE OF ARLINGTON HEIGHTS
PLAN COMMISSION

COMMISSION

RE: 1920 NORTH CHESTNUT AVENUE - CHESTNUT WOODS SUBDIVISION - PC #24-018
PRELIMINARY PLAT OF SUBDIVISION, VARIATIONS

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 24th day of September, 2025 at the hour of 7:30 p.m.

MEMBERS PRESENT:

JAY CHERWIN, Chairperson
MICHAEL PETERMANN
KRISTEN SCHURTZ
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
TERRY ENNES
JOHN SIGALOS
SUSAN DAWSON

ALSO PRESENT:

MICHAEL LYSICATOS, Assistant Director, Community Development
DANIEL OSOBA, Planner I
RACHEL HITZEMANN, Development Planner

APPROVED

(Gavel pounded.)

CHAIRPERSON CHERWIN: We'll call the meeting to order.

If we could stand and do the Pledge of Allegiance, please?

(Pledge of Allegiance recited.)

CHAIRPERSON CHERWIN: Thank you again, everybody, for your patience. We usually start this on time, but we had a meeting go long next door and because of the Public Meeting Act, we had to extend some of the comment period for a meeting in the Conceptual Review Committee. So, thank you again for your patience, and I apologize that we're running just a little bit behind, but we'll try to catch up here.

If I could have roll call, please?

MS. HITZEMANN: Yes.

Dawson.

COMMISSIONER DAWSON: Here.

MS. HITZEMANN: Drost.

COMMISSIONER DROST: Here.

MS. HITZEMANN: Ennes.

COMMISSIONER ENNES: Here.

MS. HITZEMANN: Green.

COMMISSIONER GREEN: Here.

MS. HITZEMANN: Lorenzini.

COMMISSIONER LORENZINI: Here.

MS. HITZEMANN: Petermann.

COMMISSIONER PETERMANN: Here.

MS. HITZEMANN: Schurtz.

COMMISSIONER SCHURTZ: Here.

MS. HITZEMANN: Sigalos.

COMMISSIONER SIGALOS: Here.

MS. HITZEMANN: Cherwin.

CHAIRPERSON CHERWIN: Here.

Thank you.

We have a quorum, so we'll continue with the meeting. Item III on the agenda is approval of minutes from August 27th.

Is there a motion?

COMMISSIONER GREEN: I'll make that motion.

COMMISSIONER DAWSON: Second.

CHAIRPERSON CHERWIN: Second.

All in favor of approving the minutes?

(Chorus of ayes.)

CHAIRPERSON CHERWIN: Any opposed?

(No response.)

CHAIRPERSON CHERWIN: All right, motion passes; minutes are approved. We're going to move on to our next section which is public hearings.

The first one we have is 1920 North Chestnut, Chestnut Woods Subdivision. So, I guess I'll ask the Petitioner group, whoever is going to speak, if you can come

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to the podium here.

I'll ask, have all notices been served on this?

MR. OSOBA: Yes, they have.

CHAIRPERSON CHERWIN: All right, thank you, Dan.

So, whoever is going to speak on behalf of this one, if you can just come and, if anybody else is going to speak, you don't have to speak right now but if you're going to speak later at all, I just need you to take a swearing in.

All right, so I'm going to ask you to raise your hand.

(Witnesses sworn.)

CHAIRPERSON CHERWIN: Okay, thank you.

All right, so if you want to go one at a time or however you want to, you know, start out, that's fine. I would just ask you to state your name before you speak and spell your last name for our court reporter. I'd ask you first before you get started, there is a Staff report that's in the record, have you read the Staff report? And there are certain conditions on there, do you agree with the conditions that were set forth in the report?

MR. NIERMAN: We've read the Staff report.

CHAIRPERSON CHERWIN: Okay, and did you read the conditions that are --

MR. NIERMAN: The six conditions, yes.

CHAIRPERSON CHERWIN: Okay, and are you in agreement with those?

MR. NIERMAN: Vitalie, yes? Yes.

CHAIRPERSON CHERWIN: Okay, if you could please state your name, spell your last name, and you can go ahead and present your petition, please.

MR. NIERMAN: Well, my name is Scott, S-c-o-t-t, Nierman, N-i-e-r-m-a-n. I'm a Consultant for Clim Development. Vitalie Clim is here, he's the owner. Also, Sabin Olteanu is the Civil Engineer; he is prepared to answer any questions as well.

The first thing I'd like to do is to thank the Staff for their cooperation and guidance and, of course, your consideration tonight.

The proposed subdivision is a three-plus-one subdivision; three residential lots plus a smaller lot to provide for detention for the subdivision. There's one residential lot that faces Chestnut Street that would be 13,320 square feet with a frontage of 90 feet and side yards that conform to an R-2 zoning. However, the setbacks, the front setback, a variation was required because of the formula that's stated in the applicable chapter of the Code. There is no established setback yard per a survey along the west side of Chestnut Street.

The detention pond is a small pond that we need, I mean, is a small parcel that a variance is required because the size of the parcel and the width of the parcel do not conform to R-2 zoning. The reason for the detention is that the subject parcel cannot take advantage of the Ladd detention facility a couple of blocks north; due to the topography of the site, it sits lower. So, the subdivision needs to provide its own detention.

There are two residential lots on Walnut Street, both of which are 11,100 square feet, and they conform to the R-2 zoning requirements. The proposed houses on all the lots would conform to the R-2 FAR and bulk coverage regulations, but we're here tonight on the petition to request a variance of the required setback, a 40-foot setback on Chestnut Street, and the size and the width of the smaller detention pond.

That's all I have to say for now. We'll rely on the Staff report, and

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we'll be available for any comments or questions. Thank you.

CHAIRPERSON CHERWIN: Great, thank you. Thank you for your presentation and we'll probably get back to you with some questions.

So, I'll turn it over to Dan.

MR. NIERMAN: Thank you.

MR. OSOBA: Good evening, Chair and Commissioners.

The 1.14-acre subject property is located at 1920 North Chestnut Avenue, approximately 150 feet south of the intersection of LaSalle Street and Chestnut Avenue. The existing zoning is R-2 One Family Dwelling District, and the Comprehensive Plan designates the property as appropriate for "Single-Family Detached Estate 2" types of development.

The Petitioner, Clim Development, LLC, proposes to subdivide the property into four total lots; three lots for single-family residential homes, and one lot dedicated for on-site stormwater detention. Based on this request, the Petitioner has applied for approval of a preliminary plat of subdivision along with three variations to reduce the required front setback for one of the lots facing Chestnut, and reduce the minimum lot width and lot size for the detention lot.

This aerial shows the subject property highlighted in red. It is within a single-family residential neighborhood that contains predominantly standard-sized lots for the underlying zone district; however, there are several larger lots in the surrounding vicinity. Palatine Road is the nearest arterial roadway, while Rand Road is farther to the northeast.

The surrounding R-2 zoning makes up much of the surrounding single-family residential development context. North of LaSalle Street, there are pockets of R-3 and R-5, however, the majority of the surrounding zoning is R-2 One Family Dwelling District.

This is the proposed preliminary plat of subdivision shown with two residential lots which are Lots 3 and 4 facing Walnut on the west side, and one residential lot facing Chestnut which is labeled as Lot 1. The on-site detention lot is labeled Lot 2 at the southeastern corner of the site. The three proposed variances are highlighted in red and green on the slide.

So, first, for lot width and lot size, Lot 2, the detention lot, is proposed at 60 feet wide and 8,800 square feet where 75 feet and 10,000 square feet are required. The Staff Development Committee, or SDC, reviewed these variation requests and agrees with the Petitioner's assertion that the substandard lot size and width will not alter the character of the locality because it functions only as a detention lot and a home will not be placed on the lot. The Petitioner is providing additional landscaping around the detention basin to be more compatible with the surrounding neighborhood.

For the front setback variance, the front setback for Lot 1 which faces Chestnut requires a variation to reduce the front setback from 40 feet to 25 feet. The front setback is established by an average if more than 40 percent of the lot frontage between two intersecting streets are developed with a front setback greater than 15 feet. Code requires, Code does also state that in no case shall a front yard setback requirement exceed 40 feet. For this project, the west side of Chestnut between LaSalle and Palatine Road contains more than 40 percent of lots with a 15-foot setback. Therefore, an average setback establishes the Lot 1 setback requirement. The average front setback for the lots that face Chestnut Avenue is 80 feet; however, that maximum of 40 feet is the code-required front setback in this case.

The Petitioner is requesting a variance to reduce that setback from 40

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feet to 25 feet to be consistent with the front setbacks in the surrounding neighborhood. 25 feet is the general setback for the surrounding vicinity; 25 feet is also the code minimum for the R-2 District. The SDC reviewed this request and agrees with the Petitioner that this variance will not alter the existing character of the neighborhood due to the similar setbacks in the surrounding vicinity.

This conceptual plan was provided by the Petitioner and shows where new homes could be constructed on the newly subdivided lots. These homes would all require Design Commission approval and would need building permit review to ensure compliance with lot coverage, setbacks and building height. The conceptual plan is overlaid on an aerial image to illustrate the size of the lots in comparison with the surrounding neighborhood. The existing lots on Walnut to the west and the lots on the east on Chestnut are generally similar in size and setbacks with similar building footprints. While there are two larger unplatted lots to the north and south of the subject site, the SDC finds that the Petitioner's proposed lot layout and variance requests are acceptable.

As is required with any subdivision, the Petitioner is required to complete right-of-way improvements adjacent to their property. On Chestnut, the Petitioner is required to resurface Chestnut to the full width, provide curb and gutter, parkway landscaping, and a new sidewalk. On Walnut, the street will be widened to the full width, parkway landscaping will be provided along with a sidewalk.

The Petitioner also provided a landscape plan showing new trees within the parkway and on-site trees. Additionally, the proposed landscaping around the detention basin is shown on the bottom of the slide.

The Staff Development Committee reviewed the proposed preliminary plat of subdivision with variations from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25 feet where 40 feet is required; from Section 5.1-2.2 to permit a lot width of 60 feet and a lot area of 8,800 square feet where 75 feet in width and 10,000 square feet in area is required; and from Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot width of 60 feet and 8,800 square feet where 75 feet in width and 10,000 square feet are required and recommends approval subject to the conditions listed on the slide and in the Staff report.

CHAIRPERSON CHERWIN: Thanks, Dan. Nice job.

MR. OSOBA: Welcome.

CHAIRPERSON CHERWIN: All right, is there a motion to include the Staff report?

COMMISSIONER DROST: I'll make that motion.

COMMISSIONER GREEN: Second.

CHAIRPERSON CHERWIN: All in favor?

(Chorus of ayes.)

CHAIRPERSON CHERWIN: Any opposed?

(No response.)

CHAIRPERSON CHERWIN: All right, motion passes. Staff report is included in the public record. Thanks.

We'll start with just initial questions before we get into any public, this is a public hearing so you'll have a chance to speak on this, but before we do that, let's start with our questions from Plan Commissioners.

Commissioner Dawson?

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COMMISSIONER DAWSON: I'd like to wait for public commentary.

CHAIRPERSON CHERWIN: Thank you.

COMMISSIONER SIGALOS: Yes, I have no questions at this point.

CHAIRPERSON CHERWIN: Terry?

COMMISSIONER ENNES: I'll wait for public comment also.

COMMISSIONER DROST: Also.

CHAIRPERSON CHERWIN: All right, down on this end, Mr. Petermann?

COMMISSIONER PETERMANN: I'll wait.

CHAIRPERSON CHERWIN: Okay, Commissioner Schurtz?

COMMISSIONER SCHURTZ: Same.

CHAIRPERSON CHERWIN: Joe?

COMMISSIONER LORENZINI: Dan, one question. Could you explain why on the, pertaining to the detention pond, there's a fee-in-lieu-of required?

MR. OSOBA: Yes. So, there is a specific requirement from the Engineering Department for required on-site stormwater detention. The basin covers some of the stormwater requirement, it's actually a majority of it. There is a little bit of it that is not accounted for, and the Petitioner and the Village Staff have agreed that the fee in lieu for the remainder is acceptable.

COMMISSIONER LORENZINI: And I assume that it would not affect any of these other properties?

MR. OSOBA: No, the preliminary engineering that has been provided by the Petitioner has been reviewed by Staff and the detention basin is acceptable per our standards.

COMMISSIONER LORENZINI: Okay, thank you, Dan.

CHAIRPERSON CHERWIN: Thanks, Joe.

Bruce?

COMMISSIONER GREEN: I'll wait.

CHAIRPERSON CHERWIN: All right, thank you.

So, we'll turn it over to the public at this point and open up public comments. So, is there anybody on this side of the room that would like to speak as to this matter? No, okay.

Anybody on this side in the front row who would like to speak on this matter? First row, nobody. Second row? Yes, sir, in the brown, if you could come up first? Then we'll make our way over to the next gentleman. If you can please state your name and spell your last name for the record, and if you'd like you can share with us where you reside.

PUBLIC COMMENTARY FOR PC #24-018

MR. SINCLAIR: Okay, my name is Dan Sinclair, S-i-n-c-l-a-i-r. I live at 1916 North Chestnut. My property borders the south property line of this property. I don't suppose you can bring up that drawing where it shows that overlay? Right there.

So, my biggest concern about this is, you know, our setbacks when you do the average per the Village website, I understand there's a 40-foot maximum but actually I did the same thing and it came out to 80 feet is what the average is for the whole block. This, if you look at this, if you take it from the front of that house to our house, it's 75 feet forward from our houses. If you look at this picture right here, you can see my house right here, I'm in the middle of two lots that you're showing here.

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So, basically, when the person in this house comes out of his house, 40 feet of his backyard is in my front yard. So, you know, he's going to be, and so with my neighbor on the north side. So, you basically have a house that's floating out in the front of Chestnut all by itself and all the other houses are set back quite a bit behind it.

Then, my other concern is, then you go and you spend a million dollars and some on this house, and then he gets tired of going to his backyard and drinking his coffee and looking at my driveway with my car on it, the next guy, and he then petitions for a privacy fence. Now, I've got a house and a privacy fence on my whole entire north border of my property, so it blocks off my entire street view of this property.

So, I mean, I guess that's my main concern. I've looked at his landscaping drawings and all that stuff. I mean, that looks really good, I can appreciate that. I'm in a better situation than my neighbor that's on the north side because I have a retention pond on my property or next to my property, but it's still, I mean, this is just right on top of Chestnut Avenue and this block is not like that.

There's been a lot of building in Arlington Heights, I've lived here for 35 years, and if you go over in the Ivy Hill neighborhood, they've built a lot of big houses. You go in the Patton neighborhood and they all have a common setback. Even in your pictures when you blow that up, all these streets, all of the houses have kind of a common setback. This would be a total one-off, floating out in the middle of nowhere.

Thank you for your time.

CHAIRPERSON CHERWIN: Thank you, Mr. Sinclair.

Dan, could I ask, do you have, just so the Plan Commissioners can see, the larger, zoomed-out picture of this site so we can take a look at the setbacks?

Is there another member of the public that would like to speak in this row? Sir, I think you had your hand up? If you could come -- yes, go ahead.

MR. OBERMAN: Richard Oberman, O-b-e-r-m-a-n. Address is 1917 North Walnut.

I'd also, it does look kind of odd having one home up so far. I think somebody was saying that the average distance back was, I don't know what they said, 60 or 70 feet? I take it back, I know I got it mixed up, but there is nothing that ends up close. I think it's closer to 60 or 70 rather than the 40 feet that you stated.

There was going to be a sidewalk put in I guess on Walnut? Where would the sidewalk go? It would just be in front of those two homes or would it go further? Would it go all the way down to LaSalle?

CHAIRPERSON CHERWIN: What we'll do is you go ahead and make your comments to the Board and we'll kind of take note and let the Petitioner --

MR. OBERMAN: Okay. Also, what was the name of this subdivision? What did you guys call it?

CHAIRPERSON CHERWIN: Chestnut.

COMMISSIONER SIGALOS: Chestnut Woods.

MR. OBERMAN: Chestnut Woods, right. I noticed on the plat on our survey it was called Walnut Woods. Wouldn't it be something if all the trees were cut down to do that when it's specifically called the Woods. I hope if you do anything that some of the trees that are nice-looking trees that are not where the homes are going to go, those trees are left there. You know, you put on the television, they're talking about let's go green and all of that, let's not cut

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down all of those trees. Let's make it look good.

CHAIRPERSON CHERWIN: Thank you, sir.

Anybody else in the second row who would like to speak? I'm going to go to the next row. This gentleman with the hat -- sure, come on up.

MR. SARGENT: Hello.

CHAIRPERSON CHERWIN: Hi.

MR. SARGENT: Mike Sargent, S-a-r-g-e-n-t. I live at 1912 North Chestnut. Much like, you know, Dan had stated, I'm trying to search for a precedent that had been set in Arlington Heights where there's a house that's so far in advance of other houses within the row. You know, I get, you know, the code is 40 feet versus the requested 25, but at the 80 feet, we're almost 70 percent in the difference there.

Then, much like the previous statement, on the Chestnut side, there isn't a sidewalk that goes past any house north of me, it ends at my house. So, I'm curious how that ends up, you know, looking within the context of it because I see it was stated that the essential character of the locality won't be compromised, but I kind of disagree with that as far as the renders that I've seen.

Then, you know, I'm a stickler for the rules, so if there is a code in place that states we should follow that and then there's a big sized variance that's coming in that's kind of setting a precedent for future things, so if that's the case, then I would just suggest maybe updating the code. So, that's all I got.

CHAIRPERSON CHERWIN: Thank you.

Anybody in the same row? No? Then, we have I think one last row. Is there anybody back there in the final row who would like to speak?

Yes, ma'am.

MS. MULEK: Hi, my name is Catrina Mulek. I'm actually 2000 North Chestnut which is north of the property, so I do have concerns, but I first want to start off saying that I agree a 100 percent with Mr. Sinclair. We are the two neighboring houses, and putting the new house that close to Chestnut really makes it out of place because looking at all these houses, I feel this block is very unique where we have larger lots and all of them are in a row. So, it's going to look very out of place where you have everyone here, here, here, and all of a sudden you have a house here, and then my house again.

Not only that, but what will I be looking at? Somebody's backyard? Somebody's deck? I mean, if you look at every single other block, they're all in a row. Maybe slightly a little bit here but, you know, but not drastically like that. So, I have concerns.

I'm also saying what happens with the remainder of the sidewalk? Will it stop drastically at my property? Does it continue? What happens with that? So, yes, lots of questions and definitely agree and it doesn't look good, doesn't fit in with the character of the neighborhood of this particular block and what it looks like. It's going to be out of place.

CHAIRPERSON CHERWIN: Thank you.

MS. WOLEK: Thank you.

CHAIRPERSON CHERWIN: All right, I believe that's it. Anybody else that didn't speak that would like to speak on this? Otherwise, we will close the public hearing.

(No response.)

CHAIRPERSON CHERWIN: All right, thank you for your comments. We're going to go to the Plan Commissioners, but I guess I'm just going to ask the Staff here to just

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Speak to a couple of things here.

There was a comment about the trees. There's going to be, there's a tree ordinance in place. Can you just speak a little bit to that, Dan?

MR. OSOBA: I can, yes. So, the Petitioner did provide a landscaping plan and a tree preservation plan. There are quite a few trees on the site. They did an evaluation of those trees to find out what the condition is. The tree preservation plan has shown that they're going to be keeping one of the trees, citing that there is going to be quite a bit of grading that's being done on the site additionally with the detention pond. A lot of those trees next to it would have to come out.

The requirement for code is basically that they're putting those trees back on site, so that landscaping plan that was provided shows the new trees being put in above code requirements. So, in the net, positive towards the trees; they have equal the amount of trees that they're removing.

CHAIRPERSON CHERWIN: Okay, thank you. There was a question brought up as to the sidewalk. Can you speak a little bit to that as far as what's being required and what's being proposed?

MR. OSOBA: Yes. So, for any new subdivision, the petitioners will be required to complete improvements adjacent to their development; in this case, those two frontages on Chestnut and Walnut. The Petitioner will be required to put in a sidewalk in this case from the north end of their property to the south end of their property, and it would just stop on the north end and stop on the south end as that sidewalk doesn't exist on either of those two sides for Walnut or Chestnut.

CHAIRPERSON CHERWIN: So, that's an issue that has come up before where we're a little concerned about, you know, when we talk about not changing the character of the neighborhood, when we have a sidewalk that kind of goes to nowhere. I understand the Village wants to eventually have sidewalks potentially there, but to kind of do it, you know, I wouldn't say randomly, but I mean, it's a new project that's coming along. Was there any consideration given to maybe some kind of deposit so that if a sidewalk was created in the future that, you know, in a time where it kind of made sense instead of being, you know, in my opinion, when we do this, it's kind of out of place, out of character and not really practical. I mean, was there any consideration given to saying, hey, let's take a deposit and, you know, a sidewalk maybe at a future date where it makes sense?

MR. OSOBA: That has been a consideration on other projects and it's generally done on a case-by-case basis based on the review of the project, based on Public Works' review. I don't believe that was done in this case, but it's certainly something we could take a look at.

CHAIRPERSON CHERWIN: Okay, and would you mind putting back up on the screen, Dan, the zoomed-out map that you had as we look at the setback issue? So, I think the setback issues, it seems to me you did a calculation that was, you know, like if we look across the street, Walnut Avenue and Chestnut Avenue, it doesn't really seem like what's being proposed is out of place with that. That's kind of where the average comes. It looks to be in character to me when you look across the street. Where it maybe gets skewed is you have a lot to the north and you have a lot to the south where it's off, but otherwise, it seems to be in line.

Is that kind of your perception, too, where you draw these calculations and that's what it looks like?

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MR. OSOBA: So, the calculations, and I'll go to a different slide here, the calculations by code are basically on one side of the block between two intersecting streets. So, there's five homes with frontage on Chestnut, on the west side of Chestnut, and that's where that average actually comes in. But looking at the character of the neighborhood, the remaining surrounding lots, the setback in average or in general is about 20 to 25 feet for the existing development in the surrounding vicinity, but this block in particular does have an average of 80.

CHAIRPERSON CHERWIN: So, just to be clear for everybody, we're not, there's no zoning change in terms of the lots. The lots are all, you know, these lots are essentially conforming with the zoning with these setbacks. So, the difference really is this, it's like a, they could put a 40, you know, if these folks are at 80 feet, the Petitioner by right could come in and do 40 feet. So, all we're really talking about is the incremental 15-foot request of relief, right?

MR. OSOBA: Correct.

CHAIRPERSON CHERWIN: So, that wouldn't, you know, because I'm trying to think, if the Petitioner just went in by right and built something, there'll still be this I guess concern perhaps. I mean, you wouldn't be able to do anything about it because it's done by right, but we're talking about 15 feet essentially, I mean, is that --

MR. OSOBA: Essentially, yes. The average is 80, code requirement is 40, the Petitioner is requesting 25.

CHAIRPERSON CHERWIN: 25 extra, okay. All right, I appreciate the clarification. I'm going to be quiet now. I'm going to go back on this end to Commissioner Petermann to see if he has any questions for Staff or the Petitioner.

COMMISSIONER PETERMANN: I do not.

CHAIRPERSON CHERWIN: No? Commissioner Schurtz?

COMMISSIONER SCHURTZ: Those are the two largest properties, correct, the two ones we were talking about, the people that were here?

MR. OBERMAN: We're on either side.

COMMISSIONER SCHURTZ: Okay.

MR. OBERMAN: The house next to me to the south is as deep. It covers the whole lot, to the back lot. So, there's four of them.

COMMISSIONER SCHURTZ: Okay. No, I don't have any other questions right now.

CHAIRPERSON CHERWIN: Commissioner Lorenzini, of the Staff or the Petitioner, any questions?

COMMISSIONER LORENZINI: No. Nothing from me.

COMMISSIONER GREEN: I have a question for Staff. Is there an Estate zoning overlay on this by chance?

MR. OSOBA: There is not. The underlying zone district of R-2 is the standards. The Comprehensive Plan does designate this as a "Single Family Residential Estate 2" which generally in the Comprehensive Plan just means that the lots are a little bit bigger just in context, but not necessarily in the underlying zone district.

COMMISSIONER GREEN: So, it is an Estate 2.

MR. OSOBA: In the Comprehensive Plan it's designated as such.

COMMISSIONER GREEN: For this area?

MR. OSOBA: For the entirety of the neighborhood, correct.

COMMISSIONER GREEN: Yes, because it's an overlay thing.

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MR. OSOBA: Well, it's not an overlay district; it's just designated as such in the Comprehensive Plan. So, the standards for the lots in the area are established by the R-2 District.

COMMISSIONER GREEN: But there are additional restrictions with the Estate zoning?

CHAIRPERSON CHERWIN: It's not zoned Estate.

COMMISSIONER DROST: There are not.

COMMISSIONER GREEN: Overlay, the overlay.

CHAIRPERSON CHERWIN: There's not an overlay. It's just the Comprehensive Plan which of course gets, you know, it's not a binding consideration.

MS. HITZEMANN: It's more like a future land use guide.

COMMISSIONER GREEN: Okay, but you know what I'm talking about, the Estate Overlay in certain areas, that's my point.

MR. OSOBA: Yes. There is a zone district for the R-E which is an Estate Zone District. This is not in that district, so it is not in an overlay one.

COMMISSIONER GREEN: Okay, that's what I want to know. Thank you.

CHAIRPERSON CHERWIN: Anything else, sir?

COMMISSIONER GREEN: No, I'm good; I'm good.

CHAIRPERSON CHERWIN: Thank you.

Mr. George, or Commissioner Drost I should say?

COMMISSIONER DROST: Yes, what's the history in this area? Was it unincorporated for a while and now, you know? We've had these issues in the past, and sort of bringing a little bit of a historical perspective is that you can't change what had already existed and now you're trying to do some remediation of what zoning should have been like. That's kind of the ouch, you know, in this process, you know. It's sort of unexpected. So, maybe you can shed a little light on it and add it to the record?

MR. OSOBA: Sure. Yes, this area is predominantly, was unincorporated and annexed as a whole and has been piecemeal developed over the years. So, development of new homes from larger lots into smaller lots being subdivided into the current zone standards or the standards of the time has happened over the past 40-50 years. But these are the remnant lots that have not been subdivided and are the larger lots that were annexed into the Village as is, and are now being subdivided into lots that are consistent with, generally consistent with the surrounding lot size.

COMMISSIONER DROST: Yes, and this is a desirable location and the idea is to try to bring some balance to what was done in the past and how you can deal with the current and future issues to bring a little bit more harmony into the neighborhood. Okay, thanks.

CHAIRPERSON CHERWIN: Thank you, sir.

Commissioner Ennes?

COMMISSIONER ENNES: I do have a question in regard to the neighbor-to-the-north's concern about how his, I believe it's his backdoor, his backyard is going to have the neighbor's backyard. Was anything considered with that as far as some type of a landscape buffer?

MR. OSOBA: There is nothing in code that would require a landscape buffer or anything that would be any type of screening between someone's kind of back property and the front of the property, but the Petitioner has provided what complies with code.

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COMMISSIONER DROST: And sort of to your question, too, about any restrictions on privacy fences or, you know, some future blocking off of views, any comment on that particular point?

MR. OSOBA: Sure.

COMMISSIONER DROST: I thought it was consistent with what you were asking.

COMMISSIONER ENNES: Okay.

COMMISSIONER DROST: Sure. So, privacy fences are permitted in the side and rear yards of any residential property up to six feet. So, in theory, the property in Lot 2 would be able to erect a six-foot tall privacy fence on either side of --

COMMISSIONER ENNES: That's what I'd like to address to the Petitioner. Is that something that you would consider?

CHAIRPERSON CHERWIN: Please come up to the podium.

MR. NIEMAN: A landscape buffer? Yes.

COMMISSIONER ENNES: Is something that you would consider?

MR. NIEMAN: We would discuss that, yes. Yes, we would talk about that.

COMMISSIONER ENNES: Okay, thank you.

CHAIRPERSON CHERWIN: Is that it, Commissioner Ennes?

COMMISSIONER ENNES: Yes, that's all I have.

CHAIRPERSON CHERWIN: Thank you.

Commissioner Sigalos?

COMMISSIONER SIGALOS: I have no questions at this point, no.

CHAIRPERSON CHERWIN: Okay, Commissioner Dawson?

COMMISSIONER DAWSON: Can you clarify the sidewalk comment that was made?

MR. OSOBA: What about the sidewalk comment?

COMMISSIONER DAWSON: I wasn't sure I followed. Is there going to be a partial sidewalk?

MR. OSOBA: Essentially, the sidewalk is going to be required from the north end of their property to the south end of their property on both Chestnut and Walnut. That's required based on the improvements required in Chapter 29. So, based on the --

COMMISSIONER DAWSON: So, show me the, so there's no sidewalk anywhere else?

MR. OSOBA: No.

COMMISSIONER DAWSON: Okay, so we've been down this road before, so I'm not in favor of a random sidewalk in the middle of nowhere.

Can I understand, so it seems to me the main concern is the setback, not the other requirements regarding the reduction in size for the lot. Why can't we put 40-foot setbacks here?

MR. OSOBA: I would defer to the Petitioner.

COMMISSIONER DAWSON: Petitioner?

CHAIRPERSON CHERWIN: Could someone from the Petitioner come up and answer that question?

COMMISSIONER DAWSON: Why can't -- can you come up to the speaker please?

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CHAIRPERSON CHERWIN: We're asking why the 40-foot --

MR. NIERMAN: Oh, I'm sorry.

COMMISSIONER DAWSON: I don't think it's been addressed. The main concern seems to be, I mean, there's other concerns but the main concern that I'm hearing is you're not doing the 40-foot setback. Why are you not doing the 40-foot setback?

MR. NIERMAN: It's a matter of the size of the house and the placement of the house I think and the backyard, because when you move the, if you were to establish a 40-foot setback, then the backyard is going to be truncated by that same amount of feet, in this case 15.

COMMISSIONER DAWSON: Sure.

MR. NIERMAN: So, you would have a 34-foot --

(Comments from the audience.)

COMMISSIONER DAWSON: So, there's no public commentary right now.

CHAIRPERSON CHERWIN: No public comments right now, please.

COMMISSIONER DAWSON: But to what they're saying, why is that the neighborhood's problem if the setback requirement is 40 feet? So, there's going to be a smaller backyard. You purchased this property to develop knowing the restrictions of the property. Why should I allow such, I mean, I get that a 40-foot setback, there's nothing I can do about it, but if we've got a neighborhood filled with 80-foot setbacks and these are going to be 15, that does to me change the essential character of the neighborhood. I don't see why you're not doing the 40-foot setback.

MR. NIERMAN: Well, again, the balance of the neighborhood, the front yard setbacks are between 20 and 28 feet.

COMMISSIONER DAWSON: That's not what it showed on the picture.

MR. NIERMAN: No, along the east side of Chestnut Street and the west side of Walnut Street.

CHAIRPERSON CHERWIN: Dan, could you bring up that picture?

MR. NIERMAN: The front yard setbacks are between 21 and 28 feet.

COMMISSIONER DAWSON: Okay, where?

MR. NIERMAN: With the majority being about 25 feet. That's why we were looking at a 25-foot setback.

COMMISSIONER DAWSON: So, Dan, can you show me? I mean, where are we talking? They're saying 80-foot, everything is 80, what are our setbacks around here?

MR. OSOBA: Yes, so I'll explain kind of the two pieces to it. So, the setback requirement, the average of 80 feet is between LaSalle Street which is one property to the north, and then --

COMMISSIONER DAWSON: You have your magic thing; just show me where you're talking about.

MR. OSOBA: Unfortunately, I can't show you on this.

COMMISSIONER DAWSON: Okay, where is LaSalle Street? Magic clicker, there you are, yay.

MR. OSOBA: So, LaSalle Street is right here. So, the property is in between this street and Palatine Road on the west side of Chestnut.

COMMISSIONER DAWSON: Oh, just those have the --

MR. OSOBA: These five are the ones that established the required

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average. The Petitioner is, I'm assuming the Petitioner is talking about the properties in the surrounding area on Walnut and Chestnut that have a 21 to 28-foot setback.

COMMISSIONER DAWSON: Those would be directly across the street from this property?

MR. OSOBA: Correct, yes, from the one that's being requested.

MR. NIERMAN: Yes. Those lots were platted and subdivided with the established front yards being nominally 25 feet.

COMMISSIONER DAWSON: Okay.

MR. NIERMAN: As Mr. Osoba pointed out, these are legacy lots. They've never been subdivided. So, it meets the bounds description and they're just --

COMMISSIONER DAWSON: No, I understand. I understand now. Okay, thank you. No more questions.

COMMISSIONER SIGALOS: So, my --

CHAIRPERSON CHERWIN: Go ahead.

COMMISSIONER DAWSON: You can ask him.

COMMISSIONER SIGALOS: No, I'm just curious. The one just across the street there are the ones that are 25-foot setbacks?

MR. OSOBA: Correct, yes.

COMMISSIONER SIGALOS: Those would conform with those directly across the street.

MR. OSOBA: This would be consistent with the ones directly across the street, but the ones that are on the same side of the street, on the west side of Chestnut, that's where the average setback is established at 80 feet, and a maximum of 40 feet is required by code.

COMMISSIONER DAWSON: Got it.

COMMISSIONER SIGALOS: Okay.

COMMISSIONER GREEN: I have a follow-up question on that, Dan. The code states that you should be sharing the average of the setback on your side of the street. So, in no place in the code does it say it has to match across the street. It says on the street that you live.

MR. OSOBA: Correct.

COMMISSIONER GREEN: So, technically, in my estimation, I know where you're coming from. They have a bigger lot; they push the houses into the middle so they didn't have to deal with any street. So, there's an argument to be made that the bigger the setback, the better it would be.

I have a quick question. Has the developer thought of selling two bigger lots and putting on even bigger homes instead of three, so it is a lot and lot? I'm just asking, I mean, because --

CHAIRPERSON CHERWIN: You can talk amongst yourselves for a minute here before you come up.

(Slight pause.)

MR. NIERMAN: Frankly, I don't think so. I think it's a matter of economics. It's not cost-effective to build the two homes on, as you said, two huge homes on the lot.

CHAIRPERSON CHERWIN: Is there any -- I'm sorry, go ahead.

COMMISSIONER DAWSON: No, no, go ahead, go ahead.

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CHAIRPERSON CHERWIN: Commissioner Dawson brought up the question of the setbacks. So, if you were to push these back and take away some of the backyard, we'd almost have no reason to be here because you'd be able to do that without our approval. Is there any consideration given to, or ability to appease some of the concerns of the neighbors by pushing those houses even partially back? Even if it, I mean, it's 15 feet we're talking about by code. So, are you able to push those back? If you push them back 10 feet, now we're talking about an increment of five feet which doesn't seem to be a big deal to me.

MR. NIERMAN: Well, I would need to confirm with my client, but --

CHAIRPERSON CHERWIN: I'm just asking the question. If you want to go ahead, take the time to do that.

Dan, cue the Jeopardy music.

COMMISSIONER DAWSON: While they're talking, Dan, is that correct, what Commissioner Green said that the code is specific, because I saw some talking going on over here as well.

MR. OSOBA: Yes. So, the code specifically states that the average between the two blocks is what establishes the average setback. So, the setback between LaSalle and Palatine on the west side of Chestnut, those five homes on the slide that have the red line on it which establishes what those front yard setbacks are.

COMMISSIONER DAWSON: On the same block? You can't --

COMMISSIONER GREEN: On the same side of the street is the --

COMMISSIONER DAWSON: The code does not consider the other side of the street, okay.

MR. OSOBA: The code does not consider that.

COMMISSIONER DAWSON: And what type of precedent do we have for disregarding that?

MR. OSOBA: It's not necessarily that we're disregarding that. The Petitioner is using that as justification for their request.

COMMISSIONER DAWSON: No, no, I understand, but do we have other examples of similar situations?

MR. OSOBA: Of similar situations, yes, where we have existing larger lots that either require a 40-foot maximum or somewhere in between and the general surrounding context has --

COMMISSIONER DAWSON: Been taken into account.

MR. OSOBA: -- been taken into account based on a variance request, yes.

COMMISSIONER DAWSON: Okay.

Sir?

MR. NIERMAN: To answer, we'd look at a landscape buffer but we're going to stand pat on the request for the 25-foot setback. Thank you.

CHAIRPERSON CHERWIN: All right, any other questions of the Petitioner or the Staff from our Commissioners? Anybody over here?

(No response.)

CHAIRPERSON CHERWIN: Is there a motion?

COMMISSIONER DAWSON: Well, I want to discuss the sidewalk issue before a motion is proposed.

CHAIRPERSON CHERWIN: Sure. Go ahead, Sue.

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COMMISSIONER DAWSON: I just would love for a motion to include a waiver on the requirement of the sidewalk so we don't have a floating sidewalk.

CHAIRPERSON CHERWIN: I think that would be included in the ultimate, I don't know if it's a separate motion I don't think. I think that --

COMMISSIONER DAWSON: No, if we're going to make a motion, isn't that one of the requirements?

MR. LYSICATOS: Yes, and to just kind of touch on that just for a moment, if we're adding a variance, so since the public hearing notice did not notice for an additional variation, it will require another public hearing. We do; we would --

COMMISSIONER DAWSON: We've done this before though.

MR. LYSICATOS: Adding variations or more variations?

COMMISSIONER DAWSON: We've done this before where the petition required a floating sidewalk in the middle of nowhere and we've said take out the floating sidewalk and that was in the motion.

MR. LYSICATOS: Well, we could, well, I think some of the things we've done in the past is look at an agreement for when that sidewalk would be built or contributions to that, so there could be a condition where it's not removing the requirement for it, but it's conditioning how the sidewalk would be built. I think we've had several of those over the last, since the time I've been here.

COMMISSIONER DAWSON: Right, right.

MR. LYSICATOS: You know, we used to do estoppel agreements but we've moved to more, to just agreements with the landowners.

COMMISSIONER DAWSON: Right, if the sidewalk, I think that is what we did last time. If the sidewalk is required in the future --

MR. LYSICATOS: There would be an estoppel agreement.

COMMISSIONER DAWSON: Yes, when it comes to the sidewalk, if more building happens and there's a sidewalk, then the owner of that property would have to contribute to the building of the sidewalk.

MR. LYSICATOS: Yes, I think what we do is we have a condition that the property owner enter into an agreement on the conditions of how that sidewalk would be constructed.

COMMISSIONER DAWSON: Right.

MR. LYSICATOS: It would be something along the lines of that, where it would remove the requirement and, therefore, not create a new variation.

COMMISSIONER DAWSON: So, do you have an objection to our motion adding that tonight? Otherwise, I can simply put it in my commentary for Staff consideration as it moves forward to the Village.

CHAIRPERSON CHERWIN: I think that's up to you, Sue.

COMMISSIONER DAWSON: No, I meant I would rather it be in the motion, but --

CHAIRPERSON CHERWIN: Yes.

COMMISSIONER DAWSON: -- if your belief is that that causes legal issues relative to the motion, then I'll just put it in my commentary.

CHAIRPERSON CHERWIN: I think if the motion -- oh, go ahead, Michael.

MR. LYSICATOS: Yes, I think part of that is we also discuss it with

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Engineering because they most of the time will provide the mechanism for that, how it's done. They lay out the requirements for any pre-engineering, cost estimates, things of that nature. So, I think maybe it's more appropriate to have it as a note. That's something that we'd discuss with them before it comes to the Village Board.

COMMISSIONER DAWSON: Happy to put it in the comment, sure.

MR. LYSICATOS: That way we have a chance to discuss with the rest of the Village Staff on how that mechanism needs to work.

COMMISSIONER DAWSON: If that's the appropriate procedure in your opinion, then that's what I'll do.

MR. LYSICATOS: Yes. Thank you for the consideration and bringing it up.

COMMISSIONER ENNES: A reserve? Some type of a reserve?

COMMISSIONER DAWSON: I'll just put it in my comment, yes, an estoppel or some other, I will say something in my comment that you guys will know what I mean because it's all on the record and we'll sort it out later.

CHAIRPERSON CHERWIN: All right, so any questions then?

COMMISSIONER DROST: Yes, the only other question on the privacy fence, even though it is legal under our current ordinance, is there something that can provide notice triggering or some other alternative to a privacy fence where there could be mutual screening to create that woodsy look?

MR. OSOBA: From a zoning code perspective, no, but if the Plan Commission wishes to make some modified version of a condition of approval to that effect, they may, but as from a zoning code perspective, they would be able to do that fence by right.

COMMISSIONER DROST: Any comment here? Anybody want to move with that --

CHAIRPERSON CHERWIN: Well, I think that if you want to make a motion --

COMMISSIONER DROST: I'll make a comment on the privacy fence, that there, you know, be considered, or should the proposal be approved, that we can let that be handled by the Village Counsel.

MR. LYSICATOS: Just to provide a planning clarification, the detention pond will be Village property. That will become a Village facility, so the Petitioner, well, we, we're the property owner, we would not put up a privacy fence there.

COMMISSIONER DROST: No, and I --

MR. LYSICATOS: We are the northerly side of the property that the consideration for the privacy fence --

COMMISSIONER DROST: The detention really adds to a lot of view or visibility. I mean, it's a nice green space.

MR. LYSICATOS: Yes, and that's our property, we likely would not put up a, I mean I don't know what we're going to do there from a safety construction standpoint, but that would not be on the property owner.

COMMISSIONER DROST: No, it's just allaying some of the concerns because I'd have that, too, if I was, you know, if that was my new neighbor.

CHAIRPERSON CHERWIN: All right, thank you, George.

Are there any motions? Does anybody want to make a motion on this?

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COMMISSIONER PETERMANN: I have one last question.

CHAIRPERSON CHERWIN: Yes, Michael.

COMMISSIONER PETERMANN: The size of these homes. We talk about the consistency and the setback but, Dan, I may have missed this, but the actual size of these homes, is that consistent? I get the homes to the north and south are rather large, but if we're going to make comparisons to the homes on the east and west, how do these homes compare in that size?

MR. OSOBA: Sure. So, the homes that are provided by the Petitioner are these ones on the slide here. These are conceptual, so tonight we're only looking at the plat of subdivision and the variances associated with it. So, we're not looking at the approval of these specific homes. The Petitioner has provided this along with floor area ratio calculations, building lot coverage and impervious coverage, along with setbacks for side and rear yards. Generally, based on the conceptual layout, they're consistent with the size of the surrounding area. Basically, the zoning code regulates for all of these lots in the same way, so as long as they're complying with code in all of those different development standards, they're going to be relatively consistent with the surrounding context of the homes.

COMMISSIONER PETERMANN: Okay, so we don't have like an estimate, because just as I look at this drawing, the home to, that would be the west, is probably 3,000 square feet, the one right there next to the retaining, like that, that looks like it could be huge.

MR. OSOBA: That one would allow a larger lot, or a larger house because it is a larger lot. I would let the Petitioner speak, too, if they have an idea on what the size of their potential homes would be, but --

COMMISSIONER PETERMANN: Yes.

MR. OSOBA: -- again, it's going to be reviewed as part of the Design Commission and further building permit application.

COMMISSIONER PETERMANN: I get that. I just think even more reason why we should honor the setback a little bit. I get the concerns from the public there of there's going to be a very large home right in front. I tend to think if I was next door, I wouldn't be a huge fan of that either unless we were to adjust the setback in some way.

CHAIRPERSON CHERWIN: Thank you, Michael.

Anyone else have a comment or a motion?

COMMISSIONER ENNES: Okay, I'll make a motion.

A motion to recommend to the Village Board of Trustees approval of PC #24-018, Preliminary Plat of Subdivision to create three residential lots and one dedicated on-site stormwater detention lot, and the following Variations:

- 1. Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25 feet where 40 feet is required;**
- 2. Variation from Chapter 28, Section 5.1-2.2 to permit a lot width of 60 feet and a lot area of 8,800 square feet where 75 feet in width and 10,000 square feet in area is required; and**
- 3. Variation from Chapter 29, Section 307(b)(2) to permit a subdivision with a residential lot 60 feet in width and 8,800 square feet in area where 75 feet in width and 10,000 square feet in area is required.**

APPROVED

This recommendation is subject to resolution of the following:

- 1. Final Plat of Subdivision approval shall be required.**
- 2. The Petitioner must provide all required fees in accordance with the requirements of Chapter 29 of the Village Code.**
- 3. The Petitioner shall locate aboveground utilities, transformers, or other similar utility company mechanical equipment in such a way that they are screened from public rights-of-way to be reviewed with the submission of building permits.**
- 4. A Design Commission application shall be required prior to the teardown of the existing home and prior to the issuance of any building permits for construction of new homes.**
- 5. Prior to issuance a site development permit for the required improvements, the Petitioner shall provide a fee-in-lieu for the deficient volume required by the Village for the on-site detention basin.**
- 6. The Petitioner shall comply with all federal, state, and Village codes, regulations and policies.**

CHAIRPERSON CHERWIN: Is there a second?

COMMISSIONER DROST: I'll second that motion.

CHAIRPERSON CHERWIN: All right, a motion is on the table for a vote.

We'll do a voice vote.

MS. HITZEMANN: Dawson.

COMMISSIONER DAWSON: Yes, with comment.

MS. HITZEMANN: Drost.

COMMISSIONER DROST: Yes, with comment.

MS. HITZEMANN: Ennes.

COMMISSIONER ENNES: Yes.

MS. HITZEMANN: Green.

COMMISSIONER GREEN: No, with comment.

MS. HITZEMANN: Lorenzini.

COMMISSIONER LORENZINI: Yes, with comment.

MS. HITZEMANN: Petermann.

COMMISSIONER PETERMANN: No.

MS. HITZEMANN: Schurtz.

COMMISSIONER SCHURTZ: No.

MS. HITZEMANN: Sigalos.

COMMISSIONER SIGALOS: No.

MS. HITZEMANN: Cherwin.

CHAIRPERSON CHERWIN: Yes.

COMMISSIONER DAWSON: Anyone do the math on that?

CHAIRPERSON CHERWIN: We have a few comments that we want to add to the -- well, can you give me the count on that? I didn't, is it five?

MR. OSOBA: Five to four.

CHAIRPERSON CHERWIN: In favor?

APPROVED

MR. OSOBA: Five to four in favor, yes.

CHAIRPERSON CHERWIN: Okay, we have, so the motion passes. We have some comments for the record.

Commissioner Dawson?

COMMISSIONER DAWSON: My comment is specific to the sidewalk. As we discussed previously, I would like there to be some sort of provision that holds on the requirement to implement the sidewalk at this time and instead an estoppel or some other agreement to be revisited at a future date with the new homeowner having responsibility for adding in a sidewalk.

CHAIRPERSON CHERWIN: Thank you.

Another comment, George?

COMMISSIONER DROST: My comment relates to the fencing or potential fencing, that there be some triggering event, not necessarily a code approval but that the neighbor, whoever is the owner of the neighboring site have notice that there would be a privacy fence, and better yet, that there be a natural type screening so that the aesthetics of the lot and the development of the subdivision are consistent or more consistent to what exists today.

CHAIRPERSON CHERWIN: Thanks, George.

Okay, so --

COMMISSIONER LORENZINI: Wait, more comment. One more.

CHAIRPERSON CHERWIN: Oh, yes.

COMMISSIONER LORENZINI: I agree with Commissioner Dawson. We should do something about not putting the sidewalks in now and fall back on an estoppel agreement somewhere in the future.

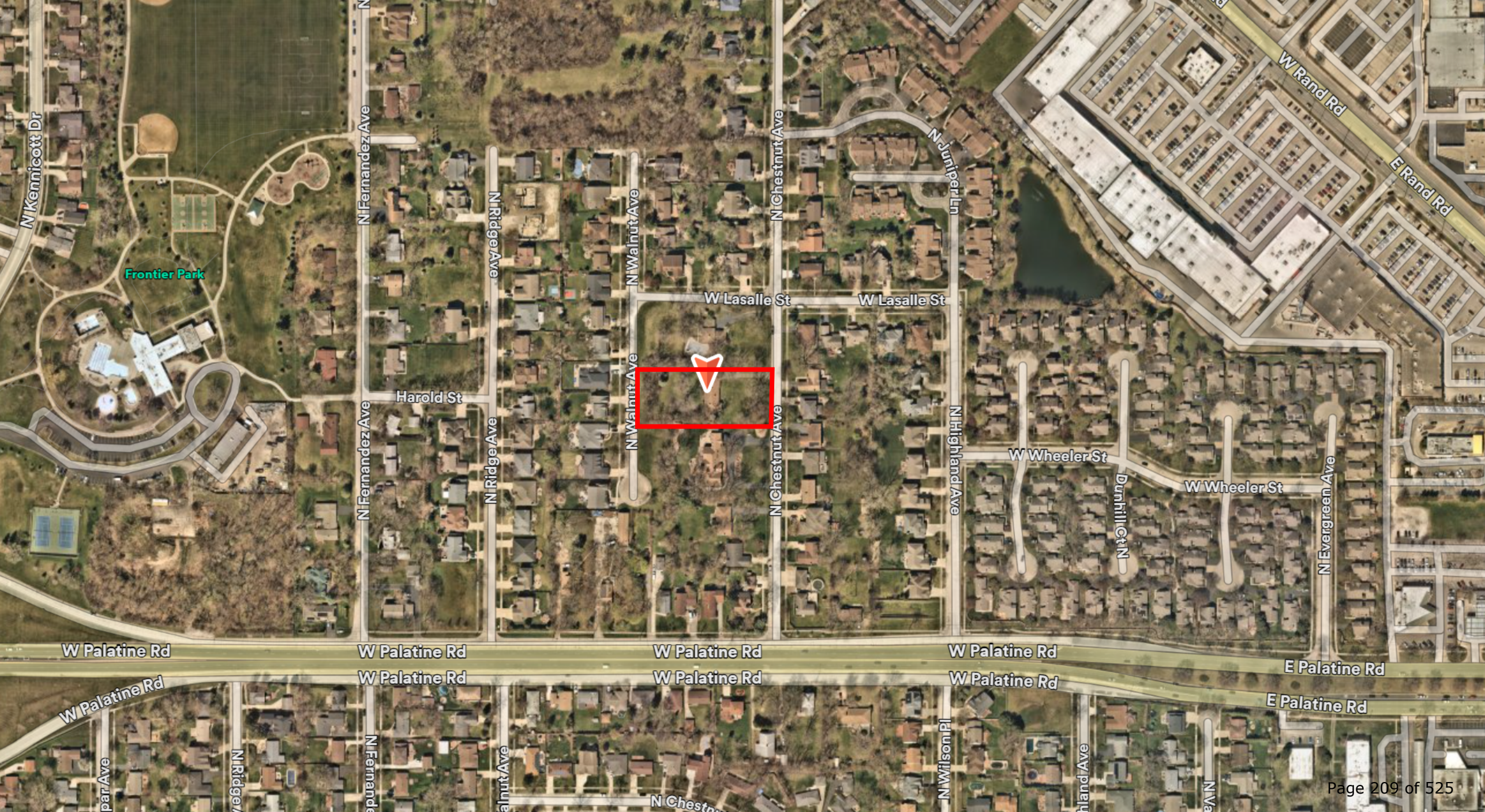
I do sympathize with the owners just north and south of this project. It is going to certainly change your view that you have now. Thank you.

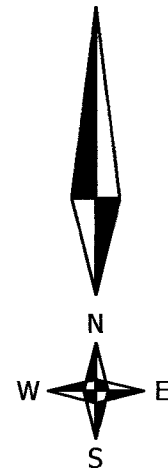
COMMISSIONER GREEN: My comment is that I sympathize with the homeowners to the north and south, and I voted no. It should be at least 40 feet.

CHAIRPERSON CHERWIN: All right, those are the comments. This is just a recommendation. Ultimately, this decision is being made by the Board, so they'll have more facts and they may have more questions, and they may ask for more from the Petitioners in the interim.

So, we have the recommendation to move forward. Thank you for your time, Petitioners and members of the public. You're free to go on. We do have a second public hearing. You're all free to stay here as well.

(Whereupon, at 8:22 p.m., the public hearing on the above-mentioned petition was adjourned.)





PLAT OF SURVEY

BY

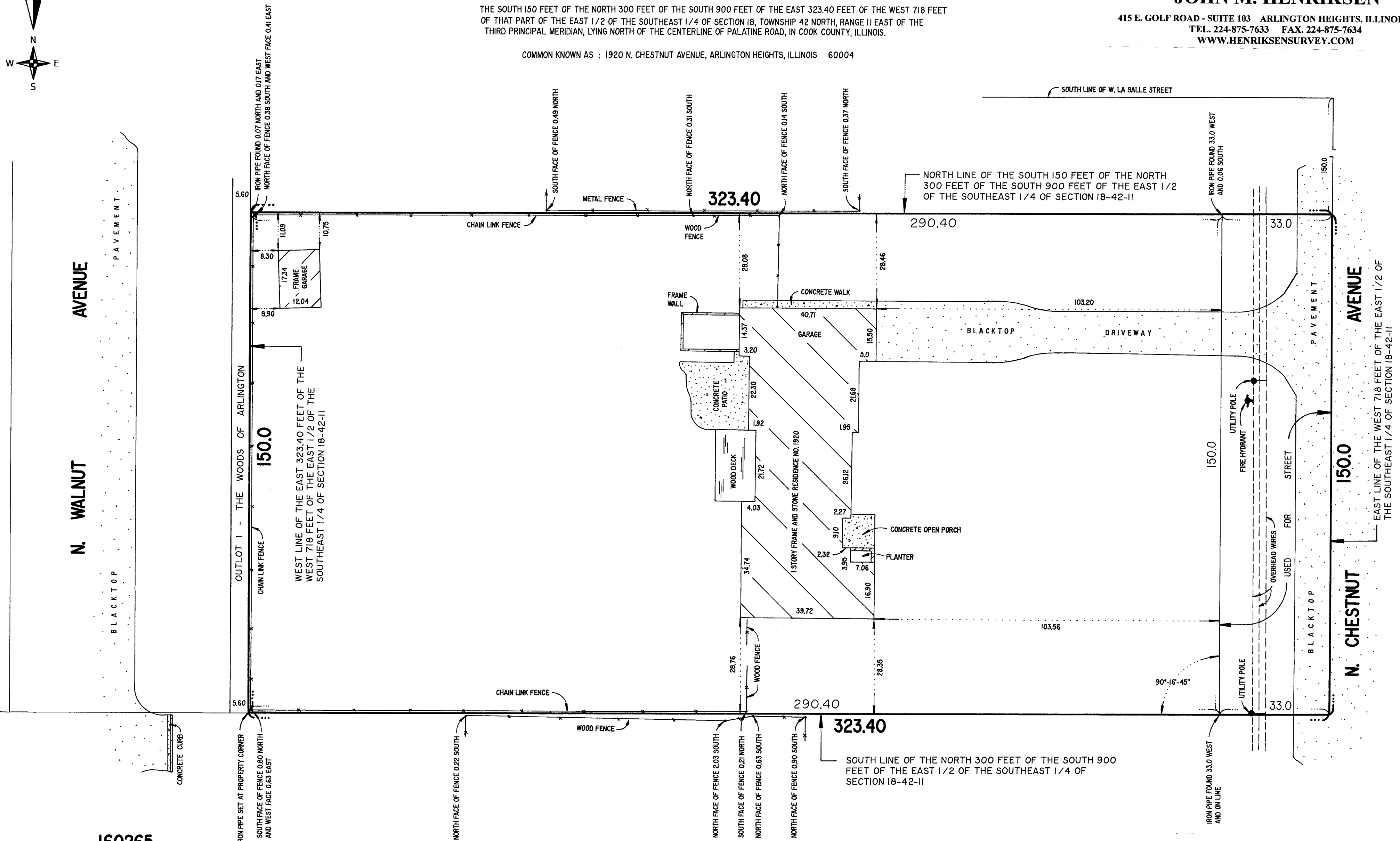
JOHN M. HENRIKSEN

415 E. GOLF ROAD - SUITE 103 ARLINGTON HEIGHTS, ILLINOIS 60005
TEL. 224-875-7633 FAX. 224-875-7634
WWW.HENRIKSENSURVEY.COM

LEGAL DESCRIPTION :

THE SOUTH 150 FEET OF THE NORTH 300 FEET OF THE SOUTH 900 FEET OF THE EAST 323.40 FEET OF THE WEST 718 FEET OF THAT PART OF THE EAST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF THE CENTERLINE OF PALATINE ROAD, IN COOK COUNTY, ILLINOIS.

COMMON KNOWN AS : 1920 N. CHESTNUT AVENUE, ARLINGTON HEIGHTS, ILLINOIS 60004



ORDER NUMBER: **160265**

SCALE: 1 INCH = 15 FEET

ORDERED BY: KIM MARKSHAUSEN

BUILDING LINES AND EASEMENTS, IF ANY, SHOWN HEREON ARE BUILDING LINES AND EASEMENTS AS SHOWN ON THE RECORDED SUBDIVISION PLAT. CONSULT LOCAL AUTHORITIES FOR BUILDING LINES ESTABLISHED BY LOCAL ORDINANCES.

PLEASE CHECK LEGAL DESCRIPTION WITH DEED.

COMPARE ALL POINTS BEFORE BUILDING AND REPORT ANY DISCREPANCY IMMEDIATELY.

DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING.

FRACTIONAL INCH EQUIVALENTS
OF HUNDREDTHS OF A FOOT

0.01-1/8"	0.25-3"
0.02-1/4"	0.33-4"
0.03-3/8"	0.37-4-1/2"
0.04-1/2"	0.38-4-1/2"
0.05-5/8"	0.42-5"
0.06-3/4"	0.50-6"
0.07-7/8"	0.58-7"
0.08-1"	0.62-7-1/2"
0.09-1-1/8"	0.63-7-1/2"
0.10-1-1/4"	0.67-8"
0.11-1-3/8"	0.75-9"
0.12-1-1/2"	0.83-10"
0.13-1-1/2"	0.87-10-1/2"
0.14-1-5/8"	0.88-10-1/2"
0.15-1-3/4"	0.92-11"
0.16-1-7/8"	1.00-12"
0.17-2"	

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

STATE OF ILLINOIS
COUNTY OF COOK

I, JOHN M. HENRIKSEN, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY. DIMENSIONS ARE SHOWN IN FEET DECIMAL PARTS THEREOF.

ARLINGTON HEIGHTS, ILLINOIS SEPTEMBER 26, 2016

John M. Henriksen
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2668
LICENSE EXPIRES NOVEMBER 30, 2016.

**CHESTNUT WOODS SUBDIVISION
PROJECT SUMMARY**

09/16/2025

File Number: PC24-018;

Project: Chestnut Woods Subdivision

Address: 1920 N. Chestnut Avenue

Zoned R-2.

Chestnut Woods Subdivision Proposed Development: demolishing an existing 1,800 square-foot residential single level house on a 49,500 Square Foot (1.136 Acres) parcel and developing a consisting of three single family residential lots (Lot 1, Lot 3 and Lot 4), a detention facility parcel (Lot 2) and the dedication of a 33.0-foot wide by 150.00 long parcel, 4,950 square foot area for N. Chestnut Avenue right of way.

Residential Lot 1 (Concept #3): Facing N. Chestnut Ave., 90.0-feet wide by 148.0-feet deep, 13,320 square-feet; 25.0-foot front yard, 14.5-foot side yard on the North, 10.0-foot side yard on the South (adjacent to the detention pond) and a 49.5-foot rear yard (consistent with majority of neighborhood yards); developed with a two-story residence plus basement and attached garage with a total of 5,556 square-feet (excluding basement) and a maximum height of 25.0 feet. Proposed building lot coverage of 25.95 % and a FAR of 41.71%.

Detention Facility Parcel Lot 2: Facing N. Chestnut Ave., 60.0-feet wide by 148.0-feet deep, 8,880 square-feet, to provide a detention facility for the proposed subdivision.

Residential Lot 3 (Concept #1): Facing N. Walnut, 75.0-feet wide by 148.0-feet deep, 11,100 square-feet; 25.0-foot front yard, 14.5-foot side yards and 55.5-foot rear yard (consistent with majority of neighborhood yards); developed with a two-story residence plus basement and attached garage with a total of 4,121 square-feet (excluding basement) and a maximum height of 25.0 feet. Proposed building lot coverage of 19.40% and a FAR of 37.12%.

Residential Lot 4 (Concept #2): Facing N. Walnut, 75.0-feet wide by 148.0-feet deep, 11,100 square-feet; 25.0-foot front yard, 15.8-foot side yards and 54.0-foot rear yard (consistent with majority of neighborhood yards); developed with a two-story residence plus basement and attached garage with a total of 3,884 square-feet (excluding basement) and a maximum height of 25.0 feet. Proposed building lot coverage of 17.86% and a FAR of 34.99%.

REVIEW CRITERIA STATEMENT

The Applicant, CLIM DEVELOPMENT, LLC, an Illinois limited liability company, being the owner of the property commonly known as: 1920 N. Chestnut Avenue, and as part of its application to the Planning Commission of the Village of Arlington Heights for approval of the Chestnut Woods Subdivision appeals for the following Variations from Chapter 28 and Chapter 29 of the Arlington Heights Municipal Code, in order to develop a four-lot subdivision, Chestnut Woods Subdivision, consisting of three single family residential lots (Lot 1, Lot 3 and Lot 4) and a detention facility parcel (Lot 2):

1. Variances from Chapter 28, Section 5.1-2.1 and Chapter 29, Section 29-307, to permit a lot (Lot 2) 60.0-feet wide and 8,880 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District in order to provide a detention facility for the proposed subdivision; and,
2. Variance from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 80.0-feet is required based on the required averaging of front yard lots on the west side of N. Chestnut Avenue.

states as follows:

a. I hereby state that the proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property if the variation(s) were granted.

The Petitioner states that the proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby properties:

1. Section 5.1-2.1 variance and Section 29-307 requests: The proposed 60-foot detention lot will be landscaped to be compatible with the surrounding neighborhood.
2. Section 5.1-2.3(a) variance request: The requested variance from the averaging requirement of the Section's second paragraph to allow 25-foot front yards on the three proposed single family lots will be compatible with the neighborhood and will not detract from the visual character or functionality of the neighborhood. The surrounding residential neighborhood consists of single-family properties having lot sizes and setbacks conforming to R-2 requirements, including, in particular, approximately 25-foot front yard setbacks. We note for reference that the front yards of the lots on the East side of N. Chestnut appear to have an average depth of approximately 25 to 28 feet and the front yards of the lots on the West side of N. Walnut appear to have an average depth of approximately 22 to 25 feet. (Please see Petitioner's Exhibit "A").

b. I hereby state that the plight of the owner is due to unique circumstances.

The Petitioner states that the plight of the owner is due to unique circumstances:

1. Section 5.1-2.1 variance and Section 29-307 requests: Due to the Subject Parcel being lower than or at the same elevation as the adjoining lots and streets and limitations of the existing storm sewer infrastructure (catch basin elevation heights), the proposed subdivision cannot utilize the regional Walnut Ladd Detention facility serving the neighborhood and must provide its own detention. The proposed detention basin and lot are sized to provide the required detention to serve the proposed subdivision and protect the adjacent neighborhood properties and allow the Petitioner to develop the remainder of the Subject into three residential lots conforming to R-2 Zoning regulations and receive an acceptable return on investment. We understand that the Subject has been vacant for a significant period due to the challenges presented in its redevelopment.
2. Section 5.1-2.3(a) variance request: Per the Section's second paragraph, front yard setback is determined by the average of the front yards established on the west side of N. Chestnut Avenue between W. LaSalle Street and W. Palatine Road, 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. The lots facing N. Chestnut Avenue between W. LaSalle Street and W. Palatine Road currently have the following Front Yard Setbacks that average approximately Eighty (80) Feet in depth:

<u>Address</u>	<u>Front Yard</u>
1908	28 Feet
1912	72.92 Feet
1916	99.17 Feet (Adjusted 33 Feet)
1920 (Subject)	103.53 Feet (Adjusted 33 Feet)
2000	99.17 Feet (Adjusted 33 Feet)
402.79 Feet / 5 Lots = 80.56 Average	

Please note that the easterly property lines of the referenced lots are not uniform. 1916, 1920 and 2000 N. Chestnut are properties of more than one acre with older homes set in the middle of the parcels with easterly property lines located in the middle of current N. Chestnut Avenue. As noted, the above measurements for 1916, 1920 and 2000 N. Chestnut are net having been reduced by 33 feet due to the widening of the N. Chestnut Avenue R.O.W. As part of this Chestnut Woods Subdivision approval, the village will require a dedication of 33 Feet for the Chestnut Avenue R.O.W. It appears that the easterly property lines of 1908 and 1912 N. Chestnut are further west to accommodate the previously dedicated 33-foot N. Chestnut Avenue Right of Way. We note for reference that the front yards of the lots on the East side of N. Chestnut appear to have an average depth of approximately 25 to 28 feet and the front yards of the lots on the West side of N. Walnut appear to have an average depth of approximately 22 to 25 feet. (Please see Petitioner's Exhibit "A").

c. I hereby state that the proposed variation is in harmony with the spirit and intent of this Chapter.

The Petitioner states that the proposed variations are in harmony with the spirit and intent of this Chapter, including by replacing one single family home with three single family homes of comparable size prevalent in the neighborhood:

1. Section 5.1-2.1 variance and Section 29-307 requests: The requested variance is necessary to provide adequate detention for the proposed subdivision and protect the adjoining properties.

2. Section 5.1-2.3(a) variance request: The requested variance and proposed 25-foot front yard setback conform with the first paragraph of Section 5.1-2.3(a)'s 25-foot front yard setback and is compatible with the neighborhood.

d. I hereby state that the variance requested is the minimum variance necessary to allow reasonable use of the property.

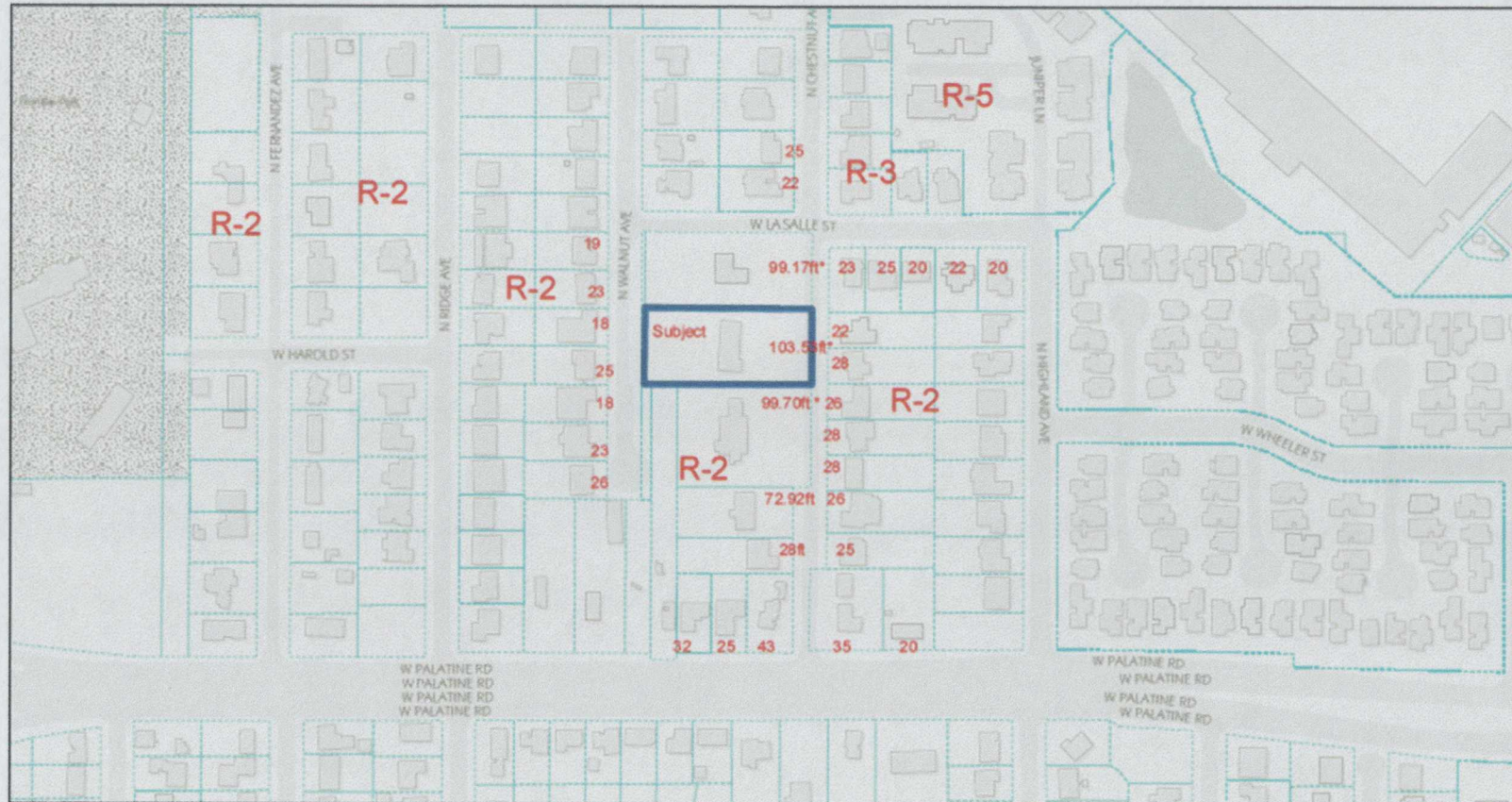
The Petitioner states that the requested variances are the minimum variances necessary to allow the reasonable use of the property as a four-lot subdivision consisting of three residential lots and one detention parcel lot.

CLIM DEVELOPMENT, LLC, an Illinois limited liability company, Petitioner,

By: _____ Date: _____

Name: Vitalie Clim

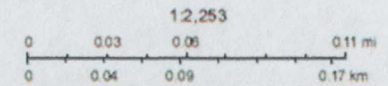
Exhibit "A"



June 9, 2025

Selected Parcel
Parcels Current

* Adjusted, reduced by 33 feet due to
ROW widening.



CONCEPT #1
FLOOR AREA CALCULATIONS

FIRST FLOOR = 2,203 SF
SECOND FLOOR = 1,918 SF
BASEMENT = 1,657 SF (NOT INCLUDED IN FAR)

FAR FLOOR AREA = 2,203 + 1,918 = 4,121 SF
LOT AREA = 11,100 SF
FAR = 37.12%

MAX FAR = 3938 + [(LOT AREA - 8750) * 0.4] = 4,878 SF

MAX HEIGHT = 25'-0"
(MEASURED FROM THE SIDEWALK LEVEL OPPOSITE OF THE MIDDLE OF THE FRONT OF THE BUILDING TO THE MEAN HEIGHT LEVEL BETWEEN THE EAVES AND RIDGE OF A GABLE, HIP OR GAMBREL ROOF)
PROPOSED HEIGHT = 25'-0"

MAX BUILDING LOT COVERAGE = 40% = 4,440 SF
PROPOSED BUILDING LOT COVERAGE = 2,154 SF = 19.40%

IMPERVIOUS AREA CALCULATIONS:
HOME FOOTPRINT = 2,154 SF
DRIVEWAY & SIDEWALK = 539 SF
FRONT PORCH = 122 SF
COVERED WOOD DECK = 328 SF
TOTAL = 3,143 SF (28.31%)
MAX ALLOWED = 50% = 5,550 SF

CONCEPT #2
FLOOR AREA CALCULATIONS

FIRST FLOOR = 1,994 SF
SECOND FLOOR = 1,890 SF
BASEMENT = 1,483 SF (NOT INCLUDED IN FAR)

FAR FLOOR AREA = 1,994 + 1,890 = 3,884 SF
LOT AREA = 11,100 SF
FAR = 34.99%

MAX FAR = 3938 + [(LOT AREA - 8750) * 0.4] = 4,878 SF

MAX HEIGHT = 25'-0"
(MEASURED FROM THE SIDEWALK LEVEL OPPOSITE OF THE MIDDLE OF THE FRONT OF THE BUILDING TO THE MEAN HEIGHT LEVEL BETWEEN THE EAVES AND RIDGE OF A GABLE, HIP OR GAMBREL ROOF)
PROPOSED HEIGHT = 24'-10"

MAX BUILDING LOT COVERAGE = 40% = 4,440 SF
PROPOSED BUILDING LOT COVERAGE = 1,983 SF = 17.86%

IMPERVIOUS AREA CALCULATIONS:
HOME FOOTPRINT = 1,983 SF
DRIVEWAY & SIDEWALK = 665 SF
FRONT PORCH = 164 SF
COVERED WOOD DECK = 369 SF
TOTAL = 3,181 SF (28.65%)
MAX ALLOWED = 50% = 5,550 SF

CONCEPT #3
FLOOR AREA CALCULATIONS

FIRST FLOOR = 3,457 SF
SECOND FLOOR = 2,099 SF
BASEMENT = 2,434 SF (NOT INCLUDED IN FAR)

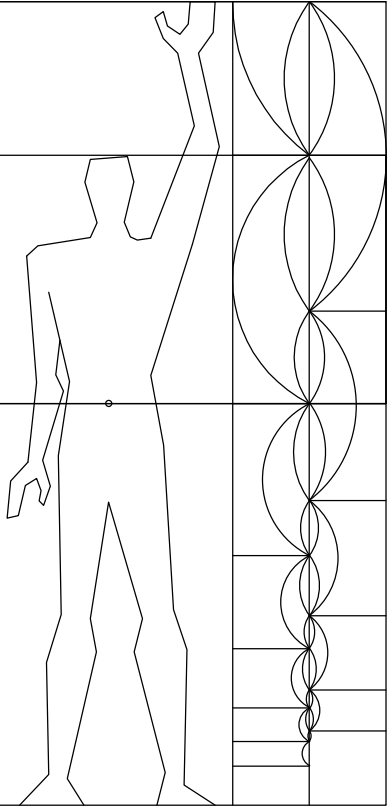
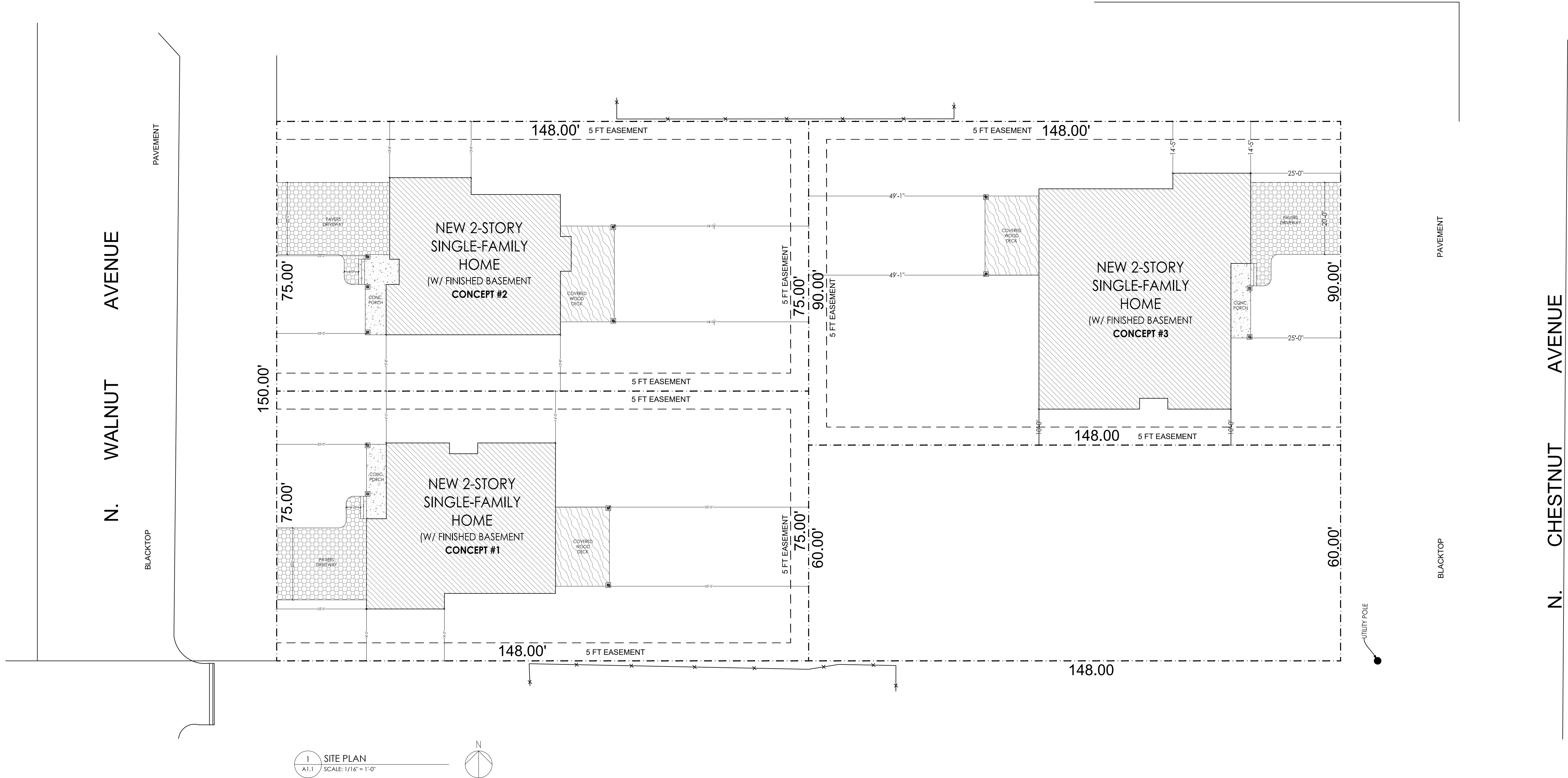
FAR FLOOR AREA = 3,457 + 2,099 = 5,556 SF
LOT AREA = 13,320 SF
FAR = 41.71%

MAX FAR = 3,938 + [(LOT AREA - 8,750) * 0.4] = 5,766 SF

MAX HEIGHT = 25'-0"
(MEASURED FROM THE SIDEWALK LEVEL OPPOSITE OF THE MIDDLE OF THE FRONT OF THE BUILDING TO THE MEAN HEIGHT LEVEL BETWEEN THE EAVES AND RIDGE OF A GABLE, HIP OR GAMBREL ROOF)
PROPOSED HEIGHT = 25'-0"

MAX BUILDING LOT COVERAGE = 40% = 5,328 SF
PROPOSED BUILDING LOT COVERAGE = 3,457 SF = 25.95%

IMPERVIOUS AREA CALCULATIONS:
HOME FOOTPRINT = 3,457 SF
DRIVEWAY & SIDEWALK = 539 SF
FRONT PORCH = 122 SF
COVERED WOOD DECK = 328 SF
TOTAL = 4,446 SF (33.37%)
MAX ALLOWED = 50% = 6,660 SF



BLUE LINES ARCHITECTURE
773.869.4438
ed@bluelinesdesign.com
www.bluelinesdesign.com
PO BOX 59116, Chicago, IL 60659

SUBDIV. REV. 10/17/2024

REVISION #1 2/20/2025

REVISION #2 6/2/2025

REVISION #3 7/7/2025

1920 N CHESTNUT AVE
ARLINGTON HEIGHTS, IL 60004

SITE PLAN

A1.1

AREA SUMMARY:
LOT 1 = 13,320 SQ. FT. OR 0.306 ACRE
LOT 2 = 8,880 SQ. FT. OR 0.203 ACRE
LOT 3 = 11,100 SQ. FT. OR 0.255 ACRE
LOT 4= 11,100 SQ. FT. OR 0.255 ACRE
TOTAL AREA = 44,400 SQ.FT. OR 1.019 ACRE

EASEMENT TO BE GRANTED AREA SUMMARY:
LOT 1 = 1,880 SQ. FT. OR 0.043 ACRE
LOT 3 = 1,805 SQ. FT. OR 0.041 ACRE
LOT 4= 1,805 SQ. FT. OR 0.041 ACRE
TOTAL AREA = 5,490 SQ.FT. OR 0.126 ACRE

PRELIMINARY PLAT OF CHESTNUT WOODS SUBDIVISION

OF THE SOUTH 150 FEET OF THE NORTH 300 FEET OF THE SOUTH 900 FEET OF THE EAST 323.40 FEET OF THE WEST 718 FEET OF THAT PART OF THE EAST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF THE CENTERLINE OF PALATINE ROAD, IN COOK COUNTY, ILLINOIS.

KNOWN AS: 1920 N. CHESTNUT AVENUE, ARLINGTON HEIGHTS, ILLINOIS 60004
COOK COUNTY PERMANENT IDENTIFICATION NUMBER:03 - 18 - 401 - 086 - 0000

OF THE SOUTH 150.00 FEET OF OUT LOT 1, IN THE WOODS OF ARLINGTON, BEING A SUBDIVISION OF PART OF THE EAST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

KNOWN AS: 20746 N. WALNUT AVE, ARLINGTON HEIGHTS, IL 60004
COOK COUNTY PERMANENT IDENTIFICATION NUMBER:03 - 18 - 401 - 173 - 0000

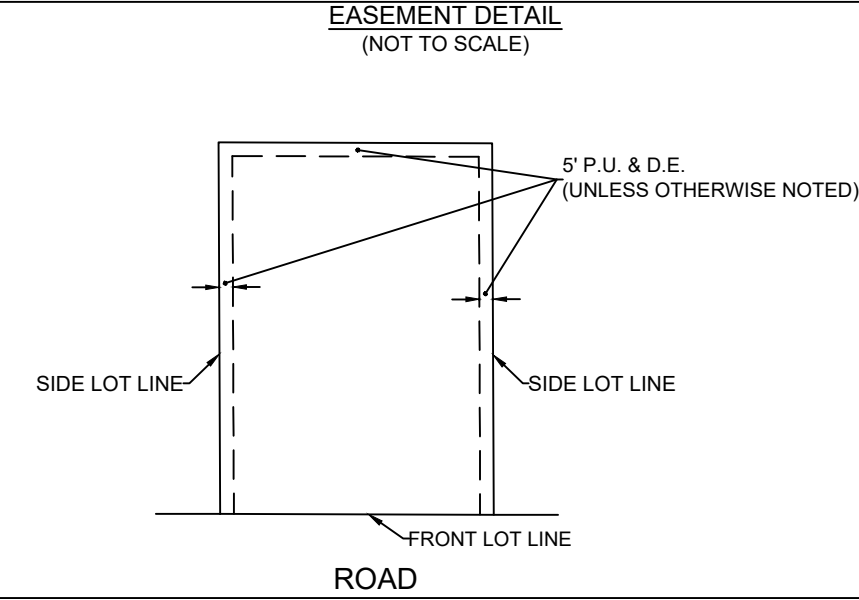
OWNER(S) INFORMATION

1920 N CHESTNUT AVE -Vitale Clim (Owner: 379 W County Line Rd., Barrington, IL 60010)
2000 N CHESTNUT AVE -JOHN C FEDERICI (NORTH ADJACENT OWNER)
1916 N CHESTNUT AVE -DONALD C SINCLAIR (SOUTH ADJACENT OWNER)
1912 N CHESTNUT AVE -MICHAEL J SARGENT
1909 N CHESTNUT AVE -LUIS R SOLANO & KIMBER
1911 N CHESTNUT AVE -PHILIP S FERTITTA & FR
1915 N CHESTNUT AVE -WANIS AORAH
1919 N CHESTNUT AVE -T CARTER
1923 N CHESTNUT AVE -LAURA PAXSON BANNON TR
2003 N CHESTNUT AVE -HPA ILL I LLC
2007 N CHESTNUT AVE -JACLYN STILLMAKER
1950 N WALNUT AVE -NEIL S ROSENBLUM & MAR
1960 N WALNUT AVE -SHRIRANG A MAHAJAN
1970 N WALNUT AVE -RICHARD OBERMAN & DINA
2010 N WALNUT AVE -THE STEVEN R MARAK FAM
2020 N WALNUT AVE -JAY A DEHART
2030 N WALNUT AVE -GERALD W HEIMSOOTH
2040 N WALNUT AVE -SCOTT & COLLEEN FABER
2050 N WALNUT AVE -ANTHONY C & GIOVANNA G
2060 N WALNUT AVE -PAUL HEINRICH
400 W PALATINE RD -NOSHAD NASEER CHAUDHRY (S. ADJACENT OWNER)
1965 N WALNUT AVE -N/A (S. ADJACENT OWNER)
444 W LASALLE ST -WAYMAN FAMILY TRUST
404 W LASALLE ST -ARTHUR & SHEILA BRUNETTI
270 W LASALLE ST -PATRICK F WADLEY
307 W LASALLE ST -REED & JANET HANSEN
303 W LASALLE ST -MICHAEL DIMAGGIO
209 W LASALLE ST -RANDY HARRIS
2041 N RIDGE AVE -SZNAJDER & LEWKOWSKA
2031 N RIDGE AVE -TRUSTEE THE STEVEN M G
2021 N RIDGE AVE -KATHLEEN M PONCE
2011 N RIDGE AVE -LUCIA M MORAN
1927 N RIDGE AVE -VIKTOR MOSKALYUK
1923 N RIDGE AVE -KISHORE VARMA

DATE	ISSUED FOR DESIGN COORDINATION	ISSUED FOR REVISION #1	ISSUED FOR REVISION #2	ISSUED FOR REVISION #3	ISSUED FOR REVISION #4	ISSUED FOR REVISION #5
09/17/2024	1	02/24/2025	3	06/10/2025	4	08/07/2025
09/17/2024	2	02/24/2025	3	06/10/2025	4	08/07/2025
09/17/2024	3	06/10/2025	4	07/08/2025	5	08/07/2025
09/17/2024	4	07/08/2025	5	08/07/2025	6	09/12/2025
09/17/2024	5	08/07/2025	6	09/12/2025		
09/17/2024	6	09/12/2025				

PRELIMINARY SUBDIVISION PLAT
1920 N. CHESTNUT AVENUE
ARLINGTON HEIGHTS, ILLINOIS

LEGEND
BOUNDARY LINE OF SUBDIVISION
PROPOSED LOT LINE
LOT - PROPOSED LOT NUMBER
LOT - EXISTING LOT NUMBER
EXISTING FOUND IRON PIPE
PROPOSED SET 18" IRON PIPE
PUBLIC UTILITIES & DRAINAGE EASEMENT
B.S.L. BUILDING SETBACK LINE
B/C = BACK OF CURB
B-B = BACK TO BACK OF CURB
(D) DEED DATA
(M) MEASURED DATA



STATE OF ILLINOIS)
COUNTY OF COOK)

I, RICHARD R. KANTHAPHIXAY, a Illinois Professional land Surveyor, hereby certify that a survey has been made, at and under my direction, of the property described above, and that the survey hereon drawn is a correct representation of said survey and conforms to the current Illinois minimum standards for a boundary survey.

Streamwood, Illinois, JUNE 08, A.D. 2025

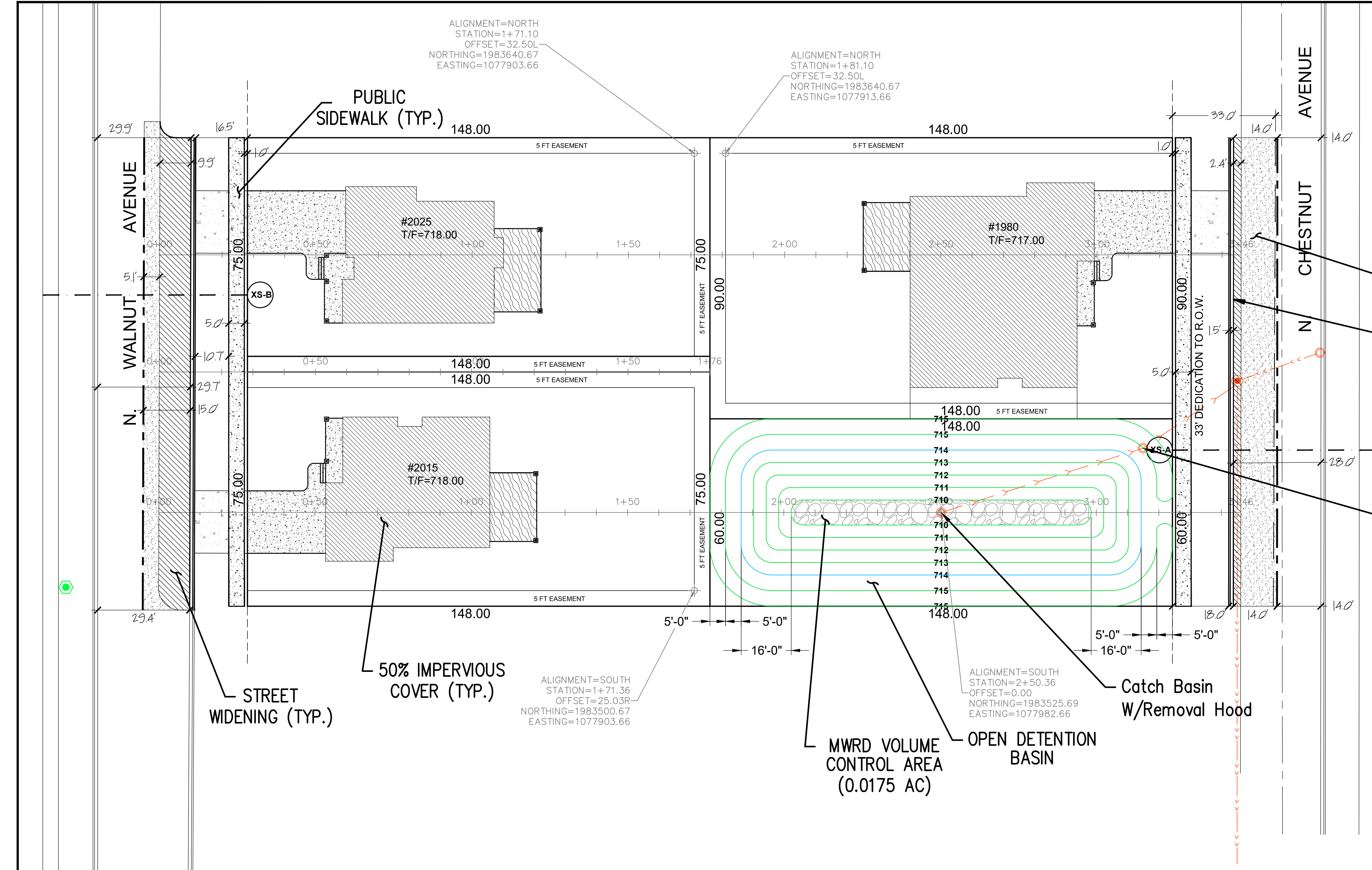
By

Illinois Professional Land Surveyor
Certificate No. 3807
Expiration date: 11-30-2026

KANTHAPHIXAY
Land Surveying
17 N. Ridge Court, Streamwood IL 60107
Phone: (224) 425-0009
Cell: (630) 973-7491

DATE	09/17/2024
REVISION	1
DATE	02/24/2025
REVISION	2
DATE	06/10/2025
REVISION	3
DATE	07/08/2025
REVISION	4
DATE	08/07/2025
REVISION	5
DATE	09/12/2025
REVISION	6

OF 1 SHEETS
SHEET 1
PROJ # 241202



PROJECT SITE SUMMARY

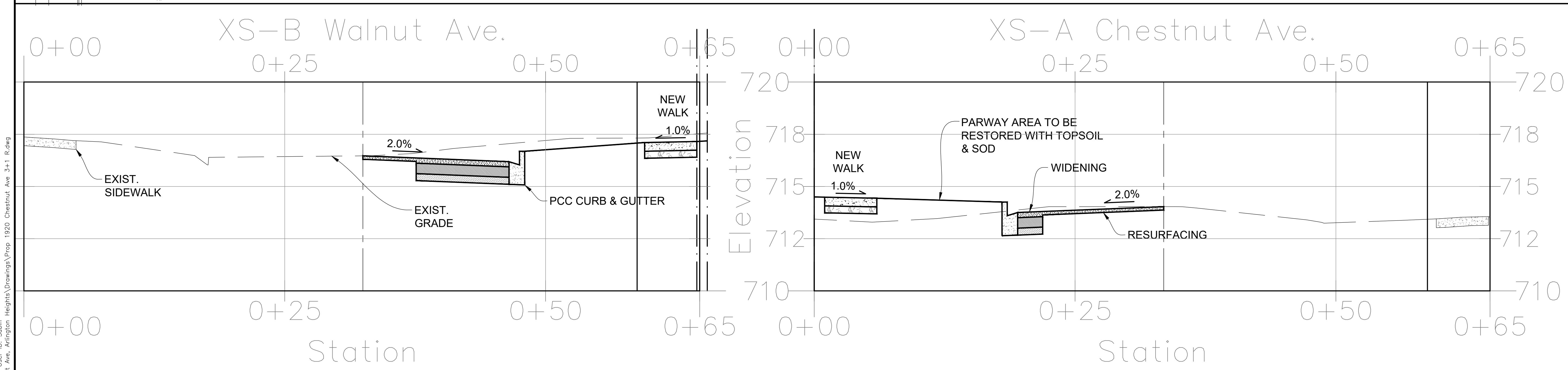
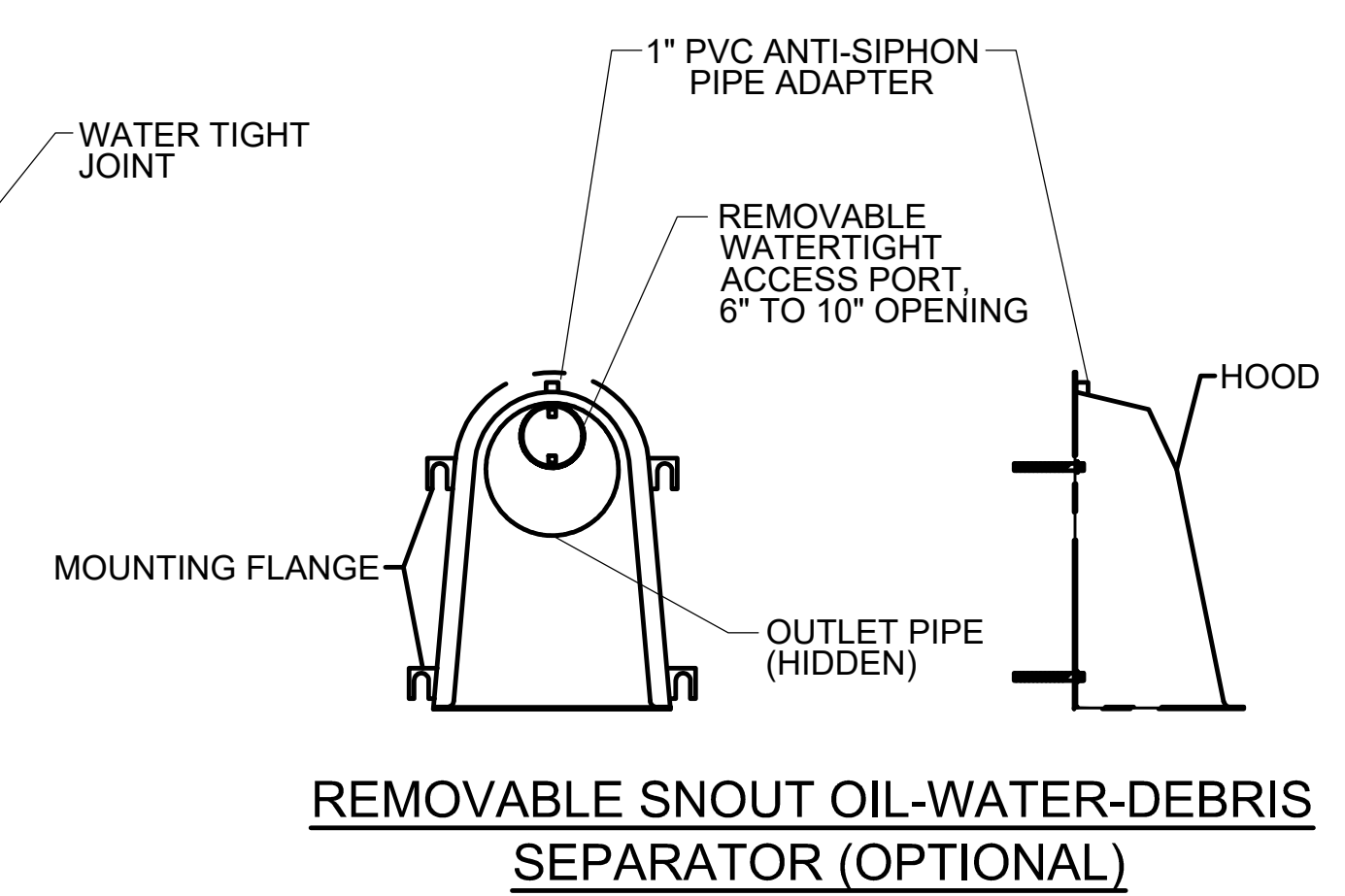
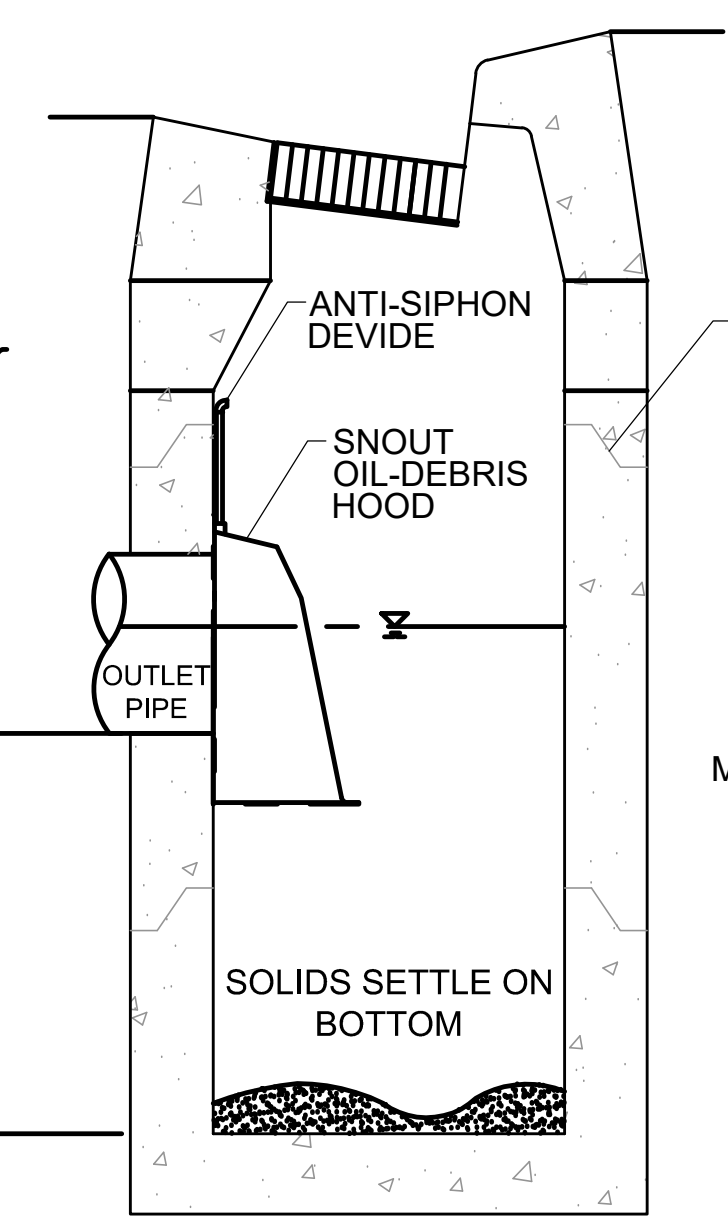
SUBDIVISION: 1.019 ACRES
DETENTION LOT: 0.170 ACRES
PROJECT AREA: 1.019 ACRES
CONSERVATION AREA/DEED RESTRICTED AREA: 0.00 ACRES

STORMWATER SUMMARY	REQUIRED (AC-FT)	PROVIDED (AC-FT)
VOLUME CONTROL (MWRD)	0.034	0.034
DETENTION VOLUME (LOCAL)	0.222	0.197
DEFICIENCY (2")	0.025	

STREET RESURFACING (TYP.)
STREET CURB & GUTTER (TYP.)

Restrictor Structure

CATCH BASIN WITH REMOVABLE HOOD



- WIDENING PAVEMENT SECTION:
- 2" N50 SURFACE COURSE
 - 2 1/4" N50 BINDER COURSE
 - 5" N50 BASE COURSE
 - 4" CA-6 STONE SUB-BASE
- SIDEWALK SECTION:
- 5" THICK TYPICAL
 - 6" THICK THROUGH DRIVEWAYS
 - 4" CA-6 COMPACTED BASE

FULL SIZE PLANS HAVE BEEN PREPARED USING STANDARD ENGINEERING SCALES. REDUCED SIZED PLANS WILL NOT CONFORM TO STANDARD SCALES. USE THE SCALE BELOW TO MAKE MEASUREMENTS ON REDUCED PLANS.

0' 10' 20' 50'

PRELIMINARY SITE PLAN

DESIGNED BY: SCO
PROJECT NO.: 2024-1920
DATE: 10/10/2024
SCALE: 1:10 (FULL); 1:20 (HALF)
SHEET 3 OF 5

ENGINEERING PLANS PREPARED BY:

CIVILAND, PLLC
Design Firm License Number:
184.008369
LINCOLNWOOD, IL.
info@civilandllc.com
847.877.6900

Civiland LLC

PLANS PREPARED FOR:

CLIM DEVELOPMENT
vitalieclim@yahoo.com
773-396-0084

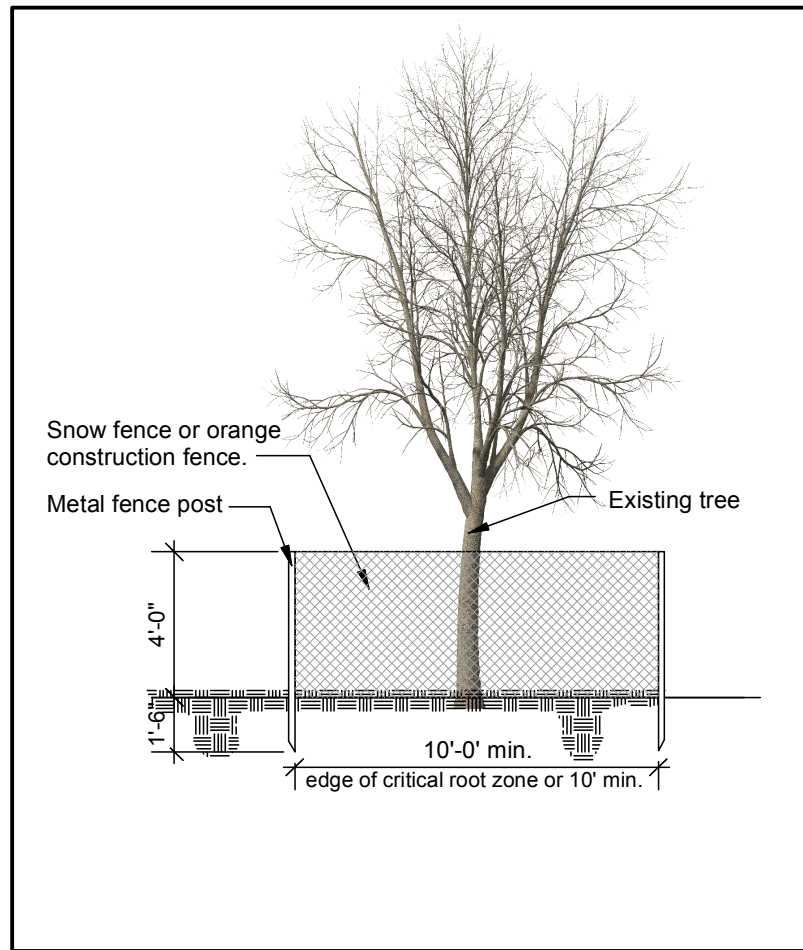
Project TBM
ELEV = 714.84
West top flange bolt of the existing fire hydrant, in the parkway, as shown.
Village BM
ELEV = 714.20
Disk at 821 W Gettysburg Dr
Lat 1984897.272900; Long 1076571.172500
Georeference: State Plane Coordinate System - Illinois East:
NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet

DATE	SUBMITTALS	REMARKS
09/15/2025	REVISED AS PER PCA ROUND 5	
08/07/2025	REVISED AS PER PCA ROUND 4	
07/10/2025	REVISED AS PER PCA ROUND 3	
06/02/2025	UPDATED TO 3+1 LOT SUBDIVISION	
10/10/2024	ISSUED FOR PLAN COMMISSION	

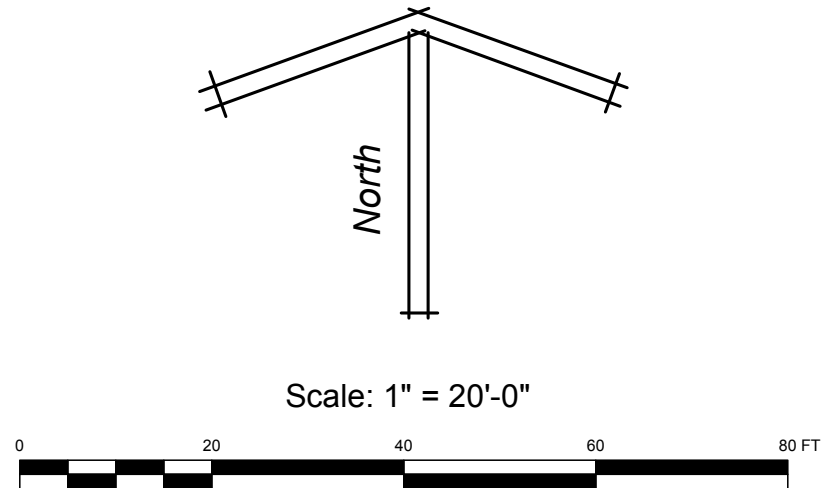
CHESTNUT WOODS
SUBDIVISION
1920 N CHESTNUT AVE.
ARLINGTON HEIGHTS, IL

Tree Preservation Plan

Scale: 1" = 20'-0"



Craig M. Patten
Landscape Architect
License # 157-000710 - Expires: August 31, 2027



Existing Tree List						
Tree #	Botanical Name	Common Name	Size	Condition	Save?	Notes
E-60	Acer saccharinum	Silver Maple	37" cal	poor	No	Remove
E-61	Acer saccharinum	Silver Maple	28" cal	good	No	Remove
E-62	Acer saccharinum	Silver Maple	31" cal	good	No	Remove
E-63	Acer saccharinum	Silver Maple	31.5" cal	poor	No	Remove
E-64	Acer saccharinum	Silver Maple	49.5" cal	poor	No	Remove
E-65	Gleditsia triacanthos inermis	Honeylocust	28" cal	fair	No	Remove
E-66	Acer saccharinum	Silver Maple	33" cal	fair	No	Remove
E-67	Fraxinus species	Ash	18" cal	poor	No	Remove
E-68	Ulmus pumila	Siberian Elm	18" cal	poor	No	Remove
E-69	Stump				No	Remove
E-70	Acer saccharinum	Silver Maple	47" cal	fair	Yes	
E-71	Acer saccharinum	Silver Maple	53" cal	poor	No	Remove
E-73	Acer saccharinum	Silver Maple	34" cal	fair	No	Remove
E-74	Acer saccharinum	Silver Maple	43" cal	good	No	Remove
E-75	Acer saccharinum	Silver Maple	21" cal	good	No	Remove
E-76	Morus alba	Mulberry	12" cal	good	No	Remove
E-77	Morus alba	Mulberry	16" cal	good	No	Remove

NOTE:
Tree survey completed by Montoya Tree Service, 375 Wolf Rd, Wheeling, IL 60090

Tree Replacement Information:
Due the construction equipment, site regrading, house construction and excavation of the open detention basin, it will not be possible to save all of the trees on the site but one. The replacement of these trees on a inch per inch basis is not possible as the site is too small. As noted in the existing tree list, all but one tree (Honeylocust) in fair or good condition are softwood trees (Silver Maple and Mulberry). Both have shallow root systems and have a tendency to invade drainage pipe and raising sidewalks, driveways and curbs causing considerable damage.

Aside from any parkway trees required, there will be 3, 3" caliper trees installed per Walnut Avenue lot and 4, 3" caliper trees installed on the larger Chestnut Avenue lot using the Arlington Heights' approved tree list for replacement species.

There are a total of 16 trees existing on the site. One tree is being saved and five more are in poor condition. That leaves a total of 10 trees in fair or good condition. Total number of replacement trees equals 10.

Existing Tree Legend	
	Existing contour line
	Existing deciduous trees to remain
	Deciduous trees to be removed
	Overhead Wires

Craig M. Patten
Landscape Architecture
1375 Meyer Road
Hoffman Estates, IL 60169
630-649-3067
cmplandarch@sbglobal.net

Date: October 1, 2024
Drawn By: C. M. Patten
Project No.: 24-0021

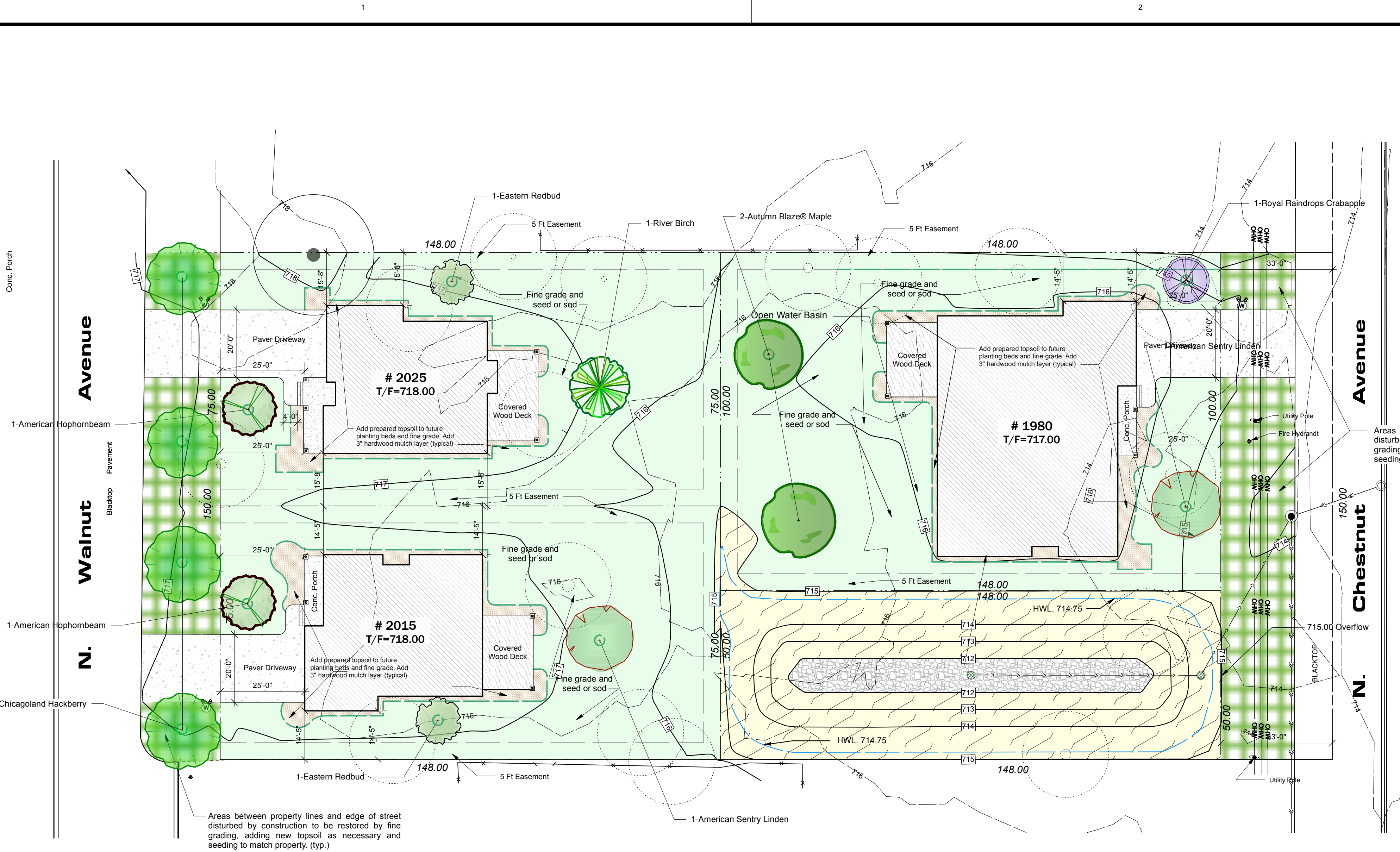
REVISONS	
No.	Description:
1	Changes to grading plan
2	Revised plan for 3 home units and open basin.

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1 3

Tree Preservation Plan
4 Unit Subdivision
1920 N. Chestnut Avenue
Arlington Heights, IL

H Ph: W Ph: Mobile Ph: -



Landscape Notes

1. Fine grade lawn areas to smooth, even surface with loose, uniformly fine texture. Roll, rake, and drag lawn areas, remove ridges and fill depressions, as required to meet finish grades.
2. Sod may be used as an alternate.
3. All lawn areas shall not be higher than adjacent paved surfaces in order to maintain positive surface drainage.
4. Loosen subgrade of lawn areas to a minimum depth of 6 inches. Remove stones measuring over 1 inch. Remove sticks, roots, rubbish, and other extraneous matter. Limit preparation to areas which will be planted promptly after preparation.
5. There shall be a minimum 4" layer of topsoil for all lawn areas. If there is not sufficient topsoil left on site from construction, topsoil shall be brought in from off site.
6. Any proposed irrigation system, if part of contract, shall be installed after fine grading is completed. Any lawn areas damaged are to be restored to specified condition prior to installation.
7. All seeded areas to be covered with futerra netless blanket or approved eqal.
8. All areas to be seeded shall use a turf-type fescue blend seed.
9. After a lawn section has been installed and rolled, watering shall commence immediately while installation continues on other sections of the job.
10. All areas disturbed by construction shall be fine graded and seeded. Blend into existing grade. Use erosion control blanket in all areas greater than 5:1.
11. All existing trees shall be protected during construction with fences and other barriers to prevent damage as necessary.
12. All off site restoration work shall be restored with 6" of topsoil, fine graded and either seeded or sodded.
13. All plant material shall be nursery grown and be either balled and burlapped (B&B) or container grown according to the plant material list provided.
14. Mulch all tree, shrub and evergreen planting beds with a shredded hardwood bark mulch to a depth of 3" unless otherwise noted.
15. Mulch rings shall be a minimum 3" diameter for newly planted individual trees, large evergreens and ornamental trees. Use a shredded hardwood bark mulch to a depth of 3". The mulch rings around existing trees will vary in size with the minimum size of 4" diameter.
16. Ground cover, ornamental grass, and perennial plant beds shall be mulched with a leaf mulch not less than 2" thick. No shredded bark mulch is to be used in these beds.
17. Mulched beds shall encompass all groups of plant material and be generous enough to permit ease of landscape maintenance.
18. Where mulch beds meet lawn areas, provide a sharp vertical spade edge.
19. Deliver plant material after preparations for planting have been completed and plant immediately. If planting is delayed more than 6 hours after delivery, set trees, evergreens and shrubs in shade, protect from weather and mechanical damage, and keep roots, moist by covering with mulch, burlap or other acceptable means of retaining moisture.
20. Dig holes large enough to allow for root ball and backfill with planting soil. Work soil around ball to eliminate air pockets and leave a slight saucer indentation around plants to hold water. Water thoroughly after planting, taking care not to cover crowns of plants with wet soils.
21. Do not remove container grown stock from containers until planting time.
22. Plant trees and shrubs after final grades, are established and prior to planting of lawns. If planting of trees and occurs after lawn work, protect lawn areas and promptly repair damage to lawns resulting from planting operations.
23. Plant handling and installation shall conform to accepted landscape practices. Protect all plants in leaf with acceptable coverings during transportation.
24. Provide freshly dug trees, evergreens and shrubs. Do not prune prior to delivery unless, otherwise approved by Architect. Do not bend or bind-tie trees or shrubs in such manner as to damage bark, break branches, or destroy natural shape. Do not drop balled and burlapped stock during deliveries.
25. Provide healthy, vigorous nursery stock grown in recognized nursery in accordance with good horticultural practice and free of disease, insects, eggs, larvae, and defects.
26. Prune broken or cross branching before planting. Do not remove tree leader, but prune out double leaders.
27. All planting areas will require a topsoil mixture consisting of 1/4 topsoil, 1/2 mushroom compost and 1/4 sand. The groundcover beds shall have a 4" minimum of this mixture. Existing soil shall be removed.
28. During landscape work, keep pavements clean and work area in an orderly condition.
29. Protect landscape work and materials from damage due to landscape operations, operations by other contractors and trades, and trespassers. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged landscape work as directed.

Tree Replacement Information:

Due the construction equipment, site regrading, house construction and excavation of the open detention basin, it will not be possible to save all of the trees on the site but one. The replacement of these trees on an inch per inch basis is not possible as the site is too small. As noted in the existing tree list, all but one tree (Honeylocust) in fair or good condition are softwood trees (Silver Maple and Mulberry). Both have shallow root systems and have a tendency to invade drainage pipe and raising sidewalks, driveways and curbs causing considerable damage.

Aside from any parkway trees required, there will be 3, 3" caliper trees installed per Walnut Avenue lot and 4, 3" caliper trees installed on the larger Chestnut Avenue lot using the Arlington Heights' approved tree list for replacement species.

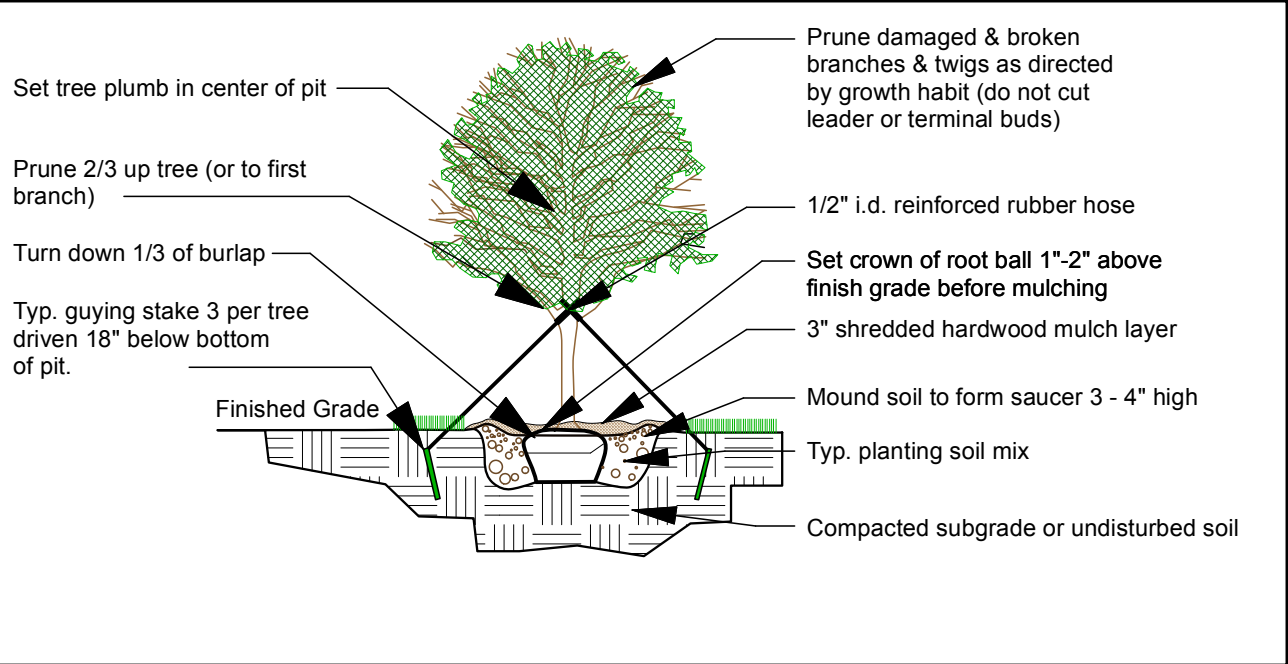
There are a total of 16 trees existing on the site. One tree is being saved and five more are in poor condition. That leaves a total of 10 trees in fair or good condition. Total number of replacement trees equals 10.

Engineering Note:

Refer to updated drawings by CivilLand, LLC dated 6/2/2025 for all engineering drawings regarding this project.

Plant List

QTY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
Deciduous Trees				
2	Acer x freemanii 'Jeffsred'	Autumn Blaze® Maple	3" cal.	
1	Betula nigra	River Birch	12" cal.	Native
4	Celtis occidentalis 'Chicagoland'	Chicagoland Hackberry	2 1/2" cal.	Native
2	Cercis canadensis	Eastern Redbud	3" cal.	Native
1	Malus 'JFS-KW5'	Royal Raindrops Crabapple	3" cal.	Native
2	Ostrya virginiana	American Hophornbeam	3" cal.	Native
2	Tilia americana 'McKsentry'	American Sentry Linden	3" cal.	Native

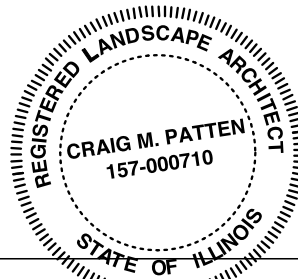


Legend

	Existing contour line
	Proposed contour line
	Existing deciduous trees to remain
	Deciduous trees to be removed
	Spade edge for planting beds
	Seed or sod areas
	Hardwood mulch in planting beds
	Overhead Wires
	Native Planting Areas

Preliminary Landscape Plan

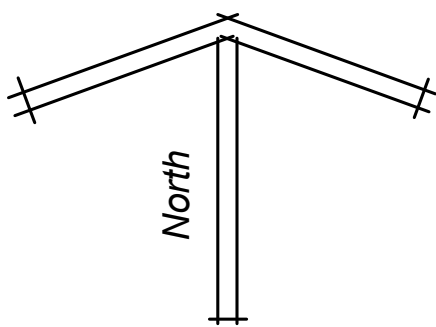
Scale: 1" = 20'-0"



Craig M. Patten
Landscape Architect

Craig M. Patten

License # 157-000710 - Expires: August 31, 2027



Scale: 1" = 20'-0"



Preliminary Landscape Plan

4 Unit Subdivision
1920 N. Chestnut Avenue
Arlington Heights, IL

H Ph.
W Ph.

Mobile Ph. -

Date: October 1, 2024
Drawn By: C. M. Patten
Project No.: 24-0021

REVISIONS	
No.	Description:
1	Changes to grading plan
2	Revised plan for 3 home units and open basin.
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Craig M. Patten
Landscape Architecture



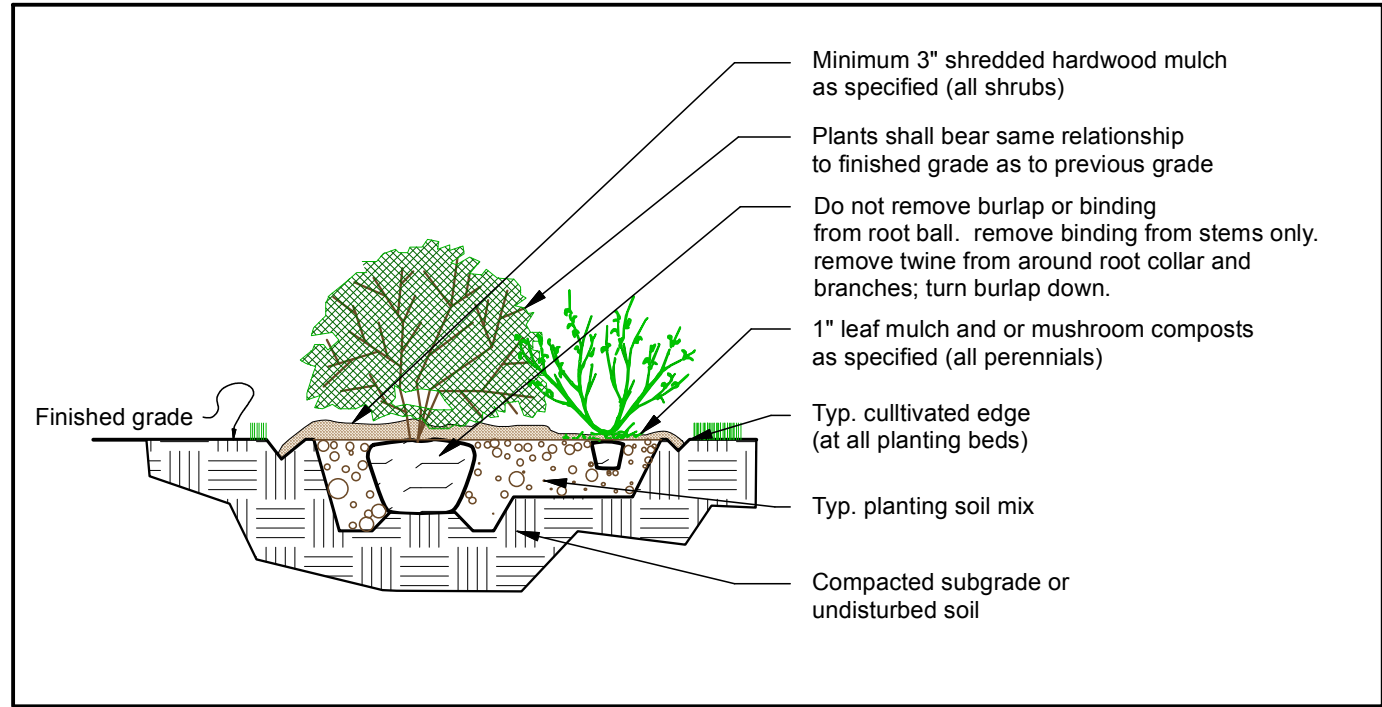
1375 Meyer Road
Hoffman Estates, IL 60169
630-649-3067
cmplandarch@sbglobal.net

Sheet No.

2

3

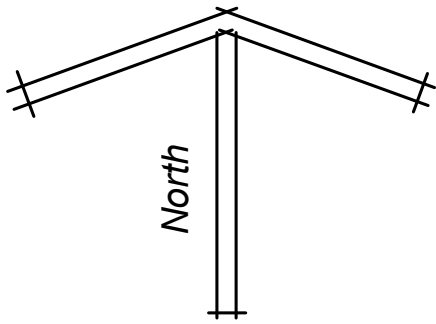
Native Planting Plan



Legend	
	Native Planting Areas. Seed with Basic Prairie Seed Seed Mix except as noted.
	Spade edge for planting beds
	Seed or sod areas
	Hardwood mulch in planting beds

Craig M. Patten
Landscape Architect

License # 157-000710 - Expires: August 31, 2027



Basic Prairie Seed Mix		
Grasses		
Botanical Name	Common Name	PLS oz/acre
Andropogon gerardii	Big Bluestem	16.0
Bouteloua curtipendula	Side-Oats Grama	16.0
Elymus canadensis	Canada Wild Rye	32.0
Elymus virginicus	Virginia Wild Rye	16.0
Schizachyrium scoparium	Little Bluestem	16.0
Sorghastrum nutans	Indian Grass	16.0
Total		112.0
Forbs		
Asclepias syriaca	(Common Milkweed)	0.5
Echinacea purpurea	(Purple Coneflower)	3.0
Eryngium yuccifolium	(Rattlesnake Master)	0.5
Helianthus annuus	(False Sunflower)	3.0
Monarda fistulosa	(Bergamot)	0.5
Oligoneuron rigidum	(Stiff Goldenrod)	1.0
Penstemon digitalis	(Foxglove Beardtongue)	1.0
Ratibida pinnata	(Yellow Coneflower)	4.0
Rudbeckia hirta	(Black-Eyed Susan)	3.0
Senna hebecarpa	(Wild Senna)	3.0
Silphium integrifolium	(Rosinweed)	2.0
Silphium terebinthinaceum	(Prairie Dock)	2.0
Symphoricarpos racemosa	(New England Aster)	0.5
Total		24.0

Native Plantings Plant List				
QTY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
Deciduous Trees				
Deciduous Shrubs				
6	Viburnum prunifolium	Blackhaw Viburnum	7 gal	Native
Ornamental Grasses				
12	Andropogon gerardii 'Blackhaws'	Blackhaws Big Bluestem	1 gal	Native
8	Panicum virgatum 'Northwind'	Northwind Switch Grass	2 gal	Native
Perennials				

Craig M. Patten
Landscape Architecture
1375 Meyer Road
Hoffman Estates, IL 60169
630-649-3067
cmplandarch@sbcglobal.net

3

3

Date:	October 1, 2024
Drawn By:	C. M. Patten
Project No.:	24-0021

REVISIONS	
No.	Description
1	Changes to grading plan
2	Revised plan for 3 home units and open basin.

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Preliminary Native Planting Plan

4 Unit Subdivision
1920 N. Chestnut Avenue
Arlington Heights, IL

H Ph-
W Ph-
Mobile Ph-



Village of Arlington Heights

Interoffice Memorandum

To: Planning and Community Development Dept.

From: Div. Chief Dave Roberts

Department: Fire Department

File Number: PCA00018-2024

Project: 1920 N Chestnut Ave

Review Round: Round 1

Date: December 16th, 2024

GENERAL COMMENTS:

1. The Fire Department has no concerns with the proposed subdivision.

Village of Arlington Heights
Interoffice Memorandum



To: Michael Lysicatos, Assistant Director of Planning & Community
From: Ron Weber, AIA, MCP - Director Building & Life Safety
Elliot Eldridge, CBO - Assistant Building Official
Department: Building & Life Safety Department
Project: PCA00018-2024 - 1920 N. Chestnut Ave - Preliminary and Final Plat of Subdivision
Review Round: Round 2 Review
Date: December 17, 2024

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING?

	YES	NO
1. VILLAGE BUILDING CODE	☒	☐
2. PRESENT ZONING USE	☐	☐
3. REQUESTED ZONING USE	☐	☐
4. SUBDIVISION REQUIRED	☐	☐
5. SIGN CODE	☐	☐

6. GENERAL COMMENTS:

The Building & Life Safety Department has reviewed the Project's Background, the Applicant's Response Letter for 1920 N Chestnut Ave, and the Subdivision site plan dated December 10, 2024, and have no objections to the above referenced SDC review for a Preliminary and Final Plat of Subdivision to create four residential lots and one centrally located on-site detention lot.

Supervisor



Village of Arlington Heights
Interoffice Memorandum

To: Planning Staff Liaison
From: Nanci Julius, P.E., Senior Civil Engineer
Department: Public Works & Engineering Department
File Number: PCA00018-2024
Project: 1920 N Chestnut Ave Subdivision
Review Round: Round 1
Date: December 26, 2024

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING?

1. PUBLIC IMPROVEMENTS REQUIRED:

	YES	NO	COMMENTS
a. Underground Utilities			
i. Water.....	☐	☒	_____
ii. Sanitary Sewer	☐	☒	_____
iii. Storm Sewer.....	☒	☐	_____
b. Surface Improvement			
i. Pavement	☒	☐	_____
ii. Curb& Gutter.....	☒	☐	_____
iii. Sidewalks.....	☒	☐	_____
iv. Street Lighting.....	☒	☐	_____
c. Easements			
i. Utility & Drainage....	☒	☐	_____
ii. Access.....	☐	☒	_____

2. PERMITS REQUIRED OTHER THAN VILLAGE

a. MWRDGC.....	☐	d. IEPA.....	☒
b. IDOT.....	☐	e. CCHD.....	☐
c. ARMY CORP...	☐	f. OTHER.....	☐ _____

3. R.O.W. DEDICATIONS..... YES ☒ NO ☐

4. SITE PLAN ACCEPTABLE..... YES ☐ NO ☒ _____
5. PRELIMINARY PLATE ACCEPTABLE..... YES ☐ NO ☒ _____
6. TRAFFIC STUDY ACCEPTABLE..... YES ☐ NO ☐ N/A _____
7. STORMWATER DETENTION REQUIRED..... YES ☒ NO ☐ _____
8. CONTRIBUTION ORDINANCE EXISTING..... YES ☐ NO ☒ _____
9. FLOOD PLAIN OR FLOODWAY EXISTING... YES ☐ NO ☒ _____
10. WETLAND EXISTING..... YES ☐ NO ☒ _____

ADDITIONAL COMMENTS ARE ATTACHED.

**PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chesnut
Round 1**

11. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
12. Since a subdivision is being proposed the plans must meet all subdivision requirements. Final engineering plans for all public improvements must be approved prior to the final plat of subdivision approval. An Engineers estimate of construction cost for full site improvements is required to complete the calculation for plan review, inspection, and other fees. An Engineers estimate of construction cost for public improvements is also required to complete the calculation for the required public improvement guarantee deposit. These estimates should be submitted at least three weeks prior to the final Plan Commission meeting to allow us time to generate the fee letter and for the petitioner to assemble the proper documents.

The public improvements for this development would be:

- a) Walnut Ave: Pavement widening, curb & gutter, and sidewalk.
 - b) Chestnut Ave: Pavement widening, curb & gutter, sidewalk, and street lighting.
 - c) Storm sewer improvements and stormwater detention.
13. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:

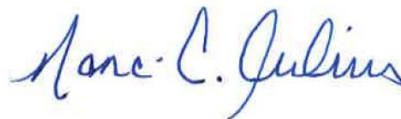
Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection: Transverse_Mercator
False_Easting: 984250.00000000
False_Northing: 0.00000000
Central_Meridian: -88.33333333
Scale_Factor: 0.99997500
Latitude_Of_Origin: 36.66666667
Linear Unit: Foot_US
Geographic Coordinate System: GCS_North_American_1983
Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree

14. The Final Plat of Subdivision must be reviewed and approved by Engineering prior to final Plan Commission approval. The original signed mylar Final Plat of Subdivision, containing all non-Village signatures, shall be submitted one week before the scheduled date of the final Plan Commission meeting. Village Code Section 29-209 also requires a digital copy of the plat to be provided on disk to the Village. The petitioner shall acknowledge that they accept this understanding.

15. The proposed rear yard detention system with sheet pile is not acceptable. One of the four proposed lots shall be dedicated for an open basin.
16. The basin requires a 1-foot freeboard with an overflow weir at the 6" line. The basin requires a 5' flat zone around the perimeter before the top of slope begins. Provide calculations for sizing the weir. A gentle landscaped slope is needed in order to provide maintenance.
17. Update the preliminary stormwater report with the required changes to the site plan.
18. Plan Commission approval will require preliminary engineering plans including detention calculations showing HWL, storage required, storage provided, and restrictor sizing calculations. The Village's allowable release rate is 0.18 cfs/Ac. Use $C=0.50$ for pervious areas, $C=0.95$ for impervious areas. Use updated Bulletin 70 rainfall data. Minimum restrictor size allowed, for maintenance reasons, is 2". Restrictors between 2" and 4" must be in a trap in a catch basin. Show the location and size of the restrictor. Provide a detail showing the restrictor catch basin. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.
19. Storm sewer improvements on the individual lots would be private.
20. Final subdivision approval will require final engineering plans.

Preliminary Plat of Subdivision:

21. The plat was reviewed against the attached Preliminary Plat of Subdivision Checklist. Items #1, 4, 5, and 8-10 are complete. Use the checklist to complete the rest of the items. The following additional comments are provided for the preliminary plat:
 - a) The legal description should be the land proposed to be subdivided.
 - b) The existing Chestnut Ave right-of-way is 33 ft wide.
 - c) The Village's GIS database has a PIN of 03-18-401-173-0000 for the outlot, differing from the PIN provided for the Deed for Outlot of 03-18-401-120-0000. Verify the PIN for the outlot.
22. For the Final Plat of Subdivision, use the attached Final Plat of Subdivision Checklist. The elementary school district is Consolidated Community School District #25, Township High School District #214, Harper Community College District #512. Add the utility signature blocks.



December 26, 2024

Nanci C. Julius, P.E.
Senior Civil Engineer

Date

Attachments:

- Preliminary Plat of Subdivision Checklist (1 page)
- Final Plat of Subdivision Checklist (3 pages)
- Contacts for Plat Signatures (1 page)
- Sample Utility Signature Blocks (1 page)

Contacts for Plat Signatures

Ted Wyman
Comcast Cable
Right-of-Way Engineer
688 Industrial Drive
Elmhurst, IL 60126
Phone: (224) 229-5850 office (847) 652-6074 cell
Fax: (630) 359-5482
Ted_Wyman@comcast.com

Katie Bengson, Real Estate Specialist 779-231-2411
ComEd Katie.bengson@comed.com
Three Lincoln Center, 4th Floor
Oakbrook Terrace, IL 60181

Ms. Gwen White 630-388-2976 (copy Matthew Erickson & Rebecca Luginbill)
NICOR Gas gborjon@southernco.com
1844 W Ferry Road
Naperville, IL 60563 MEricks@southernco.com X2RLUGIN@SOUTHERNCO.COM

Ms. Sue E. Manshum 847-271-5149
Senior Specialist sm9231@att.com
Ameritech
222 W Jackson Street
Woodstock, IL 60098

Mr. Alonzo Escatel or Paul Flinkow Alonzo 630-631-9577 Paul 630-803-9660
Astound Alonzo.escatel@astound.com
1130 Carolina Dr
West Chicago, IL 60185 Paul.flinkow@astound.com

Mr. Jonathan Karabowicz
IDOT Permits Jonathan.karabowicz@illinois.gov
201 W Center Court
Schaumburg, IL 60196

Ms. Stephanie Kuo 312-603-1670 Secondary contact: Kiran.Adhikary@cookcountyil.gov
(312)603-1670
Send all initial application submittals to hwy.permits@cookcountyil.gov
Cook County Department of Transportation and Highways
69 W Washington St Stephanie.Kuo@cookcountyil.gov
24th Floor Hwy.permits@cookcountyil.gov
Chicago, IL 60602

Final Plat of Subdivision Checklist

Municipal Code Section 29-209(a – t)

- ☐ a. The date of preparation of the final plat and by whom prepared.
- ☐ b. The boundary of the plat, based on accurate traverse, with angles and lineal dimensions.
- ☐ c. All permanent survey monuments, markers and bench marks.
- ☐ d. Exact location, width and name of all streets within and adjoining the plat, and the exact location and widths of all cross walkways.
- ☐ e. True angles and distances to the nearest established street lines or official monuments, not less than three.
- ☐ f. Municipal, township, county and section lines accurately tied to the lines of the subdivision by distances and angles.
- ☐ g. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
- ☐ h. All easements for rights of way established for public use and utilities.
- ☐ i. All lot numbers and lines, with accurate dimensions given in hundredths of feet.
- ☐ j. Accurate outlines and legal descriptions of all areas dedicated or reserved for public use, with the proposed uses indicated thereon; and all areas to be reserved by deed covenant for the common use of all property owners; together with the proposed uses indicated thereon.
- ☐ k. The text of protective covenants, approved by the Plan Commission, relating to the proposed subdivision.
- ☐ l. An endorsement by the County Clerk in the form acceptable to Cook County, that there are no delinquent, forfeited, foreclosed or purchased general taxes, or unpaid current general taxes, against the land proposed to be subdivided.
- ☐ m. A summary of all restrictions applicable to any part of such subdivision concerning building restrictions, use restrictions, building setback lines and similar matters.
- ☐ n. A deed of dedication in the form set forth in Section 29-217(a):
The Final plat shall contain a deed of dedication substantially as follows:

"We, the undersigned, (Names), owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the within plat. This subdivision shall be known and designated as (Name), an addition to the Village of Arlington Heights, Cook County. All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front and side yard building setback lines are established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure. There are strips of ground, (Number) feet in width, as shown on this plat and marked 'Easement' reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon

these strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.

(Additional dedications and protective covenants, or private restrictions, would be inserted here upon the subdivider's initiative or the recommendation of the Plan Commission or Village Board; important provisions are those specifying the use to be made of the property and, in the case of residential use, the minimum habitable floor area.)

The foregoing covenants (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 20____ [25 year period is suggested], at which time said covenants (or restrictions) shall be automatically extended for successive periods of ten years unless indicated otherwise by negative vote of a majority of the then owners of the building sites covered by these covenants (or restrictions), in whole or in part, which said vote will be evidenced by a petition in writing signed by the owners and duly recorded. Invalidation of any one of the foregoing covenants (or restrictions) by judgment or court order shall in no way affect any of the other various covenants (or restrictions), which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

WITNESS our hands and seals this ____ day of _____, 20____.

STATE OF ILLINOIS)
COUNTY OF COOK) SS.

Before me the undersigned Notary Public, in and for the County and State aforesaid, personally appeared (Names), and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

WITNESS my hand and notarial seal this ____ day of 20 ____.

Notary Public"

- ☐ o. A blank certificate of approval in the form set forth in Section 29-217(b).
The Final plat shall contain a certificate of approval as follows:

"Under the authority provided by 65 ILCS 5/11-12 as amended by the State Legislature of the State of Illinois and Ordinance adopted by the Village Board of the Village of Arlington Heights, Illinois, this plat was given approval by the Village of Arlington Heights AND MUST BE RECORDED WITHIN SIX MONTHS OF THE DATE OF APPROVAL BY THE VILLAGE BOARD, OTHERWISE IT IS NULL AND VOID.

APPROVED by the Plan Commission at a meeting held _____

Chairman

Secretary

APPROVED by the Village Board of Trustees at a meeting held _____

President

Village Clerk

APPROVED by the Village Collector

APPROVED by the Village Engineer

”

- ☐ p. A certification by a registered surveyor in the form set forth in Section 29-217(c). The Final plat shall contain a certificate signed by an Illinois Registered Land Surveyor in substantially the following form:

“I, (Name), hereby certify that I am an Illinois Registered Land Surveyor in compliance with the laws of the State of Illinois, and that this plat correctly represents a survey completed by me on (Date); that all monuments and markers shown thereon actually exist, and that I have accurately shown the materials that they are made of.

Signature

(SURVEYOR'S SEAL)

Illinois Land Surveyor
No. _____”

- ☐ q. A notarized statement from the owner indicating the school district in which each tract, parcel, lot or block lies.
- ☐ r. A certificate in the form as required by the Illinois Department of Transportation or Cook County Highway Department, respectively, when any new street or new driveway will access one of these Department's streets.
- ☐ s. The parcel index numbers of all lots contained within the plat shall be included on the plat of subdivision.
- ☐ t. A block stating "Send Tax Bill To: (Name/Address)." The actual name and address shall be provided by the developer.
- ☐ u. Provide a location to identify the address of each new lot.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com .

Preliminary Plat of Subdivision Checklist

Municipal Code Section 29-201(b)(1 – 13)

- ☐ 1. The name of the proposed subdivision.
- ☐ 2. A north-point indication, scale, date of preparation of the Preliminary plat, and by whom prepared.
- ☐ 3. A legal description of land proposed to be subdivided, by section, township and range, and other terms as used in describing land on the records of the Recorder of Deeds or Registrar of Titles, Cook County, Illinois.
- ☐ 4. Sufficient information to locate accurately the proposed subdivision in relation to its general neighborhood, by means of references to streets, railroad lines, recorded plats, etc. If the foregoing references cannot be made, then a vicinity plat showing the location of the proposed subdivision, drawn to a smaller scale, shall accompany the Preliminary plat.
- ☐ 5. The description and location of all survey monuments, existing and to be erected, in the area of the proposed subdivision.
- ☐ 6. The boundary lines of the proposed subdivision, drawn to accurate scale and bearing, and a statement of the total area encompassed by the boundary lines.
- ☐ 7. The location and dimensions of streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision, as well as the location and dimensions of major features such as railroad lines, airports, water courses, lakes and exceptional topography.
- ☐ 8. The location, dimensions and layout of proposed streets, alleys, and sidewalks of the proposed subdivision.
- ☐ 9. The layout, number, dimensions and area of each lot of the proposed subdivision.
- ☐ 10. The location, dimensions and layout of all parcels of land intended to be dedicated for public use, such as parks and other open spaces, or reserved for the use of all subdivision property owners, together with an indication of the nature of each such use within the proposed subdivision.
- ☐ 11. The location, dimensions and layout of all public utility easements in the proposed subdivision.
- ☐ 12. The location and dimensions of all building setback lines in the proposed subdivision.
- ☐ 13. The names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com .

Sample Signature Blocks

COMMONWEALTH EDISON COMPANY
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20__

TITLE: _____

AMERITECH
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20__

TITLE: _____

NICOR GAS
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20__

TITLE: _____

COMCAST CABLE
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20__

TITLE: _____

ASTOUND
EASEMENT APPROVED AND ACCEPTED

BY: _____ DATE: _____, 20__

TITLE: _____

Cook County Signature Block:

This plat has been approved by the Cook County Highway Department with respect to roadway access pursuant to 765 ILCS 205/2. However, a Highway Permit, conforming to the standards of the Cook County Highway Department is required by the owner of the property for this access.

Superintendent of Highways
Cook County, Illinois

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-018
Project: Chestnut Woods Subdivision
Review Round: Round 1
Date: January 3, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☒	☐
5. SUBDIVISION REQUIRED:	☒	☐
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☒	☐

Zoning:

7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:
- Preliminary Plat of Subdivision
 - Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision.
8. Based on the review of the Preliminary Plat of Subdivision, the following variations will be required:
- Variation to Section 5.1-2.1 to permit a lot at 26.00-feet wide and 3,900 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District.
 - Variation to Section 29-307(a)(3) to permit a minimum width of 26.00-feet where 70-feet is required.
 - Variation to Section 29-307(a)(1) to permit a lot without frontage abutting a street.

9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:
 - a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
 - b. 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.
 - c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.
 - d. The variance requested is the minimum variance necessary to allow reasonable use of the property.
10. Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.
11. If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.

General:

12. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will verify this list with the township for accuracy.
13. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.
14. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.

Site & Landscaping:

15. For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(\text{Lot Area} - 8750) * 0.4] = 4,488$ s.f.
16. Include the proposed height of each concept on the Site Plan. The maximum height is 25-feet and is measured for the sidewalk level opposite of the middle of the front of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.
17. Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

18. Provide impervious surface calculations for each lot proposed on the Site Plan.
Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.

Improvements:

19. Provide the species of tree shown on the improvements plan.
20. Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.

Design:

21. Please acknowledge that separate Design Commission applications will be required for each new home and a Design Commission approval will be prior to issuance of building permit.

Village of Arlington Heights
Interoffice Memorandum



To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning & Community Development Department
File Number: PC 24-018
Project: 1920 N. Chestnut
Review Round: Round 1 Review
Date: December 18, 2024

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH TREE PRESERVATION ORDINANCE:	☐	☒
2. COMPLIES WITH LANDSCAPE PLAN ORDINANCE:	☐	☒
3. PARKWAY TREE FEE REQUIRED:	☒	☐

Landscape Comments

- 1.) It appears that there are trees along Chestnut and Walnut Avenue that can be preserved. Please evaluate opportunities for preserving some of the trees.

January 24, 2025

**Plan Commission Review – Round 1
PCA00018-2024
1920 N. Chestnut Ave
Preliminary and Final Plat of Subdivision**

Public Works & Engineering Department

11. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.

ACKNOWLEDGED.

12. Since a subdivision is being proposed the plans must meet all subdivision requirements. Final engineering plans for all public improvements must be approved prior to the final plat of subdivision approval. An Engineers estimate of construction cost for full site improvements is required to complete the calculation for plan review, inspection, and other fees. An Engineers estimate of construction cost for public improvements is also required to complete the calculation for the required public improvement guarantee deposit. These estimates should be submitted at least three weeks prior to the final Plan Commission meeting to allow us time to generate the fee letter and for the petitioner to assemble the proper documents.

The public improvements for this development would be:

- a) Walnut Ave: Pavement widening, curb & gutter, and sidewalk.
- b) Chestnut Ave: Pavement widening, curb & gutter, sidewalk, and street lighting.
- c) Storm sewer improvements and stormwater detention.

NOTED. PAVEMENT WIDENING WOULD BE FOR A 150'-SECTION AND WOULD CREATE CONFUSION AND SAFETY ISSUES FOR MOTORISTS. DEAD END PUBLIC SIDEWALK ON BOTH N & S END WOULD CREATE A PECULIAR STREETScape. STREET LIGHTING ON CHESTNUT AVE. FOR IMPROVED SECTIONS OF THE STREET NORTH OF THE PROPERTY ARE ACROSS THE STREET IN THE EAST SIDE. IT IS AN UNUSUAL REQUEST FOR A 150' STRECH OF FRONTAGE.

13. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:

Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet

NOTED.

14. The Final Plat of Subdivision must be reviewed and approved by Engineering prior to final Plan Commission approval. The original signed mylar Final Plat of Subdivision, containing all non-

Village signatures, shall be submitted one week before the scheduled date of the final Plan Commission meeting. Village Code Section 29-209 also requires a digital copy of the plat to be provided on disk to the Village. The petitioner shall acknowledge that they accept this understanding.

ACKNOWLEDGED.

15. The proposed rear yard detention system with sheet pile is not acceptable. One of the four proposed lots shall be dedicated for an open basin.

THE DESIGN HAS BEEN MODIFIED TO INCORPORATE GREEN INFRASTRUCTURE.

16. The basin requires a 1-foot freeboard with an overflow weir at the 6" line. The basin requires a 5' flat zone around the perimeter before the top of slope begins. Provide calculations for sizing the weir. A gentle landscaped slope is needed in order to provide maintenance.

THE DESIGN HAS BEEN MODIFIED TO INCORPORATE GREEN INFRASTRUCTURE.

17. Update the preliminary stormwater report with the required changes to the site plan.

UPDATED.

18. Plan Commission approval will require preliminary engineering plans including detention calculations showing HWL, storage required, storage provided, and restrictor sizing calculations. The Village's allowable release rate is 0.18 cfs/Ac. Use C=0.50 for pervious areas, C=0.95 for impervious areas. Use updated Bulletin 70 rainfall data. Minimum restrictor size allowed, for maintenance reasons, is 2". Restrictors between 2" and 4" must be in a trap in a catch basin. Show the location and size of the restrictor. Provide a detail showing the restrictor catch basin. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.

DETENTION CALCULATIONS UPDATED.

19. Storm sewer improvements on the individual lots would be private.

NOTED.

20. Final subdivision approval will require final engineering plans.

NOTED.

Preliminary Plat of Subdivision:

21. The plat was reviewed against the attached Preliminary Plat of Subdivision Checklist. Items #1, 4, 5, and 8-10 are complete. Use the checklist to complete the rest of the items. The following additional comments are provided for the preliminary plat:

- a) The legal description should be the land proposed to be subdivided.
- b) The existing Chestnut Ave right-of-way is 33 ft wide.
- c) The Village's GIS database has a PIN of 03-18-401-173-0000 for the outlot, differing from the PIN provided for the Deed for Outlot of 03-18-401-120-0000. Verify the PIN for the outlot.

NOTED. CLARIFICATIONS WERE REQUESTED FROM THE TITLE COMPANY.

22. For the Final Plat of Subdivision, use the attached Final Plat of Subdivision Checklist. The elementary school district is Consolidated Community School District #25, Township High School District #214, Harper Community College District #512. Add the utility signature blocks.

NOTED. ONLY PRELIMINARY PLAT TO BE SUBMITTED FOR NOW.

THE PRELIMINARY PLAT OF SUBDIVISION CHECKLIST WAS IMPLEMENTED.

Zoning:

7. The following zoning approvals have been requested based on a review of the plans.

Please acknowledge these in your response to comments letter:

a. Preliminary Plat of Subdivision

b. Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision. A PRELIMINARY PLAT APPROVAL IS REQUESTED AT THIS TIME.

8. Based on the review of the Preliminary Plat of Subdivision, the following variations will be required:

- a. Variation to Section 5.1-2.1 to permit a lot at 26.00-feet wide and 3,900 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District. THIS ITEM BECAME MOOT WITH THE UPDATED DESIGN.
- b. Variation to Section 29-307(a)(3) to permit a minimum width of 26.00-feet where 70-feet is required. MOOT.
- c. Variation to Section 29-307(a)(1) to permit a lot without frontage abutting a street. MOOT.

9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested.

The criteria for approval are as follows:

- a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- b. 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.
- c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.
- d. The variance requested is the minimum variance necessary to allow reasonable use of the property.

THIS ITEM BECAME MOOT WITH THE UPDATED DESIGN.

10. Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.

THIS ITEM BECAME MOOT WITH THE UPDATED DESIGN.

11. If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.

THIS ITEM BECAME MOOT WITH THE UPDATED DESIGN.

General:

12. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will verify this list with the township for accuracy.

PROVIDED. SEE SEPARATE SHEET.

13. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.

NOTED.

14. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.

NOTED.

Site & Landscaping:

15. For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(Lot\ Area - 8750) * 0.4] = 4,488\ s.f.$

ADDED. SEE ARCHITECTURAL PLAN.

16. Include the proposed height of each concept on the Site Plan. The maximum height is 25-feet and is measured for the sidewalk level opposite of the middle of the front of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.

INCLUDED. SEE ARCHITECTURAL PLAN.

17. Provide building lot coverage calculations for each lot proposed on the Site Plan.

Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.

PROVIDED. SEE ARCHITECTURAL PLAN.

18. Provide impervious surface calculations for each lot proposed on the Site Plan.

Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.

PROVIDED. SEE ARCHITECTURAL PLAN.

Improvements:

19. Provide the species of tree shown on the improvements plan.

SEE LANDSCAPE PLAN.

20. Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way. PROVIDED.

CIVILAND, PLLC
7017 N Tripp Ave.
Lincolnwood, IL. 60712
847.877.6900
info@civilandllc.com


CiviLand LLC
Design Firm 184.008369
www.civilandllc.com

Design:

21. Please acknowledge that separate Design Commission applications will be required for each new home and a Design Commission approval will be prior to issuance of building permit.

ACKNOWLEDGED.

Sincerely,



Sabin Olteanu, PE
Civiland, PLLC

Cc:

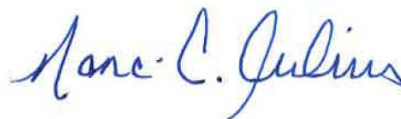
Vitalie Clim, Developer
Ivan Pascal, Partner
Eduard Livanu, Architect
Nick Standiford, Attorney

**PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chesnut
Round 2**

23. The petitioner's response to comment nos. 11, 13, 14, 19, 20 and 22 are acceptable.
24. The petitioner's response to comment no. 12 regarding the required public improvements is noted. The public improvements on Walnut Ave will be required. Staff would consider an agreement for the public improvements on Chestnut Ave.
- a) The ROW Improvements shown on sheet C-5 is preliminary. Provide full civil drawings with elevations, dimensions, and cross sections. The pavement shall be resurfaced to the center of the roadway.
 - b) The stormwater detention in the rear yard is not acceptable. The stormwater detention shall be in a separate, dedicated lot.
25. The petitioner's response to comment no. 15 & 16 on the rear yard detention is noted. Per communication with the CivilLand LLC from May 5, 2024 and follow-up communication from January, 2025, staff reiterated that the rear yard detention is not acceptable. Although providing rear yard detention with a rain garden would result in four buildable lots for the developer, the future interests of the homeowners is the Village's primary concern. The Village does encourage homeowners to implement green infrastructure; however, the decision to include green infrastructure for a single-family home should be left to the individual homeowners. Utilizing a rear yard rain garden on all four lots to address the stormwater requirements would create future maintenance concerns for the individual homeowners and require perpetual monitoring by the Village to ensure that the rain gardens are functioning and remain in place. The basin should be in a dedicated lot and deeded to the Village for future maintenance. A naturalized basin would be acceptable.
26. The petitioner's response to comment no. 17 & 18 on detention is noted. The subdivision must meet Village detention requirements. Assuming 50% lot coverage per lot, the required detention to meet Village requirements is 0.31 ac-ft if all four lots are developed, 0.27 ac-ft for three of the lots (fourth lot would be detention). Per item B. on page 5 of the Stormwater Report that "the village code is mute on stormwater detention methodology", the Village did not instruct the petitioner to follow MWRD's requirements. Page 6 also references Quentin ROW. Update the stormwater report and the plans to meet Village detention requirements, provide a summary of the volume provided.

Preliminary Plat of Subdivision:

27. The petitioner's response to comment no. 21 is noted. The following additional comments are provided for the preliminary plat:
- a) Item 3. The legal description should be the land proposed to be subdivided, not the proposed four lots. Provide the legal description for the existing lot.
 - b) Item 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.
 - c) The Village's GIS database has a PIN of 03-18-401-173-0000 for the outlot, differing from the PIN provided for the Deed for Outlot of 03-18-401-120-0000. Verify the PIN for the outlot. Provide an update as information becomes available from the title company.



March 10, 2025

Nanci C. Julius, P.E.
Senior Civil Engineer

_____ Date



Village of Arlington Heights
Interoffice Memorandum

To: Planning and Community Development
From: Officer Steven Dinov #358
Department: Police Department
File Number: PCA00018-2024
Project: 1920 N Chestnut Ave
Review Round: Round 1 Review
Date: March, 5, 2025

1. CHARACTER OF USE: (WOULD IT BE A PROBLEM TYPE?)

The character of use is consistent with the area and is not a concern.

2. ARE LIGHTING REQUIREMENTS ADEQUATE?

Lighting should be up to Village of Arlington Heights code. The interior and exterior of the add on should be illuminated especially during nighttime hours for safety, to deter unwanted access during and after hours to increase surveillance/visibility- potentially reducing theft, trespassing, vandalism, underage drinking, and other criminal activity.

3. PRESENT TRAFFIC PROBLEMS?

There are no traffic problems at this location.

4. TRAFFIC ACCIDENTS AT PARTICULAR LOCATION:

This is not a problem area in relation to traffic accidents.

5. TRAFFIC PROBLEMS THAT MAY BE CREATED BY THE DEVELOPMENT:

This development should not create any additional traffic problems.

6. GENERAL COMMENTS:

- a. Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is available online at www.vah.com. Please submit the form and keep the information up to date. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.

B. Clarke 585
Supervisor



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: March 7, 2025
To: File PCA00018-2024, 1920 N Chestnut
From: Nora Boyer, Housing Planner
RE: PCA00018-2024_1920 N Chestnut Avenue

The Inclusionary Housing Ordinance does not apply until the time of permit for the new residential structures.

See the Inclusionary Housing Guidelines for the amount of the linkage fee that will be applied at the time of permit for each new construction home:
https://cms2.revize.com/revize/arlington/Departments/Planning%20&%20Community%20Development/Housing/Inclusionary%20Housing/Inclusionary%20housing%202025/IZ_Guidelines_v28_February%202025.pdf

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-018
Project: Chestnut Woods Subdivision
Review Round: Round 2
Date: March 11, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☒	☐
5. SUBDIVISION REQUIRED:	☒	☐
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☒	☐

Zoning:

~~7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:~~

~~a. Preliminary Plat of Subdivision~~

~~b. Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision.~~

i. 2nd Review: The petitioner's response to this comment indicates that a Preliminary Plat is only being requested at this time. **COMPLETE**

8. Based on the review of the Preliminary Plat of Subdivision, the following variations will be required:

a. Variation to Section 5.1-2.1 to permit a lot at 26.00-feet wide and 3,900 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District.

b. Variation to Section 29-307(a)(3) to permit a minimum width of 26.00-feet where 70-feet is required.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

- c. Variation to Section 29-307(a)(1) to permit a lot without frontage abutting a street.
 - i. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards.
9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:
 - a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
 - b. 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.
 - c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.
 - d. The variance requested is the minimum variance necessary to allow reasonable use of the property.
 - i. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.
10. Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.
 - a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.
11. If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.
 - a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

(variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.

12. **2nd Review:** based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:
- The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).

General:

13. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will verify this list with the township for accuracy.
- 2nd Review:** The petitioner's response is noted. The list is incomplete. There are no properties listed on Ridge Ave which is within the requirement boundary of 250-feet excluding rights-of-way. Please work with staff to update this list and resubmit in your next submittal.
- ~~14. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.~~
- 2nd Review:** fees paid in full. **Complete**
15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
- 2nd Review:** upload your response to these 2nd review comments to the CSS portal along with the revised plans.

Site & Landscaping:

- ~~16. For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(Lot\ Area - 8750) * 0.4] = 4,488$ s.f.~~
- 2nd Review:** the petitioner's response is acceptable. **Complete**
- ~~17. Include the proposed height of each concept on the Site Plan. The maximum height is 25 feet and is measured for the sidewalk level opposite of the middle of the front of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.~~
- 2nd Review:** the petitioner's response is acceptable. **Complete**

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~18. Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.~~

- a. **2nd Review:** the petitioner's response is acceptable. **Complete**

~~19. Provide impervious surface calculations for each lot proposed on the Site Plan. Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.~~

- a. **2nd Review:** the petitioner's response is acceptable. **Complete**

Improvements:

~~20. Provide the species of tree shown on the improvements plan.~~

- a. **2nd Review:** the petitioner's response is acceptable. **Complete**

~~21. Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.~~

- a. **2nd Review:** the petitioner's response is acceptable. **Complete**

22. **2nd Review:** provide the following on the Preliminary Plat per code requirements and checklist:

- a. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
- b. Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
- c. Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
- d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
- e. Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

Design:

23. Please acknowledge that separate Design Commission applications will be required for each new home and a Design Commission approval will be prior to issuance of building permit.

- a. **2nd Review:** the petitioner's response is acceptable. **Complete**

June 10, 2025

Plan Commission Review – Round 2
PCA00018-2024
1920 N. Chestnut Ave
Preliminary and Final Plat of Subdivision

Public Works & Engineering Department

24. The petitioner's response to comment no. 12 regarding the required public improvements is noted. The public improvements on Walnut Ave will be required. Staff would consider an agreement for the public improvements on Chestnut Ave.

NOTED.

a) The ROW Improvements shown on sheet C-5 is preliminary. Provide full civil drawings with elevations, dimensions, and cross sections. The pavement shall be resurfaced to the center of the roadway.
IMPLEMENTED.

b) The stormwater detention in the rear yard is not acceptable. The stormwater detention shall be in a separate, dedicated lot.

IMPLEMENTED.

25. The petitioner's response to comment no. 15 & 16 on the rear yard detention is noted. Per communication with the CiviLand LLC from May 5, 2024 and follow-up communication from January, 2025, staff reiterated that the rear yard detention is not acceptable. Although providing rear yard detention with a rain garden would result in four buildable lots for the developer, the future interests of the homeowners is the Village's primary concern. The Village does encourage homeowners to implement green infrastructure; however, the decision to include green infrastructure for a single-family home should be left to the individual homeowners. Utilizing a rear yard rain garden on all four lots to address the stormwater requirements would create future maintenance concerns for the individual homeowners and require perpetual monitoring by the Village to ensure that the rain gardens are functioning and remain in place. The basin should be in a dedicated lot and deeded to the Village for future maintenance. A naturalized basin would be acceptable.

NOTED.

26. The petitioner's response to comment no. 17 & 18 on detention is noted. The subdivision must meet Village detention requirements. Assuming 50% lot coverage per lot, the required detention to meet Village requirements is 0.31 ac-ft if all four lots are developed, 0.27 ac-ft for three of the lots (fourth lot would be detention). Per item B. on page 5 of the Stormwater Report that "the village code is mute on stormwater detention methodology", the Village did not instruct the petitioner to follow MWRD's requirements. Page 6 also references Quentin ROW. Update the stormwater report and the plans to meet Village detention requirements, provide a summary of the volume provided.

PROVIDED.

Preliminary Plat of Subdivision:

27. The petitioner's response to comment no. 21 is noted. The following additional comments are provided for the preliminary plat:

a) Item 3. The legal description should be the land proposed to be subdivided, not the proposed four lots. Provide the legal description for the existing lot.

PROVIDED.

b) Item 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.

PROVIDED.

c) The Village's GIS database has a PIN of 03-18-401-173-0000 for the outlot, differing from the PIN provided for the Deed for Outlot of 03-18-401-120-0000. Verify the PIN for the outlot. Provide an update as information becomes available from the title company.

SEE ATTACHED.

Zoning:

8. Based on the review of the Preliminary Plat of Subdivision, the following variations will be required:

a. Variation to Section 5.1-2.1 to permit a lot at 26.00-feet wide and 3,900 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District.

b. Variation to Section 29-307(a)(3) to permit a minimum width of 26.00-feet where 70-feet is required.

c. Variation to Section 29-307(a)(1) to permit a lot without frontage abutting a street.

i. 2nd Review: The petitioner's response is noted. Public

Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards.

NOTED.

9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:

a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.

b. 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.

c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.

d. The variance requested is the minimum variance necessary to allow reasonable use of the property.

i. 2nd Review: The petitioner's response is noted. Public

Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.

NOTED.

10. Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.

a. 2nd Review: The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted. NOTED.

11. If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.

a. 2nd Review: The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.

NOTED.

12. 2nd Review: based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:

a. The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).

THIS IS UNDER PRODUCTION. SEE RESPONSE LETTER FROM ATTORNEY.

General:

13. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will verify this list with the township for accuracy.

a. 2nd Review: The petitioner's response is noted. The list is incomplete. There are no properties listed on Ridge Ave which is within the requirement boundary of 250-feet excluding rights-of-way. Please work with staff to update this list and resubmit in your next submittal.

SEE UPDATED LIST.

15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.

a. 2nd Review: upload your response to these 2nd review comments to the CSS portal along with the revised plans.

NOTED.

Improvements:

22. 2nd Review: provide the following on the Preliminary Plat per code requirements and checklist:

CIVILAND, PLLC
7017 N Tripp Ave.
Lincolnwood, IL. 60712
847.877.6900
info@civilandllc.com

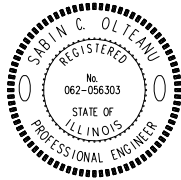

CiviLand LLC
Design Firm 184.008369
www.civilandllc.com

- a. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
 - b. Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
 - c. Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
 - d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
 - e. Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.
- INFORMATION NOW UPDATED.

Design:

23. Please acknowledge that separate Design Commission applications will be required for each new home and a Design Commission approval will be prior to issuance of building permit.
- a. 2nd Review: the petitioner's response is acceptable. Complete

Sincerely,



Sabin Olteanu, PE
Civiland, PLLC

Cc:
Vitalie Clim, Developer
Eduard Livanu, Architect

File Number: PC24-018
Project: Chestnut Woods Subdivision

Front Yard Setback, Review Round 2 Comment, March 11, 2025, Planning & Community Development:

12. **2nd Review:** based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:

- a. The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).

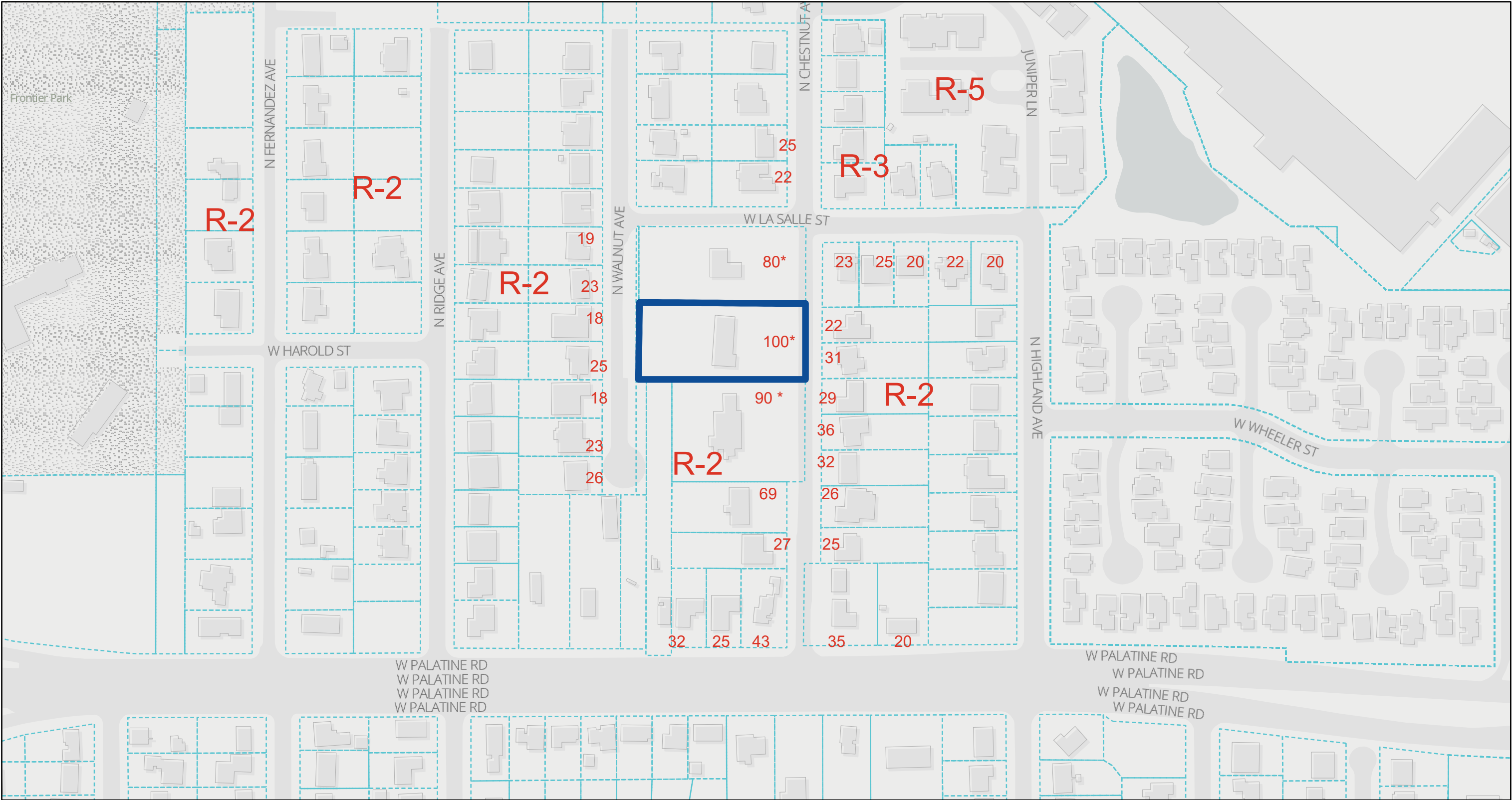
Response: The recently resubmitted "Preliminary Site Plan, dated 10/10/2024, Revised 05/28/2025" and "Site Plan A1.1, dated 10/1/2024, Revised 6/2/2025" provide for 25 Foot Front Yard Setbacks fronting N. Chestnut Avenue and N. Walnut Avenue. Per the March 11, 2025, instructions above, and using the CookViewer measuring devise, the lots facing N. Chestnut Avenue between W. LaSalle Street and W. Palatine Road currently have the following Front Yard Setbacks that average 73.2 Feet in depth:

Address	Front Yard
1908	27 Feet
1912	69 Feet
1916	90 Feet (Adjusted)
1920 (Subject)	100 Feet (Adjusted)
2000	<u>80 Feet</u> (Adjusted)
366 Feet / 5 Lots = 73.2 Average	

Please note that the easterly property lines of the referenced lots are not uniform. The easterly property lines of 1916, 1920 and 2000 N. Chestnut are located in the middle of current N. Chestnut Avenue whereas the easterly property lines of 1908 and 1912 N. Chestnut are further west to accommodate the wider dedicated N. Chestnut Avenue Right of Way. As noted, the above measurements for the three lots are net having been reduced by 22 feet due to the widening of the N. Chestnut Avenue R.O.W. As part of the subdivision approval, the village requires a dedication of approximately 22 Feet for the Chestnut Avenue R.O.W. (it appears that the R.O.W. adjoining 1908 and 1912 N. Chestnut has been previously widened by this amount). As noted, a variance will be required and we note for reference that the front yards of the lots on the East side of N. Chestnut appear to have an average depth of 28 feet and the front yards of the lots on the West side of N. Walnut appear to have an average depth of 22 feet. If required, we will provide more exact measurements with the formal variance application.

1920 Chestnut AH Neighborhood

ZONING DISTRICTS
FRONT YARD SET BACKS (PER COOKVIEWER)

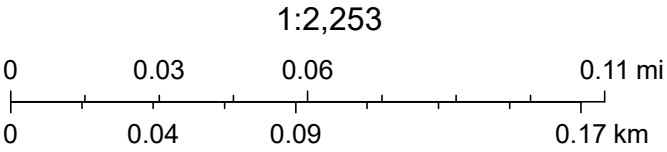


June 9, 2025

 Selected Parcel

 Parcels Current

* Adjusted, reduced by 22 feet due to ROW widening.

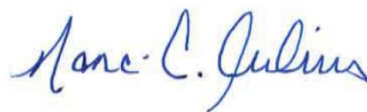


PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chestnut
Round 3

28. The petitioner's response to comment no. 25 is acceptable.
29. The petitioner's response to comment no. 24 regarding the required public improvements is noted.
- a) Sidewalk shall be 5" thick, 6" thick through driveways, 4" CA-6 compacted subbase.
 - b) The pavement cross section shall consist of the following:
 - 2" N50 Surface Course
 - 2 1/4" N50 Binder Course
 - 5" N50 Binder Course
 - 4" CA-6 Stone Subbase
30. The petitioner's response to comment no. 26 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. Please address the following comments:
- a. The basin requires a 1-foot freeboard with an overflow weir at the 6" line.
 - b. The basin requires a 5' flat zone around the perimeter before the top of the slope begins.
 - c. The modifications to the basin may alter the size of Lot 1. Update the stormwater calculations accordingly.
 - d. Provide a written stormwater narrative, including the calculations for the size of the restrictor that would be required to meet the Village's detention requirements. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.
 - e. Provide a detail of the restrictor structure.

Preliminary Plat of Subdivision:

31. The petitioner's response to comment no. 27 is noted. The following items from the Preliminary Plat of Subdivision Checklist are incomplete:
- a) Item no. 2, provide a north-point.
 - b) Item no. 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.
 - c) Item no. 9, Lot 2 is not to be dedicated to the Village at this time. Provide the easements and identify Lot 2 as part of the subdivision. After completion of the detention basin and acceptance of the public improvements, the project will enter into the 18-month warranty period. After the 18-month period expires, the detention basin will be inspected. If there are no deficiencies, the developer will proceed with deeding Lot 2 to the Village at that time.
32. The area for Lots 1-4 is 44,400 SF, 1.02 acres. The total area and acreage shown on the Area Summary includes the dedicated right-of-way. Clarify the area summary.
33. Provide the area in square feet of the right-of-way to be dedicated.
34. Provide the area in square feet of the easements to be dedicated.



June 23, 2025

Nanci C. Julius, P.E.
Senior Civil Engineer

Date

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-018
Project: Chestnut Woods Subdivision
Review Round: Round 3
Date: June 20, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☒	☐
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☒	☐

Zoning:

~~7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:~~

~~a. Preliminary Plat of Subdivision~~

~~b. Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision.~~

~~i. 2nd Review: The petitioner's response to this comment indicates that a Preliminary Plat is only being requested at this time. **COMPLETE**~~

8. **3rd Review:** Based on the *revised* Preliminary Plat of Subdivision, the following variations will be required:

- Variation from Chapter 28, Section 5.1-2.1 to permit a lot at 50.0-feet wide and 7,400 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District.
- Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 80.0-feet is required.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

- i. Staff's review finds that the front setback average should be 80.0-feet (see the listed measurements below). The response letter indicates that the adjusted setback for 1916, 1920 and 2000 N Chestnut Ave was adjusted 22 feet to accommodate the right-of-way that has not been dedicated. The right-of-way that has not been dedicated is 33-feet as shown on the Preliminary Plat. Revise the language in the variance request to indicate the requirement is 80.0 feet and the front setback proposed is 25-feet.

1908	28 feet
1912	72.92 feet
1916	99.17 feet (Adjusted 33')
1920	103.53 feet (Adjusted 33')
2000	95.57 feet (Adjusted 33')

9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested.

The criteria for approval are as follows:

- a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- b. 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.
- c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.
- d. The variance requested is the minimum variance necessary to allow reasonable use of the property.
 - i. **3rd Review:** Provide a response letter that addresses the above four criteria for approval for variance requests. It is recommended to provide a detailed response to each criterion and do so for each variance request. This is required for the Plan Commission application and will be needed in the next submission.

- ~~10. **NOT APPLICABLE:** Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.~~

- ~~a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~

- ~~11. **NOT APPLICABLE:** If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.~~

- ~~a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot~~

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~(variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~

12. **2nd Review:** based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:
- a. The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).
 - i. **3rd Review:** this comment has been addressed; however, a full variance response document is required (see comment 8). **Complete**

General:

13. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will verify this list with the township for accuracy.
- a. **2nd Review:** The petitioner's response is noted. The list is incomplete. There are no properties listed on Ridge Ave which is within the requirement boundary of 250-feet excluding rights-of-way. Please work with staff to update this list and resubmit in your next submittal.
 - i. **3rd Review:** this comment has been addressed. **Complete**
14. ~~A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.~~
- a. ~~**2nd Review:** fees paid in full. **Complete**~~
15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
- a. ~~**2nd Review:** upload your response to these 2nd review comments to the CSS portal along with the revised plans.~~
 - b. **3rd Review:** upload your response to these 3rd review comments to the CSS portal along with the revised plans.

Site & Landscaping:

16. ~~For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(Lot\ Area - 8750) * 0.4] = 4,488$ s.f.~~
- a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
17. ~~Include the proposed height of each concept on the Site Plan. The maximum height is 25 feet and is measured for the sidewalk level opposite of the middle of the front~~

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~18. Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~19. Provide impervious surface calculations for each lot proposed on the Site Plan. Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

Improvements:

~~20. Provide the species of tree shown on the improvements plan.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~21. Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

22. **2nd Review:** provide the following on the Preliminary Plat per code requirements and checklist:

- a. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
- b. Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
- c. Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
- d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
- e. **3rd Review:** This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

23. **3rd Review (New Comment):** The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.

Village of Arlington Heights
Interoffice Memorandum



To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning & Community Development Department
File Number: PC 24-018
Project: 1920 N. Chestnut
Review Round: Round 2 Review
Date: June 23, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH TREE PRESERVATION ORDINANCE:	☐	☒
2. COMPLIES WITH LANDSCAPE PLAN ORDINANCE:	☐	☒
3. PARKWAY TREE FEE REQUIRED:	☒	☐

Landscape Comments

- 1.) Per the exchange rate outlined in Chapter 28, Section 6.15, a total of 15 four-inch caliper trees must be provided. There are currently ten replacement trees identified on the proposed three lots. Provide five additional trees (shade and/or ornamental trees) along the perimeter of the detention basin.
- 2.) Incorporate understory trees within the parkway along Chestnut Avenue. The tree species must be suitable so that it will not conflict with the overhead utilities.

July 10, 2025

Plan Commission Review – Round 3
PCA00018-2024
1920 N. Chestnut Ave
Preliminary and Final Plat of Subdivision

Public Works & Engineering Department

28. The petitioner's response to comment no. 25 is acceptable.
29. The petitioner's response to comment no. 24 regarding the required public improvements is noted.
- a) Sidewalk shall be 5" thick, 6" thick through driveways, 4" CA-6 compacted subbase.
- b) The pavement cross section shall consist of the following:
- 2" N50 Surface Course
 - 2 1/4" N50 Binder Course
 - 5" N50 Binder Course
 - 4" CA-6 Stone Subbase
- SEE NOTE ADDED TO C-3.

30. The petitioner's response to comment no. 26 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. Please address the following comments:
- a. The basin requires a 1-foot freeboard with an overflow weir at the 6" line. IMPLEMENTED.
- b. The basin requires a 5' flat zone around the perimeter before the top of the slope begins. ADDED FLAT ZONE.
- c. The modifications to the basin may alter the size of Lot 1. Update the stormwater calculations accordingly. UPDATED CALCS AND LOT SIZE.
- d. Provide a written stormwater narrative, including the calculations for the size of the restrictor that would be required to meet the Village's detention requirements. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot. PROVIDED.
- e. Provide a detail of the restrictor structure. PROVIDED.

Preliminary Plat of Subdivision:

31. The petitioner's response to comment no. 27 is noted. The following items from the Preliminary Plat of Subdivision Checklist are incomplete:
- a) Item no. 2, provide a north-point.
- b) Item no. 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.
- c) Item no. 9, Lot 2 is not to be dedicated to the Village at this time. Provide the easements and identify Lot 2 as part of the subdivision. After completion of the detention basin and acceptance of the public improvements, the project will enter into the 18-month warranty period. After the 18-month period

expires, the detention basin will be inspected. If there are no deficiencies, the developer will proceed with deeding Lot 2 to the Village at that time.

32. The area for Lots 1-4 is 44,400 SF, 1.02 acres. The total area and acreage shown on the Area Summary includes the dedicated right-of-way. Clarify the area summary.

33. Provide the area in square feet of the right-of-way to be dedicated.

34. Provide the area in square feet of the easements to be dedicated.

SEE UPDATED PLAT.

Zoning:

8. 3rd Review: Based on the revised Preliminary Plat of Subdivision, the following variations will be required:

a. Variation from Chapter 28, Section 5.1-2.1 to permit a lot at 50.0-feet wide and 7,400 square-feet in area where a 75-foot width and 10,000 square-feet are required for a lot in the R-2 District.

b. Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 80.0-feet is required.

i. Staff's review finds that the front setback average should be 80.0-feet (see the listed measurements below). The response letter indicates that the adjusted setback for 1916, 1920 and 2000 N Chestnut Ave was adjusted 22 feet to accommodate the right-of-way that has not been dedicated. The right-of-way that has not been dedicated is 33-feet as shown on the Preliminary Plat. Revise the language in the variance request to indicate the requirement is 80.0 feet and the front setback proposed is 25-feet.

1908	28 feet
1912	72.92 feet
1916	99.17 feet (Adjusted 33')
1920	103.53 feet (Adjusted 33')
20009	5.57 feet (Adjusted 33')

9. Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:

a. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.

b. 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.

c. The proposed variation is in harmony with the spirit and intent of this Chapter 28.

d. The variance requested is the minimum variance necessary to allow reasonable use of the property.

i. 3rd Review: Provide a response letter that addresses the above four criteria for approval for variance requests. It is recommended to provide a detailed response to each criterion and do so for each variance request. This is required for the Plan Commission application and will be needed in the next submission.

SEE ATTACHED RESPONSES FROM ATTORNEY/OWNER.

15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded. NOTED.

Improvements:

22. 2nd Review: provide the following on the Preliminary Plat per code requirements and checklist:

- a. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
- b. Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
- c. Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
- d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
- e. 3rd Review: This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

23. 3rd Review (New Comment): The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.
SEE UPDATED PLAT.

Landscape Comments

- 1.) Per the exchange rate outlined in Chapter 28, Section 6.15, a total of 15 four-inch caliper trees must be provided.

There are currently ten replacement trees identified on the proposed three lots. Provide five additional trees (shade and/or ornamental trees) along the perimeter of the detention basin.

- 2.) Incorporate understory trees within the parkway along Chestnut Avenue. The tree species must be suitable so that it will not conflict with the overhead utilities.

SEE UPDATED LANDSCAPE SUBMITTAL.

Sincerely,





Sabin Olteanu, PE
Civiland, PLLC

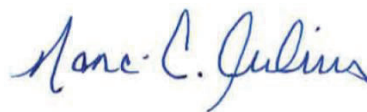
Cc:
Vitalie Clim, Developer
Eduard Livanu, Architect

PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chestnut
Round 3

28. The petitioner's response to comment no. 25 is acceptable.
29. The petitioner's response to comment no. 24 regarding the required public improvements is noted.
- a) Sidewalk shall be 5" thick, 6" thick through driveways, 4" CA-6 compacted subbase.
 - b) The pavement cross section shall consist of the following:
 - 2" N50 Surface Course
 - 2 1/4" N50 Binder Course
 - 5" N50 Binder Course
 - 4" CA-6 Stone Subbase
30. The petitioner's response to comment no. 26 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. Please address the following comments:
- a. The basin requires a 1-foot freeboard with an overflow weir at the 6" line.
 - b. The basin requires a 5' flat zone around the perimeter before the top of the slope begins.
 - c. The modifications to the basin may alter the size of Lot 1. Update the stormwater calculations accordingly.
 - d. Provide a written stormwater narrative, including the calculations for the size of the restrictor that would be required to meet the Village's detention requirements. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.
 - e. Provide a detail of the restrictor structure.

Preliminary Plat of Subdivision:

11. The petitioner's response to comment no. 27 is noted. The following items from the Preliminary Plat of Subdivision Checklist are incomplete:
- a) Item no. 2, provide a north-point.
 - b) Item no. 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.
 - c) Item no. 9, Lot 2 is not to be dedicated to the Village at this time. Provide the easements and identify Lot 2 as part of the subdivision. After completion of the detention basin and acceptance of the public improvements, the project will enter into the 18-month warranty period. After the 18-month period expires, the detention basin will be inspected. If there are no deficiencies, the developer will proceed with deeding Lot 2 to the Village at that time.
32. The area for Lots 1-4 is 44,400 SF, 1.02 acres. The total area and acreage shown on the Area Summary includes the dedicated right-of-way. Clarify the area summary.
33. Provide the area in square feet of the right-of-way to be dedicated.
34. Provide the area in square feet of the easements to be dedicated.



June 23, 2025

Nanci C. Julius, P.E.
Senior Civil Engineer

Date

Summary of Comments on Round 3 Review_Chestnut Woods Subdivision.pdf

Page: 1

 Number: 1 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:54:50 PM
Implemented.

 Number: 2 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:55:17 PM
Clarified, area of 4 lots listed and R.O.W dedicated summary listed.

 Number: 3 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:55:25 PM
Implemented.

 Number: 4 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:55:33 PM
Implemented.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~18. Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~19. Provide impervious surface calculations for each lot proposed on the Site Plan. Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

Improvements:

~~20. Provide the species of tree shown on the improvements plan.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

~~21. Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.~~

~~a. **2nd Review:** the petitioner's response is acceptable. **Complete**~~

22. **2nd Review:** provide the following on the Preliminary Plat per code requirements and checklist:

1. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
- b. 2 how the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
- c. 3 include the dimensions of all portions of land to be dedicated for right-of-way or detention.
- d. 4 include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
- e. **5rd Review:** This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.

23. **3rd Review (New Comment):** The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.

Page: 2

 Number: 1 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:55:54 PM
See legend, indicates what is being proposed, what is existing.

 Number: 2 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:56:09 PM
All are listed, and match site plan.

 Number: 3 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 1:56:44 PM
There is a dimension of 150' and 33' shown.

 Number: 4 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 2:10:42 PM
Indicated to be determined.

 Number: 5 Author: ramiz dababneh Subject: Comment on TextDate: 7/10/2025 2:01:17 PM
Implemented.

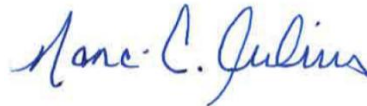
PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chestnut
Round 4

35. The petitioner's response to comment no. 28 & 29 are acceptable.
36. The petitioner's response to comment no. 30 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. Please address the following comments:
- a. The Engineering Stormwater Project Manual has been reviewed. The Site Rate Control information is incomplete and provides only the storage with the 2" restrictor. Provide the calculations for the size of the restrictor that would be required to meet the Village's detention requirements. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.
 - b. Provide a removable hood over the restrictor.

Preliminary Plat of Subdivision:

A REVISED PLAT WAS NOT SUBMITTED. THE FOLLOWING COMMENTS FROM ROUND 3 ARE REITERATED FOR THE PETITIONER.

37. The petitioner's response to comment no. 27 is noted. The following items from the Preliminary Plat of Subdivision Checklist are incomplete:
- a) Item no. 2, provide a north-point.
 - b) Item no. 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.
 - c) Item no. 9, Lot 2 is not to be dedicated to the Village at this time. Provide the easements and identify Lot 2 as part of the subdivision. After completion of the detention basin and acceptance of the public improvements, the project will enter into the 18-month warranty period. After the 18-month period expires, the detention basin will be inspected. If there are no deficiencies, the developer will proceed with deeding Lot 2 to the Village at that time.
38. The area for Lots 1-4 is 44,400 SF, 1.02 acres. The total area and acreage shown on the Area Summary includes the dedicated right-of-way. Clarify the area summary.
39. Provide the area in square feet of the right-of-way to be dedicated.
40. Provide the area in square feet of the easements to be dedicated.



July 30, 2025

Nanci C. Julius, P.E.
Senior Civil Engineer

Date

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-018
Project: Chestnut Woods Subdivision
Review Round: Round 4
Date: August 1, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☒	☐
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☒	☐

Zoning:

~~7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:~~

~~a. Preliminary Plat of Subdivision~~

~~b. Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision.~~

~~i. 2nd Review: The petitioner's response to this comment indicates that a Preliminary Plat is only being requested at this time. **COMPLETE**~~

~~8. **3rd Review:** Based on the *revised* Preliminary Plat of Subdivision, the following variations will be required:~~

~~a. Variation from Chapter 28, Section 5.1-2.1 to permit a lot at 50.0 feet wide and 7,400 square feet in area where a 75-foot width and 10,000 square feet are required for a lot in the R-2 District.~~

- i. **4th Review - COMPLETE:** the Petitioner's response has been updated to a variance request to 60.0-foot and 8,800 square-feet based on the revised configuration for the detention lot.
 - b. ~~Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25 feet where 80.0 feet is required.~~
 - i. ~~Staff's review finds that the front setback average should be 80.0 feet (see the listed measurements below). The response letter indicates that the adjusted setback for 1916, 1920 and 2000 N Chestnut Ave was adjusted 22 feet to accommodate the right of way that has not been dedicated. The right of way that has not been dedicated is 33 feet as shown on the Preliminary Plat. Revise the language in the variance request to indicate the requirement is 80.0 feet and the front setback proposed is 25 feet.~~

1908	28 feet
1912	72.92 feet
1916	99.17 feet (Adjusted 33')
1920	103.53 feet (Adjusted 33')
2000	95.57 feet (Adjusted 33')

4th Review - COMPLETE: the Petitioner has provided a response to this variance request using the average front yard setback requirements listed above.
9. ~~Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:~~
- a. ~~The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.~~
 - b. ~~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.~~
 - c. ~~The proposed variation is in harmony with the spirit and intent of this Chapter 28.~~
 - d. ~~The variance requested is the minimum variance necessary to allow reasonable use of the property.~~
 - i. ~~**3rd Review:** Provide a response letter that addresses the above four criteria for approval for variance requests. It is recommended to provide a detailed response to each criterion and do so for each variance request. This is required for the Plan Commission application and will be needed in the next submission.~~
1. **4th Review - COMPLETE**
10. **NOT APPLICABLE:** Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.
- a. ~~**2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is~~

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~

- ~~11. **NOT APPLICABLE:** If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.~~
- ~~a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~
- ~~12. **2nd Review:** based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:~~
- ~~a. The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).~~
- ~~i. **3rd Review:** this comment has been addressed; however, a full variance response document is required (see comment 8). **Complete**~~

General:

- ~~13. Per the Petitioner's Checklist, please provide a list of property owners within 250 feet of the property lines of this development, which excludes the rights of way. Staff will verify this list with the township for accuracy.~~
- ~~a. **2nd Review:** The petitioner's response is noted. The list is incomplete. There are no properties listed on Ridge Ave which is within the requirement boundary of 250 feet excluding rights of way. Please work with staff to update this list and resubmit in your next submittal.~~
- ~~i. **3rd Review:** this comment has been addressed. **Complete**~~
- ~~14. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.~~
- ~~a. **2nd Review:** fees paid in full. **Complete**~~
15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
- a. **2nd Review:** upload your response to these 2nd-review comments to the CSS portal along with the revised plans.
- b. **3rd Review:** upload your response to these 3rd-review comments to the CSS portal along with the revised plans.

- c. **4th Review:** Upload your response to all 4th Review comments to the CSS portal along with any revised plans from this review and the Preliminary Plat.

Site & Landscaping:

16. ~~For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(Lot\ Area - 8750) * 0.4] = 4,488$ s.f.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
17. ~~Include the proposed height of each concept on the Site Plan. The maximum height is 25 feet and is measured for the sidewalk level opposite of the middle of the front of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
18. ~~Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
19. ~~Provide impervious surface calculations for each lot proposed on the Site Plan. Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~

Improvements:

20. ~~Provide the species of tree shown on the improvements plan.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
21. ~~Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
22. **2nd Review:** provide the following on the Preliminary Plat per code requirements and checklist:
- Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
 - Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
 - Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
 - Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

- e. **3rd Review:** This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.
 - f. **4th Review:** Ensure that the above items are addressed and included on the resubmittal of the Preliminary Plat.
23. **3rd Review (New Comment):** The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.
- a. **4th Review:** Ensure that the above item is addressed and included on the resubmittal of the Preliminary Plat.

Village of Arlington Heights
Interoffice Memorandum



To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning & Community Development Department
File Number: PC 24-018
Project: 1920 N. Chestnut
Review Round: Round 3 Review
Date: July 31, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH TREE PRESERVATION ORDINANCE:	☐	☒
2. COMPLIES WITH LANDSCAPE PLAN ORDINANCE:	☐	☒
3. PARKWAY TREE FEE REQUIRED:	☒	☐

Landscape Comments

- 1.) Per the exchange rate outlined in Chapter 28, Section 6.15, a total of 15 four-inch caliper trees must be provided. There are currently ten replacement trees identified on the proposed three lots. Provide five additional trees (shade and/or ornamental trees) along the perimeter of the detention basin.

Revised plan noted and this comment has been addressed.

- 2.) Incorporate understory trees within the parkway along Chestnut Avenue. The tree species must be suitable so that it will not conflict with the overhead utilities.

Revised plan noted and this comment has been addressed.

August 6, 2025

Plan Commission Review – Round 4
PCA00018-2024
1920 N. Chestnut Ave
Preliminary and Final Plat of Subdivision

Public Works & Engineering Department

35. The petitioner's response to comment no. 28 & 29 are acceptable.

36. The petitioner's response to comment no. 30 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. Please address the following comments:

a. The Engineering Stormwater Project Manual has been reviewed. The Site Rate Control information is incomplete and provides only the storage with the 2" restrictor. Provide the calculations for the size of the restrictor that would be required to meet the Village's detention requirements. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.

UPDATED. THE RESTRICTOR SIZE CALCULATED IS 1.85 INCHES FOR 0.222 AC-FT.

DETENTION STORAGE WITH A 2" RESTRICTOR AT 0.197 AC-FT.

DEFICIENCY = 1,089 CF.

b. Provide a removable hood over the restrictor. NOTE 5 ADDED ON SHEET 4.

Preliminary Plat of Subdivision:

37. The petitioner's response to comment no. 27 is noted. The following items from the Preliminary Plat of Subdivision Checklist are incomplete:

a) Item no. 2, provide a north-point.

b) Item no. 6. Boundary lines and bearings. Only the boundary of the subdivision should be a heavier weight line, update the center north/south property line. Provide bearings.

c) Item no. 9, Lot 2 is not to be dedicated to the Village at this time. Provide the easements and identify Lot 2 as part of the subdivision. After completion of the detention basin and acceptance of the public improvements, the project will enter into the 18-month warranty period. After the 18-month period expires, the detention basin will be inspected. If there are no deficiencies, the developer will proceed with deeding Lot 2 to the Village at that time.

38. The area for Lots 1-4 is 44,400 SF, 1.02 acres. The total area and acreage shown on the Area Summary includes the dedicated right-of-way. Clarify the area summary.

39. Provide the area in square feet of the right-of-way to be dedicated.

40. Provide the area in square feet of the easements to be dedicated.

SEE UPDATED PLAT and RESPONSE.

Zoning:

22. 2nd Review: provide the following on the Preliminary Plat per code requirements and checklist:

- a. Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.
- b. Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.
- c. Include the dimensions of all portions of land to be dedicated for right-of-way or detention.
- d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
- e. 3rd Review: This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.
- f. 4th Review: Ensure that the above items are addressed and included on the resubmittal of the Preliminary Plat.

23. 3rd Review (New Comment): The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.

- a. 4th Review: Ensure that the above item is addressed and included on the resubmittal of the Preliminary Plat.

SEE UPDATED PLAT.

Sincerely,



Sabin Olteanu, PE
Civiland, PLLC

Cc:

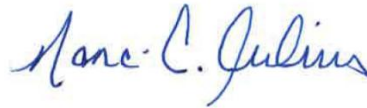
Vitalie Clim, Developer
Eduard Livanu, Architect

PLAN COMMISSION PCA00018-2024
1920 N Chestnut Ave Subdivision
1920 N Chestnut
Round 5

41. The petitioner's response to comment no. 37, 38 and 39 are acceptable.
42. The petitioner's response to comment no. 36 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. The Village required volume is 0.283 ac-ft (12,321 cu ft).
- a. The provided volume of 0.197 ac-ft is acceptable. Fee in lieu for the deficiency of .086 ac-ft (3,746 cu ft) shall be paid at permit at the rate of \$1.00 per cubic foot. The petitioner shall accept this understanding.
 - b. The removable hood is not shown over the restrictor. Provide a removable hood over the restrictor. Refer to the Metropolitan Water Reclamation District of Greater Chicago detail for a REMOVABLE HOOD basin and water quality structure DETAIL.

Preliminary Plat of Subdivision:

43. Provide the area in square feet of the easements to be dedicated.



August 20, 2025

Nanci C. Julius, P.E.
Assistant Village Engineer

Date

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-018
Project: Chestnut Woods Subdivision
Review Round: Round 5
Date: August 29, 2025

All comments have been addressed.

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☒	☐
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☒	☐

Zoning:

~~7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:~~

~~a. Preliminary Plat of Subdivision~~

~~b. Please confirm that the intent is to move forward with the Preliminary Plat of Subdivision only at this time. The Final Plat of Subdivision may be reviewed and brought to separate Plan Commission and Village Board hearings subsequent to the approval of the Preliminary Plat of Subdivision.~~

~~i. 2nd Review: The petitioner's response to this comment indicates that a Preliminary Plat is only being requested at this time. **COMPLETE**~~

~~8. 3rd Review: Based on the revised Preliminary Plat of Subdivision, the following variations will be required:~~

~~a. Variation from Chapter 28, Section 5.1-2.1 to permit a lot at 50.0 feet wide and 7,400 square feet in area where a 75-foot width and 10,000 square feet are required for a lot in the R-2 District.~~

- i. **4th Review - COMPLETE:** the Petitioner's response has been updated to a variance request to 60.0-feet and 8,800 square-feet based on the revised configuration for the detention lot.
 - b. ~~Variation from Chapter 28, Section 5.1-2.3(a) to permit a front yard setback of 25-feet where 80.0-feet is required.~~
 - i. ~~Staff's review finds that the front setback average should be 80.0-feet (see the listed measurements below). The response letter indicates that the adjusted setback for 1916, 1920 and 2000 N Chestnut Ave was adjusted 22-feet to accommodate the right-of-way that has not been dedicated. The right-of-way that has not been dedicated is 33-feet as shown on the Preliminary Plat. Revise the language in the variance request to indicate the requirement is 80.0-feet and the front setback proposed is 25-feet.~~

1908	28-feet
1912	72.92-feet
1916	99.17-feet (Adjusted 33')
1920	103.53-feet (Adjusted 33')
2000	95.57-feet (Adjusted 33')

4th Review - COMPLETE: the Petitioner has provided a response to this variance request using the average front yard setback requirements listed above.
9. ~~Provide a detailed response to the Criteria for Approval for variation requests in your next submittal. Respond to each criterion individually for each variation requested. The criteria for approval are as follows:~~
- a. ~~The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.~~
 - b. ~~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.~~
 - c. ~~The proposed variation is in harmony with the spirit and intent of this Chapter 28.~~
 - d. ~~The variance requested is the minimum variance necessary to allow reasonable use of the property.~~
 - i. ~~**3rd Review:** Provide a response letter that addresses the above four criteria for approval for variance requests. It is recommended to provide a detailed response to each criterion and do so for each variance request. This is required for the Plan Commission application and will be needed in the next submission.~~
 - 1. **4th Review - COMPLETE**
10. **NOT APPLICABLE:** Staff will review the petitioner's response to these criteria in the next submittal. Given Public Works/Engineering's concern of the site as designed, specifically the centrally located detention, the variation requests may not be supported by Village Staff.
- a. ~~**2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is~~

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

~~required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~

- ~~11. **NOT APPLICABLE:** If the detention is redesigned per comments from Public Works/Engineering, the variations as listed above may be modified.~~
- ~~a. **2nd Review:** The petitioner's response is noted. Public Works/Engineering has not approved the drainage plan with a dedicated centrally located lot (variations 8a-c required) or without a dedicated centrally located lot (per this proposal). Resolution of the comments from Public Works/Engineering is required and may impact the layout of the preliminary plat. Variations may be required upon the receipt of plans that are compliant with Public Works standards. If variations are required, a response to the criteria for approval for each variation request must be submitted.~~
- ~~12. **2nd Review:** based on staff interpretation and review of the front yard setbacks, the following shall apply to lot 1 and lot 2:~~
- ~~a. The front yard setback shall be determined by the average of the front yards established on the west side of N. Chestnut Ave between W. LaSalle St and W. Palatine Rd. This includes 1908 through 2000 N. Chestnut Avenue and includes the existing building on the subject property. In all likelihood, this will require a variation request to Chapter 28, Section 5.1-2.3-a (see comment 9-10 for details on variation requests and criteria for approval).~~
- ~~i. **3rd Review:** this comment has been addressed; however, a full variance response document is required (see comment 8). **Complete**~~

General:

- ~~13. Per the Petitioner's Checklist, please provide a list of property owners within 250 feet of the property lines of this development, which excludes the rights of way. Staff will verify this list with the township for accuracy.~~
- ~~a. **2nd Review:** The petitioner's response is noted. The list is incomplete. There are no properties listed on Ridge Ave which is within the requirement boundary of 250 feet excluding rights of way. Please work with staff to update this list and resubmit in your next submittal.~~
- ~~i. **3rd Review:** this comment has been addressed. **Complete**~~
- ~~14. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.~~
- ~~a. **2nd Review:** fees paid in full. **Complete**~~
15. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
- a. **2nd Review:** upload your response to these 2nd-review comments to the CSS portal along with the revised plans.
- b. **3rd Review:** upload your response to these 3rd-review comments to the CSS portal along with the revised plans.

- c. **4th Review:** Upload your response to all 4th Review comments to the CSS portal along with any revised plans from this review and the Preliminary Plat.

Site & Landscaping:

16. ~~For the Floor Area Calculations on the Site Plan, please add a line item for the maximum FAR per code. The formula is $3938 + [(Lot\ Area - 8750) * 0.4] = 4,488$ s.f.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
17. ~~Include the proposed height of each concept on the Site Plan. The maximum height is 25 feet and is measured for the sidewalk level opposite of the middle of the front of the building to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
18. ~~Provide building lot coverage calculations for each lot proposed on the Site Plan. Building lot coverage may not exceed 40% of the lot area. Building lot coverage includes the building footprint and any accessory structures.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
19. ~~Provide impervious surface calculations for each lot proposed on the Site Plan. Impervious coverage may not exceed 50% of the lot area. Impervious surface coverage includes all covered area that is not turf.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~

Improvements:

20. ~~Provide the species of tree shown on the improvements plan.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
21. ~~Provide dimensions on the improvements plan for the sidewalk, parkway, and dedication of right-of-way.~~
a. ~~**2nd Review:** the petitioner's response is acceptable. **Complete**~~
22. **2nd Review:** provide the following on the Preliminary Plat per code requirements and checklist: - **COMPLETE**
a. ~~Show the location and provide a description of all existing and newly proposed pins or survey monuments. Note that survey monuments are to be erected after preliminary plat approval and prior to final plat approval.~~
b. ~~Show the location of existing and proposed streets, easements, improvements and utilities within and immediately contiguous to the proposed subdivision. This should match the site plan.~~
c. ~~Include the dimensions of all portions of land to be dedicated for right-of-way or detention.~~
d. Include the location and dimension of all building setback lines. The front yard setback for lots 1 and 2 will likely be modified per comment 12. Please update as needed.
i.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

- e. ~~**3rd Review:**~~ This item was not addressed in the resubmittal: Include the names and last known addresses of the owners of the land proposed to be subdivided, the subdivider and all owners of land immediately adjoining the land proposed to be subdivided.
 - f. ~~**4th Review:**~~ Ensure that the above items are addressed and included on the resubmittal of the Preliminary Plat.
23. ~~**3rd Review (New Comment):**~~ The improvements for N. Walnut Avenue shown in the last review have been removed. Per code, curb, gutter, parkway landscaping, and a 5' sidewalk is required for the full width of lots 3 and 4. Revise the plans to address this in your next submission.
- a. ~~**4th Review:**~~ Ensure that the above item is addressed and included on the resubmittal of the Preliminary Plat. **COMPLETE**

CIVILAND, PLLC
7017 N Tripp Ave.
Lincolnwood, IL. 60712
847.877.6900
info@civilandllc.com


CiviLand LLC
Design Firm 184.008369
www.civilandllc.com

September 15, 2025

Plan Commission Review – Round 5
PCA00018-2024
1920 N. Chestnut Ave
Preliminary and Final Plat of Subdivision

Public Works & Engineering Department

42. The petitioner's response to comment no. 36 regarding detention is noted. The stormwater calculations and the preliminary engineering have been reviewed. The Village required volume is 0.283 ac-ft (12,321 cu ft).

- a. The provided volume of 0.197 ac-ft is acceptable. Fee in lieu for the deficiency of .086 ac-ft (3,746 cu ft) shall be paid at permit at the rate of \$1.00 per cubic foot. The petitioner shall accept this understanding. ACCEPTED.
- b. The removable hood is not shown over the restrictor. Provide a removable hood over the restrictor. Refer to the Metropolitan Water Reclamation District of Greater Chicago detail for a REMOVABLE HOOD basin and water quality structure DETAIL.
ADDED.

Preliminary Plat of Subdivision:

43. Provide the area in square feet of the easements to be dedicated.
NOW UPDATED WITH EASEMENT AREAS.

Sincerely,



Handwritten signature: S. Olteanu

Sabin Olteanu, PE
Civiland, PLLC

Cc:
Vitalie Clim, Developer
Eduard Livanu, Architect

Suggested Motion for Village Board Meeting – 10/20/2025

X.B. 1920 N. Chestnut Avenue – Chestnut Woods – PC24-018

Trustee _____ moved to Direct Staff and the Village Attorney to prepare final documents granting the zoning relief for consideration at a future Board meeting for PC#24-018, a Preliminary Plat of Subdivision for three residential lots and one dedicated stormwater detention lot and the zoning variances requested, and subject to the recommended conditions all as set forth in the agenda for tonight's Board Meeting.

Trustee _____ seconded.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Village Board of Trustees
10/20/2025

Item: 4 W. Rand Rd. - Qargo Coffee - PC#24-023
Planned Unit Development Amendment, Special Use Permit,
Variation

Department: Planning & Community Development

Item Description:

Requested Action

1. Amendment to the Arlington Plaza Planned Unit Development (PUD) to add a drive-through lane to the property.
2. Special Use Permit for a restaurant with a drive-through.

Variations Required

1. Variation from Chapter 28, Section 10.4-2 to reduce the required off-street parking from 1,154 spaces to 1,139 spaces.

Recommendation

A public hearing was held by the Plan Commission on September 24, 2025, where the Plan Commission unanimously recommended approval of an Amendment to the Arlington Plaza Planned Unit Development to add a drive-through lane to the property, a Special Use Permit for a restaurant with a drive-through, and the following variation:

1. A Variation to Chapter 28, Section 10.4-2 to reduce the required off-street parking from 1,154 spaces to 1,139 spaces.

This approval is contingent upon compliance with the recommendation of the Plan Commission and the following:

1. The site improvements, landscaping and interior renovation shall be substantially consistent with the site development plans drawn by The HOH Group, Inc. with a last revision date of August 15, 2025.
2. The Petitioner must comply with all the requirements set forth in the December 10, 2024 motion of the Village's Design Commission concerning the approval of the facade improvements.
3. IDOT approval shall be required for any work proposed within the W. Rand Road right-of-way.

4. The Petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

ATTACHMENTS:

1. Staff Report - 4 W. Rand Rd., Qargo Coffee
2. PC Minutes 9-24-25
3. DC Minutes 12-10-24
4. DC Staff Report_12-10-24
5. Exhibit A - Aerial
6. Exhibit B - Plat of Survey
7. Exhibit C - Project Description
8. Exhibit D - Justification Letter
9. Exhibit E - Market Study
10. Exhibit F - Traffic Study
11. Exhibit G - Parking Study
12. Demolition Plans
13. Drive-Through Signage Plan
14. Floor Plans
15. Landscape Plan
16. Parking and Traffic Plan
17. Photometric Plans
18. Site Details and Striping Plans
19. Site Plan
20. Round 1 Review - Department Comments
21. Round 1 Comments - Petitioner Response
22. Round 2 Review - Department Comments
23. Round 2 Comments - Petitioner Response
24. Round 3 Review - Department Comments
25. X.C Suggested VBM Motion 10.20.2025 - 4 W. Rand Rd - Qargo Coffee



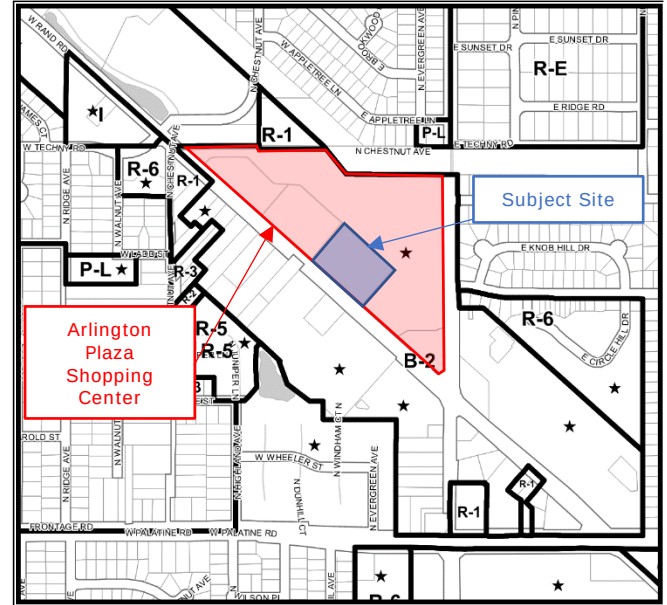
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

PC File Number: PC24-023
Project Title: Qargo Coffee
Address: 4 W Rand Road
PIN: 03-173-00-006

To: Plan Commission
Prepared By: Dan Osoba, Planner I
Meeting Date: September 24, 2025
Date Prepared: September 15, 2025

Petitioner: Moiz Hussain
Address: 4 W Rand Road
Arlington Heights, IL 60004

Existing Zoning: B-2, General Business District
Comprehensive Plan: Commercial



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-2, General Business District	Arlington Plaza Shopping Center (Baby Depot, Five Star Furniture)	Commercial
South	B-2, General Business District	Annex of Arlington Shopping Center (Bubbakoo's Burritos, Tropical Café, Starbucks Coffee)	Commercial
East	B-2, General Business District	Arlington Plaza Shopping Center (The Room Place)	Commercial
West	B-2, General Business District	Arlington Plaza Shopping Center (Arby's) & Annex of Arlington Shopping Center (Party City)	Commercial

Requested Action:

1. Amendment to the Arlington Plaza Planned Unit Development (PUD) to add a drive-through lane to the property.
2. Special Use Permit for a restaurant with a drive-through.

Variations Required:

1. Variation from Chapter 28, Section 10.4-2 to reduce the required off-street parking from 1,154 spaces to 1,139 spaces.

Project Background:

The subject property is an existing pad site (formerly Olson Rug & Flooring) within the Arlington Plaza Shopping Center. The 4,200 square foot freestanding building was constructed as part of a Planned Unit Development Amendment (Ord. 80-008) which amended the Arlington Plaza PUD (Ord. 70-003) to allow construction of two new freestanding buildings. The associated Site Plan was approved in 1985.

The petitioner is proposing to renovate the interior of the building for a new Qargo Coffee, which is a coffee restaurant chain that operates 14 locations nationally. The interior renovations include restaurant seating for 70 customers, restrooms, coffee bar, food storage, and staff offices. The exterior improvements include a new drive-through lane, reconfigured one-way parking lot access around the building, updated landscaping, new façade materials, and tenant signage. The façade upgrades have been reviewed and approved by the Design Commission. The minutes of the Design Commission held on December 10, 2024 are included in the agenda. A condition of approval is recommended by the SDC to require compliance with the Design Commission motion, conditions, and recommendations.

The proposed coffee restaurant will operate from 6:00 am to 8:30 pm Monday through Friday and from 6:00 am to 7:30 pm on Saturday and Sunday. The projected number of employees is 14 on two shifts. All delivery hours will occur during typical business hours.

Zoning and Comprehensive Plan

The property is zoned B-2, General Business District. The proposed land use, restaurant with a drive-through, requires a Special Use Permit in the B-2 District. The Petitioner provided a justification letter (reference Exhibit D – Justification Letter) which responds to each criterion. The SDC has reviewed this justification letter and agrees the proposed land use is necessary for the public convenience at this location adjacent to two arterial roadways; the use will not be detrimental to the health, safety, morals, or general welfare of persons living or working in the vicinity as the petitioner provided adequate studies demonstrating little to no traffic and parking impact on surrounding development; and the proposed use shall comply with Village regulations. These criteria for approval are referenced below:

- **That said special use is deemed necessary for the public convenience at this location.**
- **That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.**
- **That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board.**

The Comprehensive Plan designates this property as appropriate for “Commercial” land uses. The proposed restaurant land use is consistent with the intended future land use of the property and the surrounding vicinity along Rand Road. The SDC agrees with the Petitioner that the proposed restaurant and drive-through land use is consistent with the spirit and intent of the Comprehensive Plan.

Site Circulation & Traffic

The petitioner submitted a Traffic Impact Study (TIS) with this application that provided analysis of the proposed site, the level of service for site access, projected traffic generation, and recommended improvements. This TIS found the added trip generation from the proposed drive-through coffee restaurant would be 53 vehicles in and 45 vehicles out on weekday mornings and 50 vehicles in and 50 vehicles out Saturday midday peak hours. Applying this projection to existing site access, site circulation and traffic conditions found that the adjacent roadway system and signalized site access will be able to accommodate the projected trip generation for this use. The TIS recommended the site circulation be modified to a counterclockwise one-way drive around the southwest and southeast sides of the building along with drive-through wayfinding signs, and a stop sign and a “Do Not Enter” sign at the drive-through exit.

Based on the recommendations of the TIS and review comments from the SDC, the petitioner is proposing to reconfigure the site circulation from two-way traffic with 90-degree angled parking spaces to one-way (counterclockwise) traffic with 45-degree angled parking spaces.

Site Improvements & Landscaping

The SDC worked with the petitioner to provide landscaping in the parking lot, parking lot islands and to screen existing mechanical equipment. Additionally, a row of salt and drought tolerant shrubs are proposed between the southwestern parking row and the Rand Road right-of-way in compliance with landscape screening of parking lots.

The petitioner is proposing to renovate the façade with a new painted color scheme on the existing upper EIFS façade on all four sides of the building. The existing tan/red brick and dark bronze storefront windows are proposed to remain. The Design Commission made a motion to approve the proposed changes with the requirement updated colors be submitted to staff for review and approval. The petitioner intends to provide updated colors at the time of building permit for staff review and approval.

Parking

Per Section 6.12-1, a traffic and parking analysis is required as the site contains a proposed drive-through. The petitioner provided a traffic impact study as referenced above and the SDC worked with the petitioner to provide a parking study to analyze drive-through queuing and parking demand for the proposed use. The SDC has reviewed the parking for Arlington Plaza Shopping Center, which obtained a recent parking variation (Ord. 25-010) to reduce the required parking to 1,139 spaces. This proposal adds an additional 44 parking spaces for the 2,000 square-foot seating area of the restaurant, which increases the previously approved parking variance. The following table illustrates the parking requirements relative to the uses on the PUD:

Unit	Use	Square Area	Parking Square Footage	Divider	Parking Required
1	L Electronics	900	900	300	3
2	Shiny Nail	900	900	250	4
3	Barks in Style Pet Grooming	1,200	1,200	300	4
4	Lions Tae Kwon Do	3,000	1,500	50	30
5	Foot Nirvana	3,000	3,000	250	12
6	Sandra Rossi Beauty School	9,800	9,800	1/emp; 0.5/student	58
7	Community Threads	22,100	22,100	300	74
8	China Buffet	6,750	3,240	45	72
9,10	Treasure Hunt Deals	17,875	17,875	300	60
11A	Planet Fitness	22,002	22,002	250	88
11B	Five Star Furniture and Outlet	45,300	45,300	600	76
11C	Urban Air	66,992	66,992	30% occupancy of Rec facility; 1 space per 45 of restaurant; 1 space per 300 s.f. of amusement device arcade	332
11D	VACANT	26,435	26,435	300	88
12 --21	Harlem Furniture	27,700	27,700	600	46
22	America's Best Vision Center	4,000	4,000	300	13
23	Harvest Fresh Grocery & Café	23,472	23,472	300	78
24	North Arlington Barber Shop	900	900	250	4
25	Fifth Ave. Sushi	2,100	902	45	20
	Village Bank and Trust	7,896	7,896	300	26
28	VACANT	4,000	4,000	300	13
29	VACANT	2,614	2,614	300	9
30	Available (Pad)		0	45	0
31	Qargo Coffee	4,150	2,000	45	44
	TOTAL	303,086			1,154
	<i>Parking Provided (Previous Variance Approved per Ord. 25-010)</i>				1,139
	<i>Parking Surplus/(Deficit)</i>				(15)

The petitioner provided justification to the parking variance request, which included the parking analysis provided with the submittal. The four hardship criteria for variation approval are outlined 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 28.**
- **The variance requested is the minimum variance necessary to allow reasonable use of the property.**

The parking analysis found the overall property has adequate parking for all the uses within the shopping center and that the majority of parking will be utilized closer to the storefronts. If overflow parking is needed off the leased area of this subject site, there will be adequate parking in the surrounding parking fields to accommodate the trip generation projected in the traffic study. The SDC has reviewed the parking analysis and parking variance request and found that the request is acceptable.

This proposal results in the requirement of additional off-street motor vehicle parking; therefore, two bicycle parking spaces are required. Bicycle racks have been provided at the southwest corner of the building adjacent to the parking lot island in compliance with code.

RECOMMENDATION

The Staff Development Committee reviewed the proposed Planned Unit Development Amendment to add a drive-through to the property and a Special Use Permit for a restaurant with a drive-through with a variation from Chapter 28, Section 10.4-2 to reduce the parking requirement from 1,154 spaces to 1,139 spaces, and recommends **APPROVAL** subject to the following conditions:

1. The site improvements, landscaping and interior renovation shall be substantially consistent with the site development plans drawn by The HOH Group, Inc. with a last revision date of August 15, 2025.
2. The petitioner must comply with all of the requirements set forth in the December 10, 2024 motion of the Village's Design Commission concerning the approval of the façade improvements.
3. IDOT approval shall be required for any work proposed within the W. Rand Road right-of-way.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

Michael Lysicatos, Assistant Director of Planning and Community Development

September 15, 2024

Cc: Randy Recklaus, Village Manager
All Department Heads
PC#24-023

APPROVED

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING BEFORE THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

COMMISSION

RE: QARGO COFFEE - 4 WEST RAND ROAD - PC #24-023
PLANNED UNIT DEVELOPMENT AMENDMENT, SPECIAL USE PERMIT, VARIATION

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 24th day of September, 2025 at the hour of 8:22 p.m.

MEMBERS PRESENT:

JAY CHERWIN, Chairperson
MICHAEL PETERMANN
KRISTEN SCHURTZ
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
TERRY ENNES
JOHN SIGALOS
SUSAN DAWSON

ALSO PRESENT:

MICHAEL LYSICATOS, Assistant Director, Community Development
DANIEL OSOBA, Planner I
RACHEL HITZEMANN, Development Planner

APPROVED

CHAIRPERSON CHERWIN: So, we'll move on to the next petition on the agenda, and that is Qargo Coffee at Rand Road.

Is there anybody from Qargo Coffee in the house? Oh, we do have the Petitioner with us.

Take your time. We've got a member that had to take a break real quick. Give me just a minute; thank you.

(Long pause.)

CHAIRPERSON CHERWIN: So, I think we can start our second petition. If the Petitioner from Qargo could come up to the podium, that'd be great.

Staff, have all public notices been given on Qargo Coffee?

MR. OSOBA: Yes, they have.

CHAIRPERSON CHERWIN: Excellent.

Sir, if you could raise your hand?

(Witness sworn.)

CHAIRPERSON CHERWIN: Thank you. If you could please state your name and spell your last name for the record?

MR. SASSILA: Sure. I'm Amer Sassila, first name A-m-e-r, last name Sassila, S-a-s-s-i-l-a.

CHAIRPERSON CHERWIN: Thank you. I was going to ask you; have you read the Staff report on this matter? And you'll see some conditions that the Staff has put on there recommended, do you agree with those recommendations?

MR. SASSILA: Yes, I agree.

CHAIRPERSON CHERWIN: Okay. All right. well, you know, I'll ask you to just go ahead and proceed with your presentation. Everything you can see up there we've got on our screens. Take it away.

MR. SASSILA: Sure, awesome. The clicker, I can just right-left, right?

I'm with the HOH Group here, the project architect on behalf of Qargo Coffee. The agenda, just a quick run-through of what Qargo is a little bit about, project information, you know, the need for a coffee shop. Much of this is already in the report but just kind of reiterating and emphasizing it.

I'm showing of course the site demolition plan and the proposed plan, parking plan, et cetera, all the turns, and the landscape plan, the proposed floor plan for reference of the inside, and then just some visualizations of what to expect.

So, description of work. I mean, the essence of all this is renovating the interior, reusing this existing building which was previously used as an Olson Rug store, rug shop, to turn that into a coffee shop, Qargo Coffee specifically. We're looking to be one of the franchisees. It's about 4,100 square feet, only one story, and really the whole push here is serving really fine quality coffee along with pastries and other refreshments as well.

You can see in the written description about the specific operating hours, from 6:00 a.m. to 10:00 p.m., kind of a typical coffee shop, eight to 10 employees. Then, garbage pickup just would be before hours.

So, the need for a coffee shop. One, who doesn't like coffee, right? A big part of that is it's a space to bring the community together. Of course, with the Starbucks to the south but then having another coffee shop, especially when that gets concentrated, having another option as well along Rand Road, and as everybody knows, a place where one can work.

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Also, what's unique about this, we'll get into the floor plan of Qargo Coffee. This one is not just a big open dining area but there is also a unique feature with it as well with having a rentable space for meeting rooms, conference rooms, community gathering, et cetera. So, this coffee shop brings that to the table here for the community.

Then the need for the drive-through, of course it alleviates some congestion. You have, instead of having all these cars parked in front and especially in the morning where everybody has got to get up, walk in, et cetera, everyone has got the convenience of, you know, staying in their vehicles, getting their coffee, and then keep moving on with their day. Not only that, since the site is limited in size, having the one way around alleviates, the drive-through actually allows for circulation just having that one way around the building. So, even more so it's a push for that.

Of course, you know, such a case will not under any circumstances be detrimental to the health, safety, morals or general welfare of persons residing or working within the vicinity, and we'll comply with any regulations as mentioned.

Then, just the site demolition plan. Really, it's, although you see a lot of notes on the plans, in general it's really minor. A lot of that is just to enable that one-way circulation around from the south up north, back in the easement, and off to Rand Road.

Then, the proposed parking. Of course, this is a big shared plaza space. We just use the multiplier from, in coordination with the Planning Commission, just to make that we've got adequate parking within that shared space, which we do. Not to mention just seeing what the worst-case scenario would be for the queuing which will be okay, and as well as just the speed of, because it's going to be similar to Starbucks, Dunkin Donuts, we don't envision long wait times for orders as well.

The proposed drive-through signage, it's showing where, just like a typical site drive-through for a lot of the other franchises, just showing just how the circulation works, the entry sign, where to order, and then of course just the exit with, you know, the thank you sign.

I'm showing all the turns, just confirming that's really no concern here in the event of an emergency, God forbid. Then, garbage truck turns which a lot of this is not going to be during the time of operation anyways, but just to confirm that no issues here.

So, our proposed landscape. So, coordinated with the Landscape Department here with the Village of Arlington Heights. So, we just added some colorful shades where needed, especially at the islands, and then put some shrubs for screening of the equipment, and along Rand Road as well.

Just to reference for the interior, there's three, here, it's the red light, right, for the --

MR. OSOBA: Yes.

MR. SASSILA: Thank you for the laser. Nonetheless, in the plan itself, you can see three like conference rooms in-between for flex space, a unique feature for Qargo Coffee, for this location specifically. Again, with the dining area in the middle in between, and then of course the serving area, washrooms, et cetera, and all the other utilities or the back of house spaces if you will.

Just some visualizations of what to expect from the Olson. I know that building has been abandoned for a while, but this has given some life back in that specific building, so what this will eventually look like. The interior, very decorative, it gives a lot of life

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back and as well as gives some excitement to the building itself.

That's my presentation.

CHAIRPERSON CHERWIN: Thank you, very nice. We'll ask you -- you can go ahead and take a seat. We're going to have ask you maybe a couple of questions, but we're going to switch over to the Staff presentation.

MR. SASSILA: Sure. Hopefully, I wasn't too long.

CHAIRPERSON CHERWIN: You're fine, thank you. Nice job.

MR. OSOBA: All right, the subject property for this Petitioner is located at 4 West Rand Road within the Arlington Plaza Shopping Center. The Petitioner, Qargo Coffee, is proposing to renovate the interior of the building and add a drive-through lane for a coffee/restaurant. Based on this request, an amendment to the Arlington Plaza Planned Unit Development to add a drive-through lane and a special use permit for a restaurant with a drive-through lane is required. One variation is requested to reduce the required off-street parking within the entirety of the center from 1,154 spaces to 1,139 spaces, and I will detail that one a little later on.

This aerial shows the existing building up front at the Arlington Plaza Shopping Center facing Rand Road. There is a signalized entrance to the shopping center adjacent to the site to the southeast, and another signalized entrance further up Rand Road to the northwest.

The subject site is zoned B-2 General Business District along with the remainder of the Arlington Plaza Shopping Center and the surrounding commercial corridor. The nearest residentially zoned property is on the east side of Arlington Heights Road.

The Petitioner provided a traffic impact study with this application that provided analysis of the proposed site, level of service for site access, and trip generation. Based on the study and review from the Staff Development Committee, the Petitioner is proposing to reconfigure the existing site circulation as was stated from a two-way configuration with 90-degree parking to a one-way configuration with 45-degree angled parking spaces. This does accommodate the new drive-through lane that's highlighted in yellow on the plan while still providing efficient site access for customer vehicles and for emergency service vehicles.

Additionally, the SDC worked with the Petitioner to provide landscaping in the parking lot, on the parking lot islands, screening for the mechanical equipment that exists, and a row of shrubs along Rand Road, all of which are highlighted in green on the slide. All of these proposed modifications are compliant with Village codes.

This is again just a rendering that was provided by the Petitioner. This was reviewed and approved by the Design Commission about nine months ago.

The SDC worked with the Petitioner to provide a parking study to analyze the drive-through queuing and parking demand for the proposed use. The overall parking requirement for the Arlington Plaza Shopping Center is shown on the table on the slide with the proposed Qargo Coffee restaurant requiring 44 spaces which yields a net deficit of 15 spaces for the entirety of the center. The parking analysis did find that the overall property did have adequate parking for all of the uses within the shopping center, and the majority of the parking will be utilized closer to the actual storefronts within the center. If overflow parking is needed for this specific petition that's off the leased area of the subject site, there would be adequate parking in the surrounding parking fields to accommodate the projected trip generation that was identified in the traffic study. The SDC has reviewed the parking analysis and variation

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request and found both acceptable.

These are the criteria for approval for a special use, and these are the criteria for approval for a variation. The Staff Development Committee reviewed the proposed planned unit development amendment to add a drive-through to the property and a special use permit for a restaurant with a drive-through with a variation from Chapter 28, Section 10.4-2 to reduce the parking requirement from 1,154 spaces to 1,139 spaces, and recommends approval subject to the conditions listed on the slide and in the Staff report.

CHAIRPERSON CHERWIN: Thank you, sir. Nice job, Dan.

Is there a motion to include the Staff report in the public record?

COMMISSIONER ENNES: So moved.

COMMISSIONER LORENZINI: Second.

CHAIRPERSON CHERWIN: All in favor?

(Chorus of ayes.)

CHAIRPERSON CHERWIN: Any opposed?

(No response.)

CHAIRPERSON CHERWIN: All right, motion passes. Staff report is in the public record.

Before we go to the Plan Commissioners, I'd like to open this to the public given the potential concern I see out there. Is there any member of the public that would like to speak on behalf?

(No response.)

CHAIRPERSON CHERWIN: No? Seeing no hands, and nobody in this room except the Petitioner, we will now close the public hearing and make our way to the Plan Commissioners.

Commissioner Dawson?

COMMISSIONER DAWSON: No comment.

CHAIRPERSON CHERWIN: Commissioner Sigalos?

COMMISSIONER SIGALOS: I just question the size of the building. It seems to be a very large size. I saw the interior floor plan there with a lot of seating and so forth. It seems like so many coffee shops are even eliminating interior seating and just drive-through facilities. So, I don't understand, is this similar to other coffee shops that you have?

CHAIRPERSON CHERWIN: If the Petitioner could come up to the podium, please and answer the question?

MR. SASSILA: It won't be an issue if I just stand here, right?

CHAIRPERSON CHERWIN: No, you're welcome to.

COMMISSIONER SIGALOS: Yes, you just passed up the photo there. It seems like awfully large compared to other coffee shops. I mean, Starbucks is getting away with a lot of the interior seating.

MR. SASSILA: Yes, and that's a good question. For this Qargo Coffee specifically, I know that it's trying to introduce something a little bit more than just kind of get your coffee and go. It's more like a, kind of setting a tone as well for, you know, another alternative place for one to gather, you know, whether it's with friends, family, where it could be just a different vibe from the interior, just to give that, just to stand out from the typical like Starbucks and the Dunkin Donuts gives coffee.

COMMISSIONER SIGALOS: Are there other Qargo Coffee shops? I'm not

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familiar with them at all.

MR. SASSILA: They are relatively new to the area. For now, I know there's a couple that opened in Bolingbrook. They're actually originally, their office is based in Miami, Florida. They saw some opportunity here where they can make an impact and, yes, so basically make an impact with the alternative coffee as well.

So, they are new, and they want to use this also was a place for training staff from other locations as well. So, they're trying to make this also kind of their, I wouldn't say regional headquarters but it stops short of that, like a place where they can train and kind of set the example of what they'd want to see for the Qargo Coffees.

COMMISSIONER SIGALOS: All right, thank you. I have no other questions.

MR. SASSILA: Sure.

CHAIRPERSON CHERWIN: Commissioner Terry?

COMMISSIONER ENNES: I have no questions.

CHAIRPERSON CHERWIN: Commissioner Drost?

COMMISSIONER DROST: No, it looks like an effort to, in a post-Covid, of bringing people out in. I think there's some, within your neighbors, that there's really going to be some synergism, too, to kind of pull and draw off of some of those businesses that you have. It looks like entertainment; it looks very inviting. It looks like a nice alternative to other coffee shops.

CHAIRPERSON CHERWIN: Thank you.

Bruce?

COMMISSIONER GREEN: I have no questions, but I think it's a great project.

MR. SASSILA: We're excited for it.

CHAIRPERSON CHERWIN: Thank you.

Joe?

COMMISSIONER LORENZINI: The locations in Bolingbrook, are they as big as this?

MR. SASSILA: No. So, the ones in Bolingbrook, they're actually in a Meijer. So, they're really small, but they're meant to be like samples of kind of the, you know, it's kind of to give a sample of what they can expect from a Qargo Coffee actual size, like the one here that's being proposed.

COMMISSIONER LORENZINI: Okay, and are you going to do any roasting of coffee here?

MR. SASSILA: Not to my knowledge like coffee roasters, no, but it would be nice if they did.

COMMISSIONER LORENZINI: The pastries will be brought in, too?

MR. SASSILA: They'll be brought in, yes.

COMMISSIONER LORENZINI: Okay, that's all I have. Thank you.

MR. SASSILA: Sure.

CHAIRPERSON CHERWIN: Kris?

COMMISSIONER SCHURTZ: It is definitely not Dunkin Donuts. It's beautiful. No questions.

CHAIRPERSON CHERWIN: Michael?

COMMISSIONER PETERMANN: Love that we're repurposing a vacant

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building. Is this related to the Qargo Coffee in Madison, Wisconsin? There's a couple of Qargo Coffees there.

MR. SASSILA: I believe so, yes. So, it is similar.

COMMISSIONER PETERMANN: It's a pretty cool hangout place. Was there outdoor seating?

MR. SASSILA: There was not, just because it's, I guess it's limited. I think the amount of pavement that's available is only for, like the minimum for walking. So, unfortunately, as much as it would be nice to do, but also it will take away from the drive-through aspect. So, it's kind of a, you know, kind of pick the best economic decision. It'd be nice to have an outdoor one though.

COMMISSIONER PETERMANN: Yes.

CHAIRPERSON CHERWIN: All right, thank you.

COMMISSIONER DROST: I'll make that motion if that's in order.

A motion to recommend to the Village Board of Trustees approval of PC #24-023, an Amendment to the Arlington Plaza Planned Unit Development (PUD) to add a drive-through lane to the property, a Special Use Permit for a restaurant with a drive-through, and the following Variation:

- 1. Variation from Chapter 28, Section 10.4-2 to reduce the required off-street parking from 1,154 spaces to 1,139 spaces.**

This recommendation is subject to resolution of the following:

- 1. The site improvements, landscaping, and interior renovation shall be substantially consistent with the site development plans drawn by the HOH Group, Inc. with a last revision date of August 15, 2025.**
- 2. The Petitioner must comply with all of the requirements set forth in the December 10, 2024 motion of the Village's Design Commission concerning the approval of the facade improvements.**
- 3. IDOT approval shall be required for any work proposed within the West Rand Road right-of-way.**
- 4. The Petitioner shall comply with all federal, state, and Village codes, regulations, and policies.**

COMMISSIONER ENNES: I'll second that.

CHAIRPERSON CHERWIN: All right, a motion is on the table. Why don't we do a roll call?

MS. HITZEMANN: Commissioner Dawson.

COMMISSIONER DAWSON: Yes.

MS. HITZEMANN: Commissioner Drost.

COMMISSIONER DROST: Aye.

MS. HITZEMANN: Commissioner Ennes.

COMMISSIONER ENNES: Yes.

MS. HITZEMANN: Commissioner Green.

COMMISSIONER GREEN: Yes.

COMMISSIONER ENNES: Commissioner Lorenzini.

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COMMISSIONER LORENZINI: Yes.

MS. HITZEMANN: Commissioner Petermann.

COMMISSIONER PETERMANN: Yes.

MS. HITZEMANN: Commissioner Schurtz.

COMMISSIONER SCHURTZ: Yes.

MS. HITZEMANN: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MS. HITZEMANN: Chair Cherwin.

CHAIRPERSON CHERWIN: Yes.

MS. HITZEMANN: Motion passes.

CHAIRPERSON CHERWIN: Congratulations! Motion passes, and that is a positive recommendation to the Village Board which is the final arbiter in this matter. If you could keep in touch with the Staff, they will let you know the next step and when that may occur, but thank you for presenting and thank you for coming to Arlington Heights to conduct your business.

COMMISSIONER DROST: Yes, and bring some coffee to the Village meeting.

MR. SASSILA: Absolutely.

COMMISSIONER DAWSON: Good luck.

MR. SASSILA: Thank you, everyone.

CHAIRPERSON CHERWIN: All right, good luck.

(Whereupon, at 8:42 p.m., the public hearing on the above-mentioned petition was adjourned.)

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MINUTES OF THE VILLAGE OF ARLINGTON HEIGHTS DESIGN COMMISSION

ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS RD.
DECEMBER 10, 2024

Acting Chair Eckhardt called the meeting to order at 6:30 p.m.

Members Present: Ted Eckhardt, Acting Chair
Kirsten Kingsley
John Fitzgerald
Scott Seyer

Members Absent: Jonathan Kubow, Chair

Also Present: Michael Ciurej, Owner of 1021 N Stratford Rd
John Kramer, Arlington Heights Park District
Susan Rohner, Arlington Heights Park District
Jon Krissoff, Chase Bank for Chase Bank
Matt Pyter, Olympik Signs for Chase Bank
Amer Sassila, The HOH Group Inc. for Qargo Coffee
Steve Hautzinger, Planning Staff

REVIEW OF MEETING MINUTES FOR NOVEMBER 12, 2024

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER KINGSLEY, TO APPROVE THE MEETING MINUTES OF NOVEMBER 12, 2024. ALL WERE IN FAVOR. MOTION CARRIED.

ITEM 4. COMMERCIAL REVIEW**DC# 24-076 – Qargo Coffee – 4 W. Rand Rd.**

Amer Sassila, representing *The HOH Group Inc*, was present on behalf of the project.

Mr. Hautzinger presented Staff comments. The petitioner is proposing exterior modifications to an existing free-standing retail building at the Arlington Plaza Shopping Center. The building was previously occupied by Olson Rug & Flooring, but it is currently vacant. Qargo Coffee is proposing interior tenant improvements and exterior facade modifications. The property is zoned B-2, General Business District.

The scope of the proposed facade renovation is primarily a new painted color scheme on the existing upper EIFS facade on all four sides of the building. The existing tan/red brick and dark bronze storefront windows will remain. The current color scheme matches the rest of the Arlington Plaza shopping center, so the Design Commission should evaluate this change. Staff feels the new color scheme is nicely designed and will be a nice refresh for the building. The mismatch with the rest of the shopping center is not a concern due to this being a freestanding building.

All rooftop mechanical equipment is required to be screened from view. There is one existing rooftop mechanical unit that will remain which is fully screened by the existing parapet walls on all four sides of the building.

Per code, only one wall sign is allowed per street frontage. Since this building only has frontage on Rand Road, only one wall sign is allowed. The drawings currently show three wall signs, which is not allowed. The plans will either need to be revised to comply with code, or seek sign variations. Sign variations are based on unique circumstances and hardship. Other similar freestanding restaurants in Arlington Heights have obtained a variation to allow a second wall sign, which is typically smaller and placed above the main entrance doors on the side of the building, but three wall signs would be excessive and considered a competitive advantage over similar businesses.

With regards to drive-through signage, the drawings and renderings are not fully detailed at this time, but it should be noted that fully electronic drive-through menu boards are not currently allowed in Arlington Heights. Code allows printed menu boards with a smaller electronic order screen. A variation would be required to allow fully electronic menu boards.

Staff recommends approval of the proposed design for the existing building, as submitted.

Amer Sassila said they are willing to work with the Village with regards to signage and revise anything on the facade if necessary. In terms of the architecture, they are maintaining as much existing as possible, with little cosmetic adjustments, mostly paint. He had no further comments.

Acting Chair Eckhardt asked if the color along the lower portion of the building facade is the existing brick, and **Mr. Sassila** said that it is. **Mr. Hautzinger** clarified that the rendering shows the brick in all one color, but the piers are actually a different color, which the elevations show. He explained that the knee wall is a light brick color, and the piers are a red brick color. **Mr. Sassila** clarified that the piers will be stained a darker color for contrast. They do not want to alter the existing building too much.

The commissioners summarized their comments. **Commissioner Fitzgerald** was not opposed to having this building look different than the rest of the center, but without real

colors, he is struggling with whether the colors go with both of the bricks; he could not make that determination. The gray color being proposed has to be the perfect color to blend with both of the brick colors; samples would really help tonight. **Commissioner Fitzgerald** said that regardless of what is said tonight, Staff should have to approve the colors on site or something.

Commissioner Kingsley was excited to see the changes being proposed to the existing building, and agreed with Commissioner Fitzgerald with regards to the colors. She liked the idea of using cool colors, but felt the colors being proposed did not go with the warm color of the brick, although keeping the existing brick is a good idea. Studying the grey color to be warmer might help, and she asked if the blue accent color is also being used for the coping and top of the corners. The petitioner replied that the coping and the cap on the pier at the corner will be black.

Mr. Hautzinger asked if the colors being proposed are standard prototype colors for Qargo Coffee, and **Mr. Sassila** replied that they are required to match the blue color of the company logo, but have flexibility with the other colors. **Commissioner Kingsley** said there are 3 different grey colors being shown; a dark grey for the trim, the medium grey behind the sign, and the light grey for the field. She felt that making all the grey colors a tone warmer would help with the brick, and she pointed out that there is no medium grey color behind the sign in the renderings, and she liked that there be a distinction between that. **Commissioner Kingsley** also suggested painting the utility door a color to match the grey, instead of a color to match the brick, and she suggested the petitioner study the shadow from the letters of the wall sign, so it did not confuse the sign letters beneath it. **Mr. Sassila** said they could look into that to confirm.

Commissioner Seyer said that he wants the project to be successful, but he had concerns about the project because no materials or paint color samples were provided tonight. There are different elevations of colors being shown and some uncertainty with the rendering. The grey colors being proposed are cool and the brick is warm, and if the grey colors being shown tonight cannot be changed, then he could not support the project. However, if the petitioner is open to changing the grey colors, then he would suggest a warmer grey. He felt it was in the petitioner's best interest to make sure this is done right so everyone is proud of it. He wants to see the colors revised and presented with chips next to the brick color selection, which Staff can review and approve. He also agreed with Commissioner Kingsley's comments about the paint color of the utility door.

Acting Chair Eckhardt agreed with Commissioner Seyer regarding all the colors and that the colors need to be warmer tones. He was okay with the design being proposed.

A MOTION WAS MADE BY COMMISSIONER FITZGERALD, SECONDED BY COMMISSIONER SEYER, TO APPROVE THE ARCHITECTURAL DESIGN FOR QARGO COFFEE LOCATED AT 4 W. RAND ROAD. THIS RECOMMENDATION IS SUBJECT TO COMPLIANCE WITH ARCHITECTURAL PLANS RECEIVED 10/31/24, DESIGN COMMISSION RECOMMENDATIONS, COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE AND VILLAGE CODES, REGULATION AND POLICIES, THE ISSUANCE OF ALL REQUIRED PERMITS, AND THE FOLLOWING:

- 1. A REQUIREMENT THAT NEW COLORS BE SUBMITTED TO STAFF FOR REVIEW AND APPROVAL.**
- 2. THIS REVIEW DEALS WITH ARCHITECTURAL DESIGN ONLY AND SHOULD NOT BE CONSTRUED TO BE AN APPROVAL OF, OR TO HAVE ANY OTHER IMPACT ON, NOR REPRESENT ANY TACIT APPROVAL OR SUPPORT FOR THE PROPOSED LAND USE OR ANY OTHER ZONING AND/OR LAND USE ISSUES OR DECISIONS**

THAT STEM FROM ZONING, BUILDING, SIGNAGE OR ANY OTHER REVIEWS. IN ADDITION TO THE NORMAL TECHNICAL REVIEW, PERMIT DRAWINGS WILL BE REVIEWED FOR CONSISTENCY WITH THE DESIGN COMMISSION AND ANY OTHER COMMISSION OR BOARD APPROVAL CONDITIONS. IT IS THE PETITIONER'S RESPONSIBILITY TO INCORPORATE ALL REQUIREMENTS LISTED ON THE CERTIFICATE OF PROPRIATENESS INTO THE PERMIT DRAWINGS, AND TO ENSURE THAT BUILDING PERMIT PLANS AND SIGN PERMIT PLANS COMPLY WITH ALL ZONING CODE, BUILDING CODE AND SIGN CODE REQUIREMENTS.

2. COMPLIANCE WITH ALL FEDERAL, STATE, AND VILLAGE CODES, REGULATIONS AND POLICIES.

Commissioner Seyer said that the paint colors need to be selected with the final brick colors, which is the only way to see them. **Commissioner Kingsley** said that if the brick colors are not changing, then the colors need to be coordinated with the red and buff brick colors. **Commissioner Seyer** said the petitioner can take a picture of the paint sample next to the brick, showing they are the same color, along with the other paint colors, and submit to Staff for review. He wanted to add a requirement to the motion that any solid doors within the brick wall be shown to be painted the accent color, not a color to match the brick.

A MOTION WAS MADE BY COMMISSIONER FITZGERALD TO AMEND THE MOTION TO ADD THE FOLLOWING:

3. A REQUIREMENT THAT THE PAINT COLOR FOR THE SOLID DOORS WITHIN THE BRICK FAÇADE NEEDS TO BE APPROVED BY STAFF, AND THEY DO NOT NEED TO MATCH THE BRICK.

COMMISSIONER SEYER SECONDED THE AMENDED MOTION.

**KINGSLEY, AYE; FITZGERALD, AYE; SEYER, AYE; ECKHARDT, AYE.
ALL WERE IN FAVOR. MOTION CARRIED.**

STAFF DESIGN COMMISSION REPORT

PROJECT INFORMATION:

Project Name: Qargo Coffee
Project Address: 4 W. Rand Road
Prepared By: Steve Hautzinger

Date Prepared: December 5, 2024

PETITIONER INFORMATION:

DC Number: 24-076
Petitioner Name: Jimmy Tran
Petitioner Address: HOH Group Inc
623 Cooper Court
Schaumburg, IL 60173
Meeting Date: December 10, 2024

Requested Action(s):

Approval of the proposed architectural design for a facade renovation to an existing retail building.

Design Commission Responsibility for Projects Reviewed by the Plan Commission:

The subject design is being forwarded to the Design Commission for review pursuant to Chapter 6 of the Municipal Code.

This project requires Plan Commission review and Village Board approval for a Special Use and Planned Unit Development (PUD) amendment to allow a restaurant with a drive-through. Because this project is going to the Plan Commission, the role of the Design Commission is limited. The Design Commission's responsibility is as outlined in Chapter 28 of the Municipal Code, Section 14.2-1, which states:

*"For developments where a public hearing is necessary before the Plan Commission or Zoning Board of Appeals, the design review process should, if feasible, be completed by the time of the public hearing. Development proposals requiring rezoning, PUD or other Plan Commission approvals, shall be reviewed by the Design Commission **for building and signage only.**"*

Summary:

The petitioner is proposing exterior modifications to an existing free-standing retail building at the Arlington Plaza Shopping Center. The building was previously occupied by Olson Rug & Flooring, but it is currently vacant. Qargo Coffee is proposing interior tenant improvements and exterior façade modifications. The property is zoned B-2, General Business District.

Architectural Design:

The scope of the proposed façade renovation is primarily a new painted color scheme on the existing upper EIFS façade on all four sides of the building. The existing tan/red brick and dark bronze storefront windows will remain. The current color scheme matches the rest of the Arlington Plaza shopping center, so the Design Commission should evaluate this change. Staff feels that the new color scheme is nicely designed and will be a nice refresh for the building. The mismatch with the rest of the shopping center is not a concern due to this being a freestanding building.

Rooftop Mechanical Screening:

All rooftop mechanical equipment is required to be screened from view. There is one existing rooftop mechanical unit that will remain which is fully screened by the existing parapet walls on all four sides of the building.

Signage:

Per code, only one wall sign is allowed per street frontage. Since this building only has frontage on Rand Road, only one wall sign is allowed. The drawings currently show three wall signs, which is not allowed. The plans will either need to be revised to comply with code, or seek sign variations. Sign variations are based on unique circumstances and hardship. Other similar freestanding restaurants in Arlington Heights have obtained a variation to allow a second wall sign, which is typically smaller and placed above the main entrance doors on the side of the building, but three wall signs would be excessive and considered a competitive advantage over similar businesses.

In regards to drive-through signage, the drawings and renderings are not fully detailed at this time, but it should be noted that fully electronic drive-through menu boards are not currently allowed in Arlington Heights. Code allows printed menu boards with a smaller electronic order screen. A variation would be required to allow fully electronic menu boards.

RECOMMENDATION:

It is recommended that the Design Commission **approve** the proposed architectural façade design for *Qargo Coffee* located at 4 W. Rand Road. This recommendation is subject to compliance with the plans received 10/31/24, Design Commission recommendations, compliance with all applicable Federal, State, and Village codes regulations and policies, the issuance of all required permits, and the following:

1. This review deals with architectural design only and should not be construed to be an approval of, or to have any other impact on nor represent any tacit approval or support for the proposed land use or any other zoning and/or land use issues or decisions that stem from zoning, building, signage or any other reviews. In addition to the normal technical review, permit drawings will be reviewed for consistency with the Design Commission and any other Commission or Board approval conditions. It is the architect/homeowner/builder's responsibility to comply with the Design Commission approval and ensure that building permit plans comply with all zoning code, building permit and signage requirements.
2. All signage must meet code, Chapter 30.



December 5, 2024

Steve Hautzinger AIA, Design Planner

Cc: Michael Lysicatos, Assistant Director of Planning and Community Development, Dan Osoba, Planner, Petitioner, DC File 24-076



ALTA/ACSM LAND TITLE SURVEY

JOHN D. REBK & Associates
Land and Construction Surveyors
35 W 888 Miller Road
Dundee, Illinois 60118 (847) 428-3456

PARCEL I:

That part of the Northeast 1/4 of the Southeast 1/4 of Section 18, Township 42 North, Range 11 East of the Third Principal Meridian, and that part of the Northwest 1/4 of the Southwest 1/4 of Section 17, Township 42 North, Range 11 East of the Third Principal Meridian, described as follows: Beginning at a point on the West line of Arlington Heights Road, said point being 198.0 feet South of the North line of said Northwest 1/4 of the Southwest 1/4 of said Section 17, thence North 89°40' West, and parallel with the North line of said Southwest 1/4, a distance of 985.0 feet, thence South 00°00' West, a distance of 33.09 feet, thence South 42°02'42" West, a distance of 290.38 feet, thence North 47°57'18" West, a distance of 476.0 feet, thence South 42°02'42" West, a distance of 156.0 feet, thence North 47°57'18" West, a distance of 62.0 feet, thence South 42°02'42" West, a distance of 178.97 feet to the Northeast line of said Rand Road, thence South 47°57'18" East, along the Northeast line of said Rand Road, a distance of 1217.00 feet, thence North 42°02'42" East, a distance of 178.97 feet, thence South 47°57'18" East, a distance of 36.0 feet, thence North 42°02'42" East, a distance of 156.0 feet, thence North 47°57'18" West, a distance of 128.0 feet, thence North 42°02'42" East, a distance of 238.12 feet, thence North 90°00'00" East, a distance of 144.07 feet to the West line of Arlington Heights Road, thence North along the West line of Arlington Heights Road, 417.0 feet to the point of beginning, (except that part thereof falling within the following described parcel of land). That part of the Northwest 1/4 of the Southwest 1/4 of Section 17, Township 42 North, Range 11 East of the Third Principal Meridian and the Northeast 1/4 of the Southwest 1/4 of Section 18, Township 42 North, Range 11 East of the Third Principal Meridian, as now located and established, with the West line of Arlington Heights Road, as now located and established, distant 50.00 feet West, measured at right angles, from the East line of the West 1/2 of the Southwest 1/4 of said Section 17, thence Northwesterly along the said Northerly line of said Rand Road, North 47°57'18" West, a distance of 672.40 feet to the point of beginning, thence continuing along the said Northerly line of said Rand Road, North 47°57'18" West, a distance of 1217.00 feet, thence North 42°02'42" East, a distance of 2.00 feet, thence South 47°57'18" East, a distance of 1217.00 feet, thence South 42°02'42" West, a distance of 2.00 feet to the point of beginning, all in Cook County, Illinois.

PARCEL II A:

That part of the Northwest 1/4 of the Southwest 1/4 of Section 17, Township 42 North, Range 11 East of the Third Principal Meridian, described as follows: Beginning at a point on the West line of Arlington Heights Road, said point being 612.0 feet South of the North line of said Northwest 1/4 of the Southwest 1/4 of said Section 17, thence South 42°02'42" West, a distance of 238.12 feet, thence South 47°57'18" East, a distance of 128.0 feet, thence South 42°02'42" West, a distance of 156.0 feet, thence North 47°57'18" West, a distance of 36.0 feet, thence South 42°02'42" West, a distance of 178.97 feet to the Northeast line of said Rand Road, thence South easterly along the Northeast line of said road, bearing South 47°57'18" East, a distance of 264.79 feet, thence North 42°02'42" East, 94.04 feet; thence South 89°55'09" East, 184.49 feet; thence North 69°57'32" West, 60.00 feet to a point on the West line of Arlington Heights Road, said point being 1224.22 feet South of the North line of the Southwest Quarter of Section 17, Township 42 North, Range 11 East of the Third Principal Meridian; thence North 00°00' West, along said West line of Arlington Heights Road, 612.33 feet to the Point of Beginning, all in Cook County, Illinois.

PARCEL II B:

That part of the Northwest 1/4 of the Southwest 1/4 of Section 17, Township 42 North, Range 11 East of the Third Principal Meridian, and that part of the Northeast 1/4 of the Southwest 1/4 of Section 18, Township 42 North, Range 11 East of the Third Principal Meridian, described as follows: Commencing at a point on the West line of Arlington Heights Road, said point being 198.0 feet South of the North line of said Northwest 1/4 of the Southwest 1/4 of said Section 17, thence North 89°40' West, and parallel with the North line of said Southwest 1/4, a distance of 985.0 feet for a point of beginning of the tract to be described; thence South 00°00' West, a distance of 33.09 feet, thence South 42°02'42" West, a distance of 290.38 feet, thence North 47°57'18" West, a distance of 476.0 feet, thence South 42°02'42" West, a distance of 156.0 feet, thence North 47°57'18" West, a distance of 62.0 feet, thence South 42°02'42" West, a distance of 178.97 feet to the Northeast line of said Rand Road, thence North 47°57'18" West, a distance of 461.97 feet to a point on a line 250 feet South of and parallel with the North line of the Northeast 1/4 of the Southwest 1/4 of said Section 18, thence North 89°40' East, a distance of 480.46 feet to the East line of said Southwest 1/4 of said Section 18, thence continuing South 89°40' East, along a line 25 feet South of and parallel with the North line of said Northwest 1/4 of the Southwest 1/4 of said Section 17, a distance of 490.68 feet, thence South 47°57'18" East, a distance of 258.62 feet to the point of beginning, all in Cook County, Illinois.

TOTAL PARKING STALLS

1107 Regular Stalls
32 Handicap Stalls

TOTAL BUILDING AREAS

346,083.55 Sq. Ft.

LOT AREAS

AREA IN PARCEL I = 731,830.44 Sq. Ft. / 16.8005 Acres
AREA IN PARCEL II A = 212,512.74 Sq. Ft. / 4.8796 Acres
AREA IN PARCEL II B = 241,377.56 Sq. Ft. / 5.5418 Acres
TOTAL LOT AREA = 1,185,720.74 Sq. Ft. / 27.2204 Acres

LEGAL DESCRIPTION

LOT 1 IN FIRST NORTHWEST BANK
SUBDIVISION OF PART OF SECTIONS 17 AND
18, TOWNSHIP 42 NORTH, RANGE 11, EAST OF
THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY,
ILLINOIS.

NOTES CORRESPONDING TO SCHEDULE "B"

1. EASEMENT FOR THE CONSTRUCTION, OPERATION AND MAINTENANCE OF A SEWER AND SEWER FACILITIES, ALONG AND ACROSS AN EASEMENT AREA DESCRIBED IN DEED "W" ATTACHED TO GRANT OF EASEMENT MADE BY LAMAR NATIONAL BANK, AS TRUSTEE UNDER TRUST NO. 394655, TO THE VILLAGE OF ARLINGTON HEIGHTS, RECORDED JANUARY 24, 1972 AS DOCUMENT 21784618.
2. EASEMENT UNDER AND ALONG THAT PART OF THE LAND DESCRIBED AS BEGINNING AT A POINT ON THE EAST LINE THEREOF, 1.4 FEET SOUTH OF THE NORTH TOWNSHIP OF SAID LINE, THENCE NORTH 47°57'18" WEST 30 SECONDS WEST, 258 FEET, THENCE NORTH 1.4 FEET, MORE OR LESS, TO A POINT AND 62 FEET EAST OF THE WEST LINE OF SECTION 17 ADJACENT, THENCE WEST ALONG A LINE 25 FEET SOUTH OF THE NORTH LINE OF THE SOUTH WEST 1/4 OF SECTION 17, THENCE SOUTH 89°55'09" EAST, 184.49 FEET, THENCE SOUTH 47°57'18" WEST, 60.00 FEET, TO A POINT ON THE ADJACENT EAST LINE OF THE NORTH LINE OF THE SOUTH WEST 1/4 OF SECTION 17, THENCE NORTH 42°02'42" EAST, 94.04 FEET, THENCE SOUTH 89°55'09" EAST, 184.49 FEET, THENCE NORTH 69°57'32" WEST, 60.00 FEET, TO A POINT ON THE WEST LINE OF ARLINGTON HEIGHTS ROAD, SAID POINT BEING 1224.22 FEET SOUTH OF THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 17, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN; thence North 00°00' West, along said West line of Arlington Heights Road, 612.33 feet to the Point of Beginning, all in Cook County, Illinois.

ZONING

1.1-1.1.3 MINIMUM AREA FOR ZONING DISTRICT: 4 ACRES
1.1-1.1.4 MINIMUM LOT SIZE:
Dwellings Above the First Floor:
SINGLE-FAMILY: STANDARD CORNER LOT
MULTIPLE-FAMILY: 4,750 SQ. FT. 9,500 SQ. FT.
4 - BEDROOMS: 9,000 SQ. FT. PER UNIT
3 - BEDROOMS: 4,500 SQ. FT. PER UNIT
2 - BEDROOMS: 2,500 SQ. FT. PER UNIT
LOADING ROOM: 600 SQ. FT. PER DWELLING UNIT
1.1-1.1.5 MINIMUM LOT WIDTH AT BUILDING LINE: 1/4 ACRE
1.1-1.1.6 REQUIRED MINIMUM YARDS:
FRONT YARD: WHEN LOTS FRONT ON A STREET AND AT LEAST 50 % OF THE FRONTAGE DIRECTLY ACROSS THE STREET BETWEEN TWO CONSECUTIVE INTERSECTING STREETS IS IN A RESIDENTIAL DISTRICT, THE FRONT YARD REGULATIONS FOR THE RESIDENTIAL DISTRICT SHALL APPLY TO SAID LOTS IN THE BUSINESS DISTRICT, WHERE THE EXTENSION OF A FRONT OR SIDE LOT LINE COINCIDES WITH THE FRONT LOT LINE OF AN ADJACENT LOT LOCATED IN A RESIDENTIAL DISTRICT, A YARD SHALL BE PROVIDED ALONG SUCH FRONT OR SIDE LOT LINE FOR A DISTANCE OF AT LEAST 35 FEET, INCLUDING THE WIDTH OF ANY INTERVENING ALLEY, FROM SUCH LOT IN THE RESIDENTIAL DISTRICT.
SIDE YARD: WHEN A SIDE LOT LINE COINCIDES WITH A SIDE OR REAR LOT LINE OF A PROPERTY IN AN ADJACENT RESIDENTIAL DISTRICT, A YARD SHALL BE PROVIDED ALONG SUCH SIDE LOT LINE, SUCH YARD SHALL BE EQUAL IN DIMENSION TO THE MINIMUM SIDE YARD WHICH WOULD BE REQUIRED UNDER THIS ORDINANCE FOR A RESIDENTIAL USE ON THE ADJACENT PROPERTY IN THE RESIDENTIAL DISTRICT.
REAR YARD: WHEN A REAR LOT LINE COINCIDES WITH A SIDE OR REAR LOT LINE OF A PROPERTY IN AN ADJACENT RESIDENTIAL DISTRICT, A YARD SHALL BE PROVIDED ALONG SUCH REAR LOT LINE, SUCH YARD SHALL BE 30 FEET IN DEPTH. A REAR YARD SHALL BE PROVIDED FOR RESIDENTIAL USES LOCATED ABOVE THE FIRST FLOOR, SUCH YARD TO BE NOT LESS THAN 30 FEET IN DEPTH AND TO BEGIN AT A LEVEL NO HIGHER THAN THAT OF THE FINISHED FLOOR OF THE LOWEST RESIDENTIAL UNIT.
1.1-1.1.7 MAXIMUM FLOOR AREA RATIO: 25 %
1.1-1.1.8 MAXIMUM BUILDING COVERAGE: NO ZONING REQUIREMENTS, HOWEVER, REFER TO CURRENT BUILDING CODE FOR ADDITIONAL REQUIREMENTS.
1.1-1.1.9 MAXIMUM BUILDING HEIGHTS: NO ZONING REQUIREMENTS, HOWEVER, REFER TO CURRENT BUILDING CODE FOR ADDITIONAL REQUIREMENTS.
1.1-1.1.10 PARKING: SEE DOCUMENT FOR PARTICULARS FOR OFF-STREET PARKING AND LOADING.

LEGEND

- Sanitary Manhole
- Storm Manhole
- Catch Basin or Inlet
- Flared End Section
- Water Valve Vault
- Water Valve
- Fire Hydrant
- Electric Manhole
- Electric Transformer
- Telephone Manhole
- Telephone Manhole
- Ballast
- Downspout
- Electric Meter or Box
- Gas Meter
- Telephone Box
- Street Light
- Traffic Light
- Light Pole
- Wood Service Pole
- Deadman
- Overhead Wire
- Depressed Curb
- Depressed Pavement
- Fence
- Handicapped Park
- Asphalt
- Found Out Cress
- Sign
- Found Iron Pipe
- Measured
- Dead
- Record



DATED THIS 20TH DAY OF NOVEMBER, A.D., 2006.

By: *John D. Rebek*
JOHN D. REBEK, P.L.S. NO. 2429

SURVEYOR'S CERTIFICATION

- THE UNDERSIGNED, BEING A REGISTERED SURVEYOR OF THE STATE OF ILLINOIS, CERTIFIED TO BY JPMORGAN CHASE BANK, ITS SUCCESSORS AND ASSIGNS, (a) J.P. MORGAN MORTGAGE CAPITAL INC., (b) CHICAGO TITLE INSURANCE COMPANY, AND (c) MORGAN PLAZA LIMITED PARTNERSHIP AND FIRST NORTHWEST BANK.
- 1) THIS PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY THE AMERICAN LAND TITLE ASSOCIATION AND THE AMERICAN CONGRESS ON SURVEYING AND MAPPING IN 1989 AND MEETS THE ACCURACY REQUIREMENTS FOR A LAND SURVEY, AS DEFINED THEREIN.
 - 2) THE SURVEY WAS MADE ON THE GROUND ON JANUARY 3RD, 4TH, AND 5TH AND ON MARCH 31ST, 10TH AND 11TH, ALL IN 2004, BY ME OR UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LEGAL DESCRIPTION AND THE LAND AREA OF THE SUBJECT PROPERTY, THE LOCATION AND TYPE OF ALL VISIBLE ABOVE-GROUND BUILDINGS, STRUCTURES AND OTHER IMPROVEMENTS INCLUDING SIDEWALKS, CURBS, PARKING AREAS AND SPACES AND TRACES SURROUNDING THE SUBJECT PROPERTY, AND ANY OTHER MATTERS SITUATED ON THE SUBJECT PROPERTY.
 - 3) EXCEPT AS SHOWN ON THE SURVEY, THERE ARE NO VISIBLE EASEMENTS OR RIGHTS OF WAY OF WHICH THE UNDERSIGNED HAS BEEN ADVISED.
 - 4) EXCEPT AS SHOWN ON THE SURVEY, THERE ARE NO PARTY WALLS AND NO OBSERVABLE ABOVE-GROUND ENCROACHMENTS (a) BY THE IMPROVEMENTS ON THE SUBJECT PROPERTY UPON ADJACENT PROPERTIES, STREETS, ALLEYS, EASEMENTS, OR RIGHTS OF WAY, OR (b) BY THE IMPROVEMENTS ON ANY ADJACENT PROPERTIES, STREETS, OR ALLEYS UPON THE SUBJECT PROPERTY.
 - 5) THE LOCATION OF EACH EASEMENT, RIGHT OF WAY, SERVITUDE, AND OTHER MATTER ABOVE OR BELOW GROUND AFFECTING THE SUBJECT PROPERTY AND LISTED IN THE TITLE INSURANCE COMMITMENT NO. 1401 (ENCLOSURE 1), DATED JUNE 25, 2004, ISSUED BY CHICAGO TITLE INSURANCE COMPANY WITH RESPECT TO THE SUBJECT PROPERTY, HAS BEEN SHOWN ON THE SURVEY TOGETHER WITH APPROPRIATE RECORDING REFERENCES, TO EXTENT THAT SUCH MATTERS CAN BE LOCATED. THE PROPERTY SHOWN ON THE SURVEY IS THE PROPERTY DESCRIBED IN THAT TITLE COMMITMENT. THE LOCATION OF ALL IMPROVEMENTS ON THE SUBJECT PROPERTY IS IN ACCORD WITH MINIMUM DETAIL, SIDE YARD AND REAR LINES, PROVISIONS AND RESTRICTIONS OF RECORD FOR THE SUBJECT PROPERTY REFERENCED IN SUCH TITLE COMMITMENT.
 - 6) THE SUBJECT PROPERTY HAS DIRECT ACCESS TO AND FROM A DULY DEDICATED AND ACCEPTED PUBLIC STREET OR HIGHWAY.
 - 7) EXCEPT AS SHOWN ON THE SURVEY, THE SUBJECT PROPERTY DOES NOT SERVE ANY ADJOINING PROPERTY FOR DRAINAGE, UTILITIES, STRUCTURAL SUPPORT OR INGRESS OR EGRESS.
 - 8) THE RECORD DESCRIPTION OF THE SUBJECT PROPERTY FORMS A MATHEMATICALLY CLOSED FIGURE.
 - 9) NO PORTION OF THE SUBJECT PROPERTY SHOWN ON THE SURVEY LIES WITHIN A SPECIAL HAZARD AREA, AS DESCRIBED ON THE FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH THE SUBJECT PROPERTY IS LOCATED.
- THE PARTIES LISTED ABOVE AND THEIR SUCCESSORS AND ASSIGNS ARE ENTITLED TO RELY ON THE SURVEY AND THIS CERTIFICATION AS BEING TRUE AND ACCURATE.

Notes! P.L.S. 03-17-300-005-0000
03-18-402-008-0000

Based Upon Title Report/Commitment No. 1401 DRG252061 FI
by Chicago Title Insurance Company, bearing an effective date of June 25, 2004.

The property shown hereon falls within a Flood Zone "C" area as identified by the Federal Emergency Management Agency Flood Insurance Rate Map, Community Panel Number 170596 0005 B, effective date: May 1, 1978, revised to March 1, 1984.

BEARING BASE: The West line of Arlington Heights Road assumed South 00°00'00" West.

See Zoning Regulations of the Village of Arlington Heights for B-2 District "residential building setback requirements" ("No building shall be erected within 50 feet of any street" indicated therein).

No Observable Evidence of cemeteries

Scale: 1 inch equals 60 feet.
Distances are marked in feet and decimal parts thereof.

ROBIN CONSTRUCTION

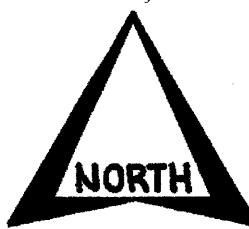
Ordered by: *Robin Construction*
Checked by: *John D. Rebek*
Building lines, if any, shown hereon are building lines shown on the recorded subdivision plat. Consult local authorities for building line established by local ordinances.

Please check legal description with Deed; also compare all points before building and report ANY DISCREPANCY IMMEDIATELY.

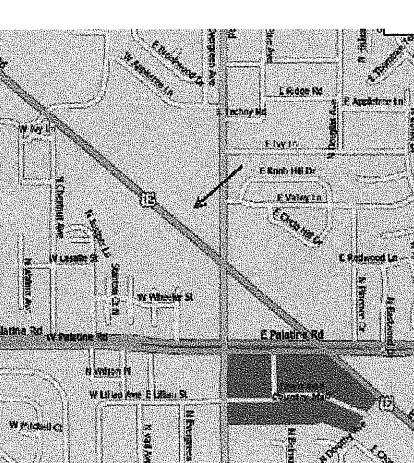
ORDER No. 07-2777

Revised: 12-29-06: PARKING SPACES; 1-29-07: RESTAURANT @ N.W.X.; 11-21-08: NEW ENTRANCE NEAR N.W.X.

NOTE: There is no observable evidence of earth moving work, building construction or building additions within recent months.
No changes in street right of ways.
No observable evidence of site use as a solid waste dump, sump or sanitary landfill.
Survey performs a mathematical closure.



LOCATION MAP



FIP at
POINT OF BEGINNING OF PARCEL I
POINT OF COMMENCEMENT OF PARCEL II B

NOTES CORRESPONDING TO SCHEDULE "B"

1. EASEMENT IN UPON, UNDER, OVER AND ALONG PART OF THE LAND FOR THE PURPOSE OF INSTALLING AND MAINTAINING TRAFFIC SIGNAL DEVICES, AS CREATED BY GRANT TO THE VILLAGE OF ARLINGTON HEIGHTS AND RECORDED AUGUST 23, 1964 AS DOCUMENT 27283037. (PLATTED)
2. EASEMENT IN UPON, UNDER, OVER AND ALONG PART OF THE LAND FOR THE PURPOSE OF INSTALLING AND MAINTAINING TRAFFIC SIGNAL DEVICES, AS CREATED BY GRANT TO THE VILLAGE OF ARLINGTON HEIGHTS AND RECORDED AUGUST 23, 1964 AS DOCUMENT 27283037. (PLATTED)
3. EASEMENT IN UPON, UNDER, OVER AND ALONG PART OF THE LAND FOR THE PURPOSE OF INSTALLING AND MAINTAINING TRAFFIC SIGNAL DEVICES, AS CREATED BY GRANT TO THE VILLAGE OF ARLINGTON HEIGHTS AND RECORDED AUGUST 23, 1964 AS DOCUMENT 27283037. (PLATTED)
4. EASEMENT IN UPON, UNDER, OVER AND ALONG PART OF THE LAND FOR THE PURPOSE OF INSTALLING AND MAINTAINING TRAFFIC SIGNAL DEVICES, AS CREATED BY GRANT TO THE VILLAGE OF ARLINGTON HEIGHTS AND RECORDED AUGUST 23, 1964 AS DOCUMENT 27283037. (PLATTED)

POINT OF BEGINNING PARCEL I & II
Point being 1224.22 South of the North line of the S.W. Quarter 17-42-11

Traffic Manhole

Water main marks

Water main marks

Water main marks

Water main marks

Water main marks

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Project Information/Scope

Project Address:

Qargo Coffee Arlington Heights

4 W Rand Rd.

Arlington Heights, IL 60004

Description of Work:

This is a tenant improvement of a previously unoccupied, 4100 SF, 1-story building with existing fire sprinklers. This existing masonry building will be the future location of Qargo Coffee with a building program of open seating, public multi-purpose conference rooms, and a coffee brewing & pastry sales area serving Qargo's premium Italian Lavazza coffee and fresh pastries.

Applicable Codes/Standards

Current Arlington Heights Building Codes:

- 2021 Illinois Energy Conservation Code (IECC)
- 2018 International Building Code (IBC)
- 2018 International Existing Building Code (IEBC)
- 2018 International Fire Code (IFC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Mechanical Code (IMC)
- 2018 International Property Maintenance Code (IPMC)
- 2018 International Residential Code (IRC)
- 2018 International Swimming Pool and Spa Code (ISPSC)
- 2017 National Electric Code (NEC)
- 2015 NFPA 101 - Life Safety Code (LSC)
- 2018 Illinois Accessibility Code (IAC)
- 2014 State of Illinois Plumbing Code

July 15, 2025

Project Address:

Qargo Coffee Arlington Heights

4 W Rand Rd.

Arlington Heights, IL 60004

Special Use Permit/Amendment Requested: Coffee Shop with Drive Through

Justification for Coffee Shop:

The justification for proposing the use of this building as a coffee shop is to provide the general public an opportunity to experience a new coffee shop experience that provides a place for community gathering. Examples of what is proposed in this coffee shop that demonstrates encouragement of community gathering and engagement is the provision of conference/study rooms for public use and an open dining area. The coffee shop will follow the Village criteria listed below:

1. The coffee shop use is deemed necessary for the public convenience at this location because it provides a place which provides a vibrant place for community engagement and activities while being served clean refreshments. One unique example of what is proposed in this coffee shop that demonstrates encouragement of community gathering and engagement is the provision of conference/study rooms for those who wish to study or conduct business meetings and an open dining area. Another example, which is common in coffee shops, is provision of a place for open dining which provides both open areas and semi-secluded areas for people to sit and enjoy the space with their served refreshments.
2. The coffee shop will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
3. That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

Justification for Drive Thru:

The special permit request indicated above is for a coffee shop with a drive-through lane and window to service Qargo Coffee, a new coffee shop proposed for the buildout of the property. We believe that the proposed drive-through is acceptable due to the presence of the existing drive-through lane of the Starbucks Coffee across the street with a similar building program that is being proposed for Qargo Coffee. The drive thru will follow the Village criteria listed below:

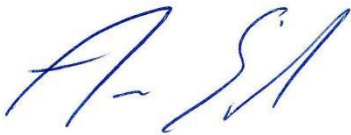
1. The drive-through use is deemed necessary for the public convenience at this location because it enables efficient service while minimizing congestion within the parking lot. It also helps alleviate high volume traffic at other nearby coffee shops which do have drive-throughs such as Starbucks at the south end of Rand Road. The drive through window allows for convenience for customers to remain in their vehicles while obtaining their favorite early morning beverage. Since the site is limited in size, the drive through will also be one way

circulation, which allows for one-way traffic to circulate around the building, alleviating safety concerns of two-way traffic for customers who wish to park and order inside of Qargo.

2. That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
3. That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

Please contact me for any questions or clarifications needed for our justification statement.

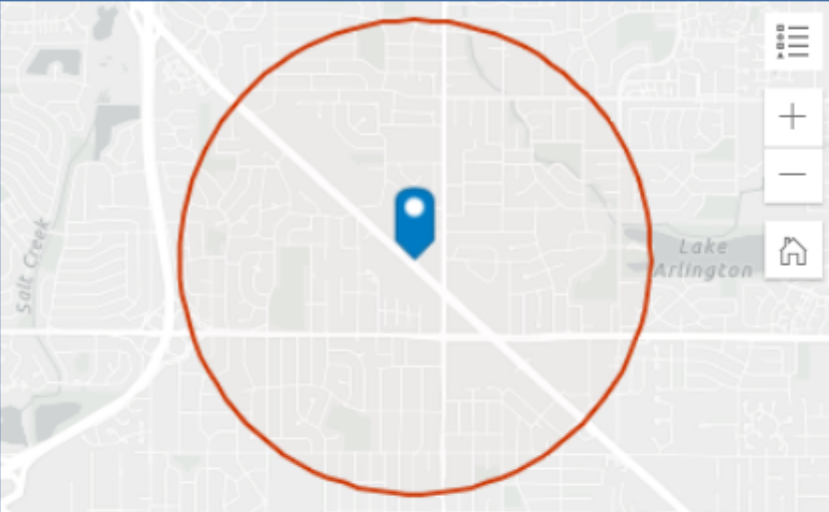
Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Sassila', with a stylized flourish at the end.

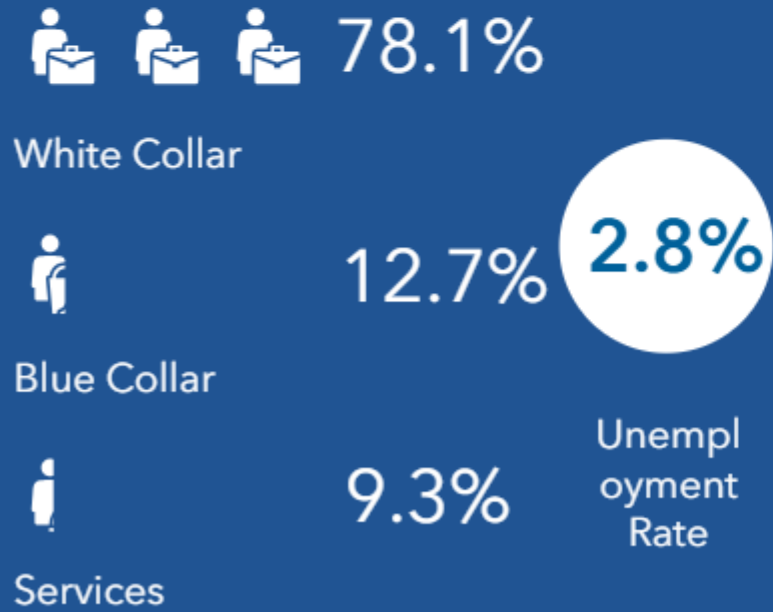
Amer Sassila, R.A., LEED AP BD+C
Vice President, Director of A/E Services

Qargo Location Insights

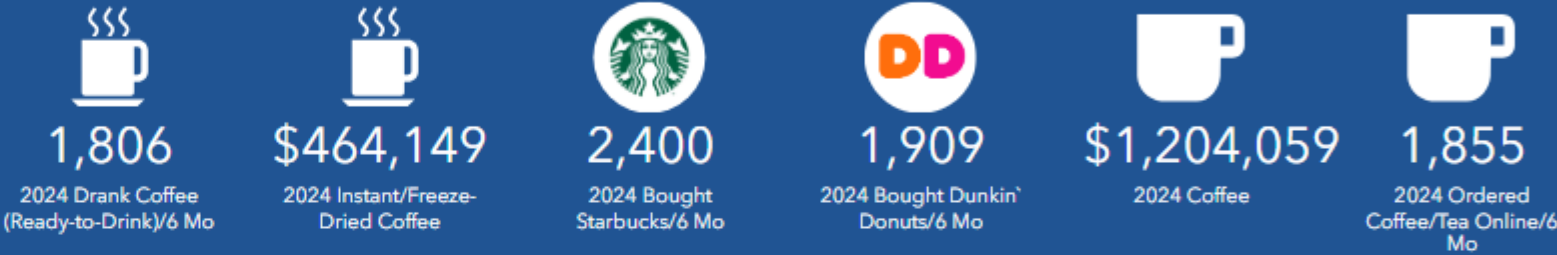
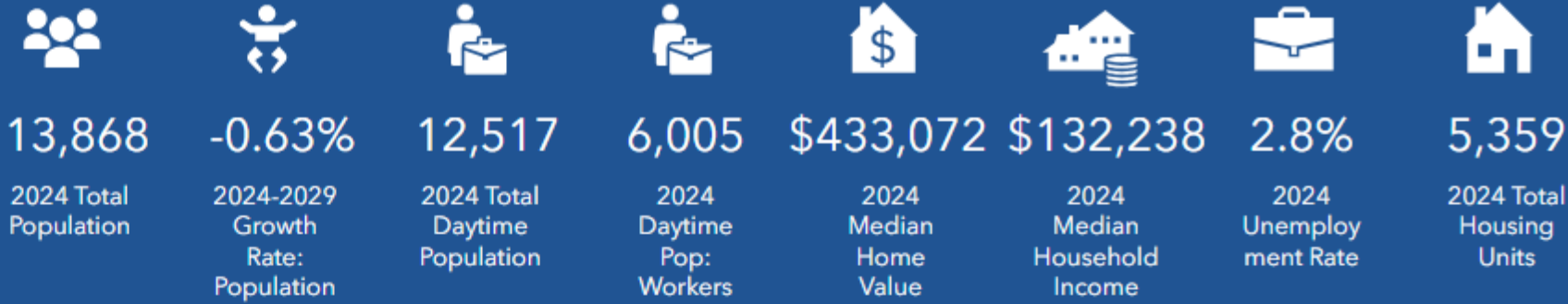
4 W Rand Rd, Arlington Heights, Illinois, 60004
Ring of 1 mile



EMPLOYMENT



Source: U.S. Census Bureau, 2020 Redistricting Data (P.L. 94-171). U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.



2024 Households by income (Esri)				
The largest group: \$200,000+ (27.6%)				
The smallest group: \$25,000 - \$34,999 (2.4%)				
Indicator ▲	Value	Diff		
<\$15,000	4.1%	-4.7%		
\$15,000 - \$24,999	2.6%	-3.4%		
\$25,000 - \$34,999	2.4%	-4.1%		
\$35,000 - \$49,999	4.8%	-4.7%		
\$50,000 - \$74,999	8.9%	-6.5%		
\$75,000 - \$99,999	11.9%	-1.0%		
\$100,000 - \$149,999	20.9%	+2.6%		
\$150,000 - \$199,999	16.7%	+6.8%		
\$200,000+	27.6%	+14.8%		

Bars show deviation from Illinois

Business & Spending	Totals
2024 Meals at Restaurants/Other	\$27,111,377
2029 Meals at Restaurants/Other	\$31,449,517
2024 Tea	\$438,191
2029 Tea	\$508,359
2024 Coffee	\$1,204,059
2029 Coffee	\$1,396,952
2024 Roasted Coffee	\$739,909
2029 Roasted Coffee	\$858,453
2024 Instant/Freeze-Dried Coffee	\$464,149
2029 Instant/Freeze-Dried Coffee	\$538,499

WORKERS



7,099

Workers Age 16+



4,755

Workers 16+ Drove Alone to Work

TRANSPORTATION TO WORK



425

Workers 16+ Took Public Transportation



436

Workers 16+ Carpooled



20

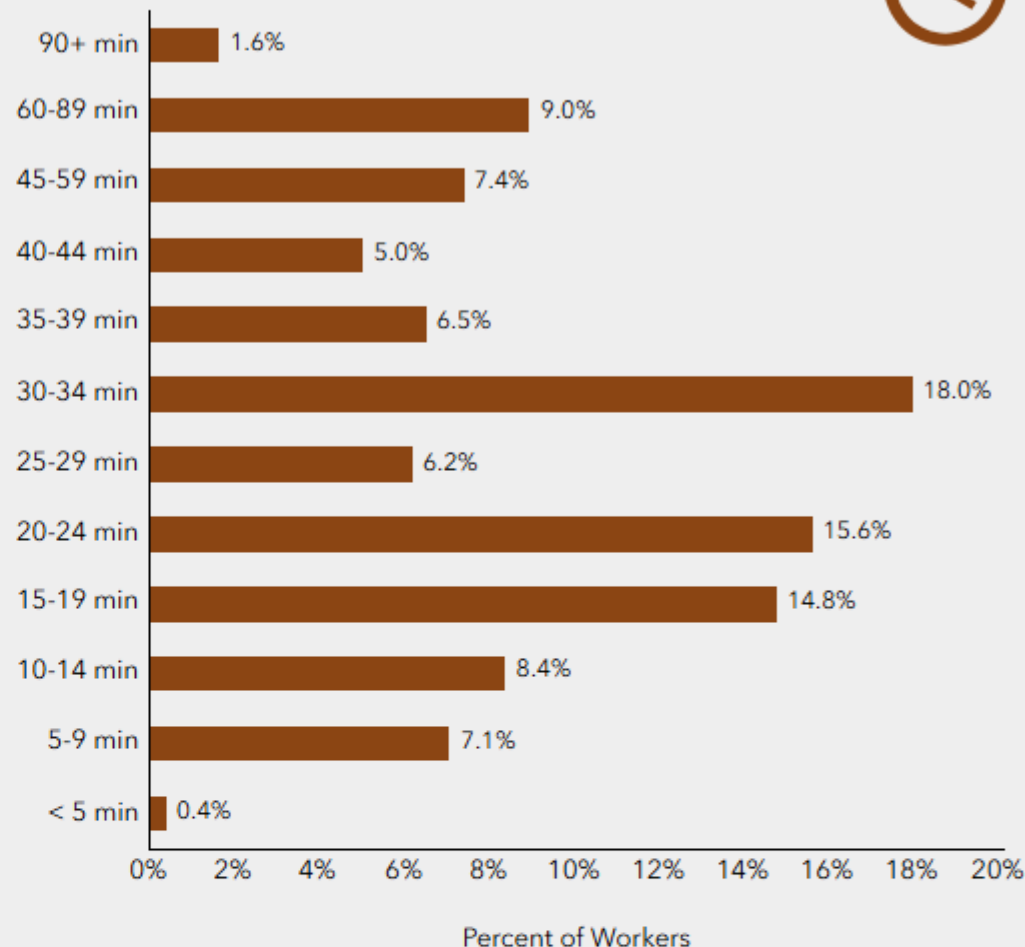
Workers 16+ Walked



19

Workers 16+ Bicycled

TRAVEL TIME TO WORK



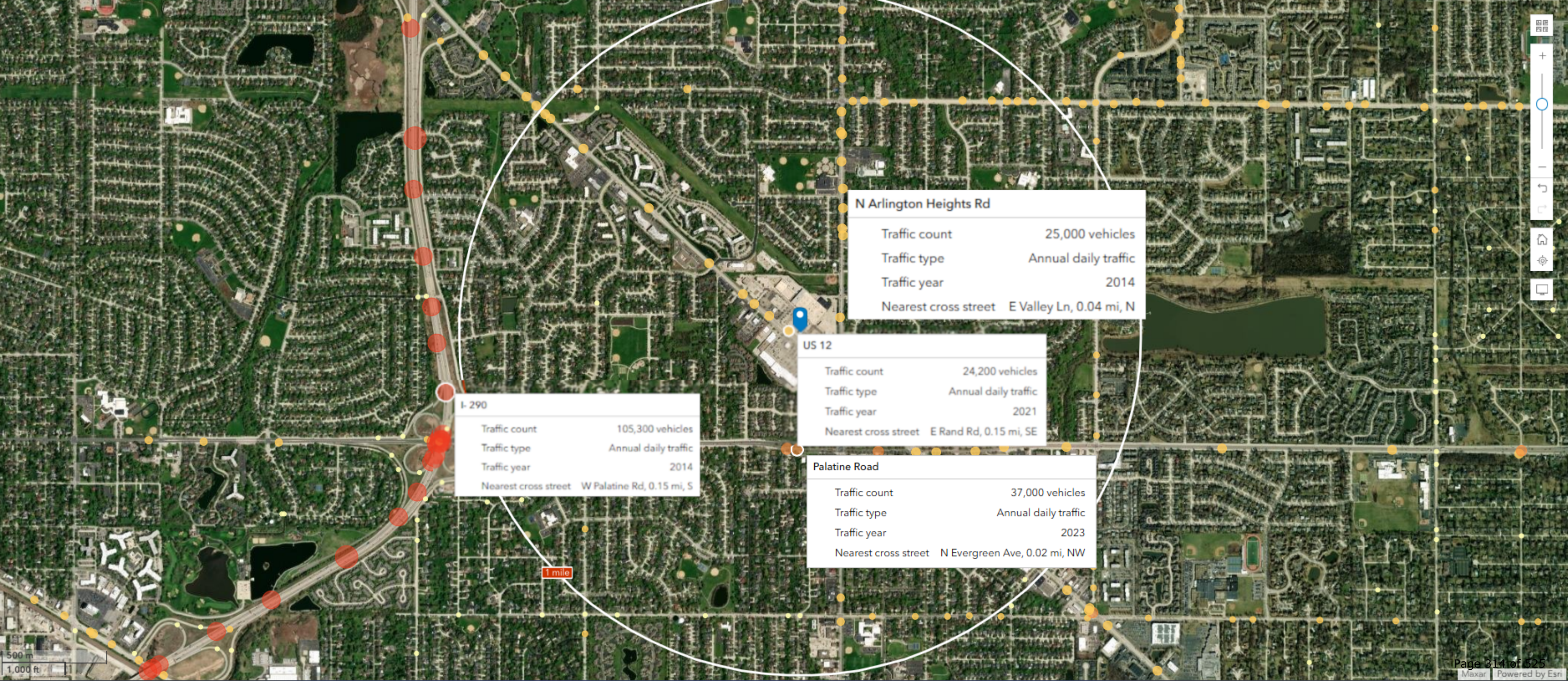
TRANSPORTATION TO WORK

4 W Rand Rd, Arlington Heights, Illinois, 60004
Ring of 1 mile

This infographic provides information about how population age 16+ travels to work. This data comes from the the American Community Survey (ACS) from the US Census Bureau.

Read an in-depth analysis of the ACS from Esri's data team at this [link](#)



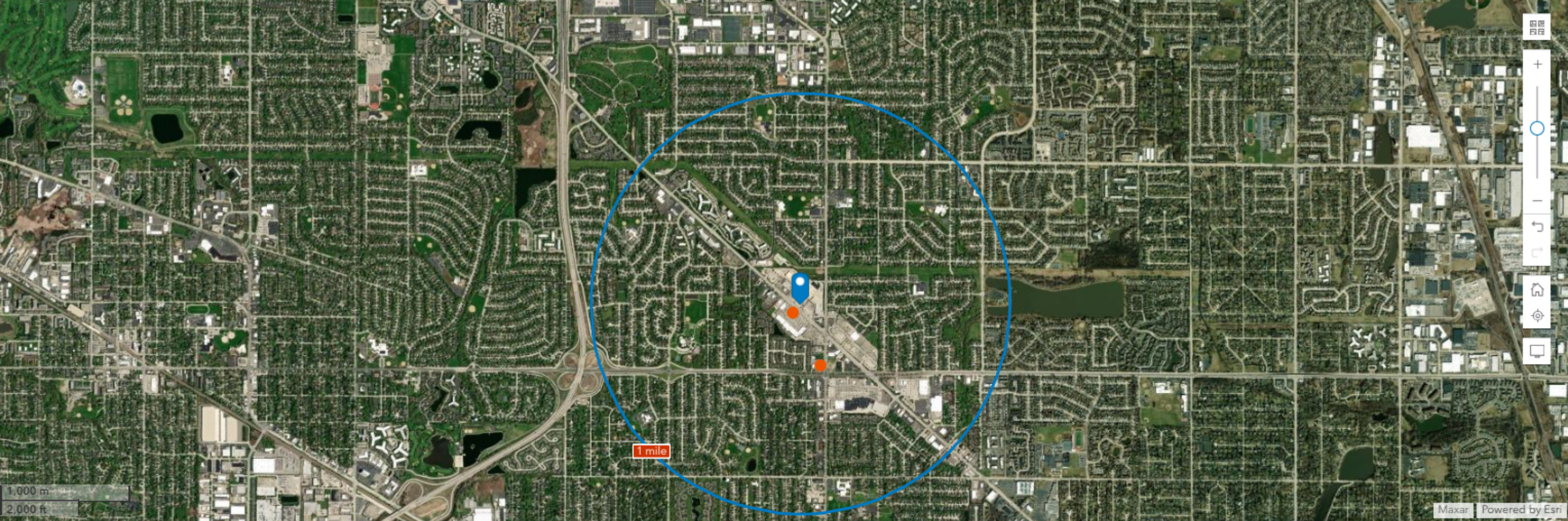


N Arlington Heights Rd	
Traffic count	25,000 vehicles
Traffic type	Annual daily traffic
Traffic year	2014
Nearest cross street	E Valley Ln, 0.04 mi, N

US 12	
Traffic count	24,200 vehicles
Traffic type	Annual daily traffic
Traffic year	2021
Nearest cross street	E Rand Rd, 0.15 mi, SE

I- 290	
Traffic count	105,300 vehicles
Traffic type	Annual daily traffic
Traffic year	2014
Nearest cross street	W Palatine Rd, 0.15 mi, S

Palatine Road	
Traffic count	37,000 vehicles
Traffic type	Annual daily traffic
Traffic year	2023
Nearest cross street	N Evergreen Ave, 0.02 mi, NW



Results



2

Point locations



Top 2

Location Name

7-Eleven

1

Starbucks

1



Top 2

Industry Description

Convenience Stores

1

Snack and Nonalcoholic Beverage Bars

1

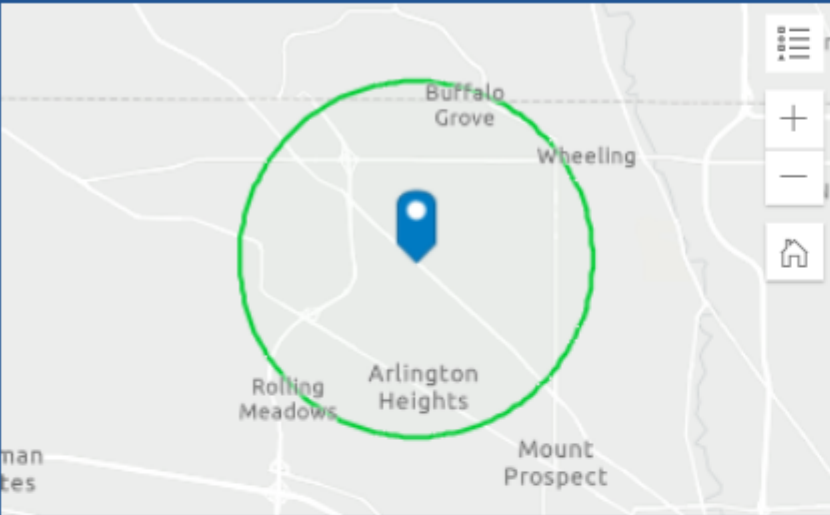


Top 2

Brand Name

Qargo Location Insights

4 W Rand Rd, Arlington Heights, Illinois, 60004
Ring of 3 miles



EMPLOYMENT



71.7%

White Collar



16.2%

Blue Collar



12.2%

Services

3.3%

Unempl
oyment
Rate

Source: U.S. Census Bureau, 2020 Redistricting Data (P.L. 94-171). U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.



135,635

2024 Total
Population



-0.56%

2024-2029
Growth
Rate:
Population



117,463

2024 Total
Daytime
Population



57,578

2024
Daytime
Pop:
Workers



\$360,651

2024
Median
Home
Value



\$102,664

2024
Median
Household
Income



3.3%

2024
Unemploy-
ment Rate



58,363

2024 Total
Housing
Units



19,261

2024 Drank Coffee
(Ready-to-Drink)/6 Mo



\$4,272,030

2024 Instant/Freeze-
Dried Coffee



24,149

2024 Bought
Starbucks/6 Mo



18,674

2024 Bought Dunkin'
Donuts/6 Mo



\$11,004,207

2024 Coffee



19,221

2024 Ordered
Coffee/Tea Online/6
Mo

2024 Households by income (Esri)

The largest group: \$100,000 - \$149,999 (20.8%)

The smallest group: \$15,000 - \$24,999 (4.2%)

Indicator ▲	Value	Diff	
<\$15,000	5.3%	-3.5%	
\$15,000 - \$24,999	4.2%	-1.8%	
\$25,000 - \$34,999	5.0%	-1.5%	
\$35,000 - \$49,999	7.3%	-2.2%	
\$50,000 - \$74,999	13.9%	-1.5%	
\$75,000 - \$99,999	12.5%	-0.4%	
\$100,000 - \$149,999	20.8%	+2.5%	
\$150,000 - \$199,999	13.1%	+3.2%	
\$200,000+	17.8%	+5.0%	

Bars show deviation from

Illinois ▼

Business & Spending

Totals

2024 Meals at Restaurants/Other

\$248,309,362

2029 Meals at Restaurants/Other

\$286,270,772

2024 Tea

\$4,100,902

2029 Tea

\$4,728,132

2024 Coffee

\$11,004,207

2029 Coffee

\$12,686,197

2024 Roasted Coffee

\$6,732,177

2029 Roasted Coffee

\$7,760,976

2024 Instant/Freeze-Dried Coffee

\$4,272,030

2029 Instant/Freeze-Dried Coffee

\$4,925,221

WORKERS



71,919

Workers Age 16+



49,593

Workers 16+ Drove Alone to Work

TRANSPORTATION TO WORK



2,911

Workers 16+ Took Public Transportation



5,458

Workers 16+ Carpooled



683

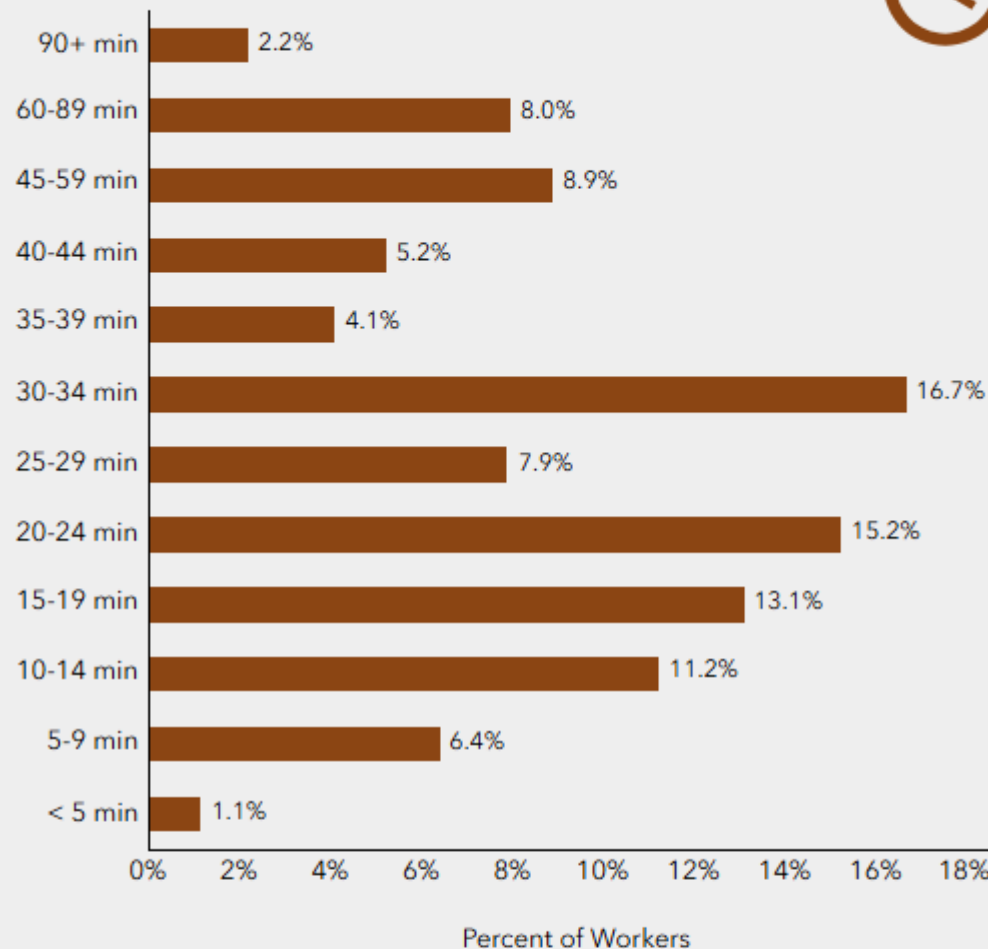
Workers 16+ Walked



397

Workers 16+ Bicycled

TRAVEL TIME TO WORK



TRANSPORTATION TO WORK

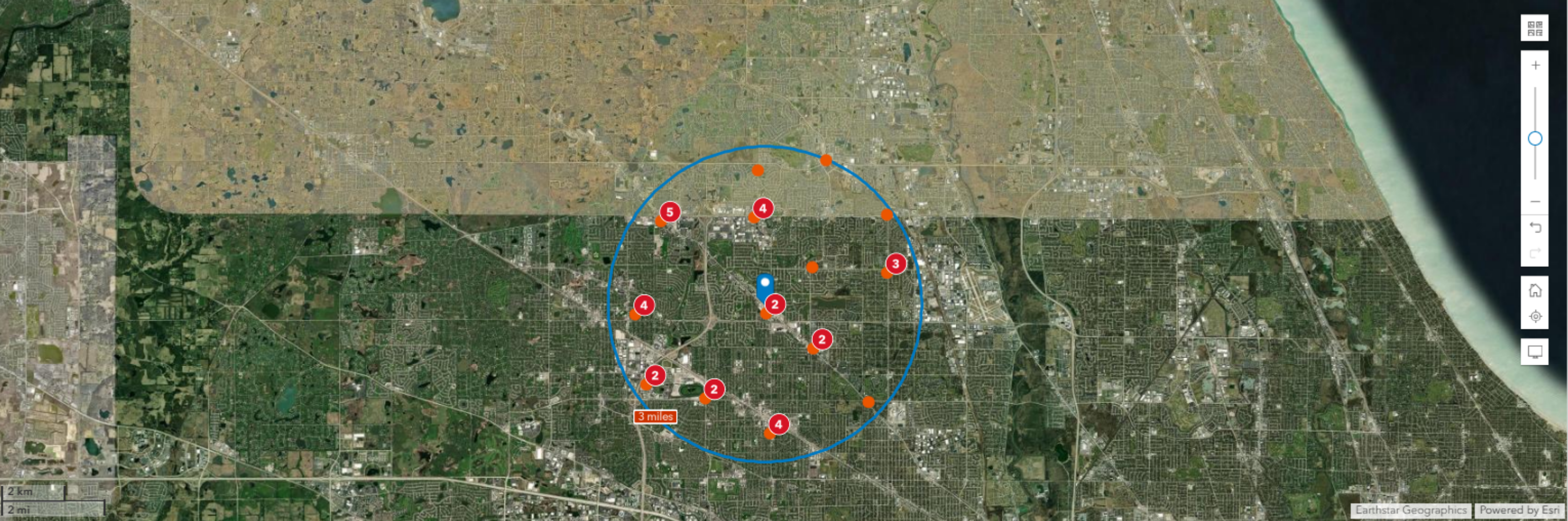
4 W Rand Rd, Arlington Heights, Illinois, 60004

Ring of 3 miles

This infographic provides information about how population age 16+ travels to work. This data comes from the the American Community Survey (ACS) from the US Census Bureau.

Read an in-depth analysis of the ACS from Esri's data team at this [link](#)





Results



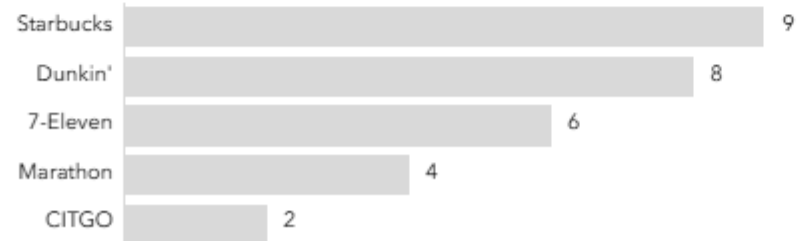
33

Point locations



Top 5

Location Name



Top 5

Industry Description

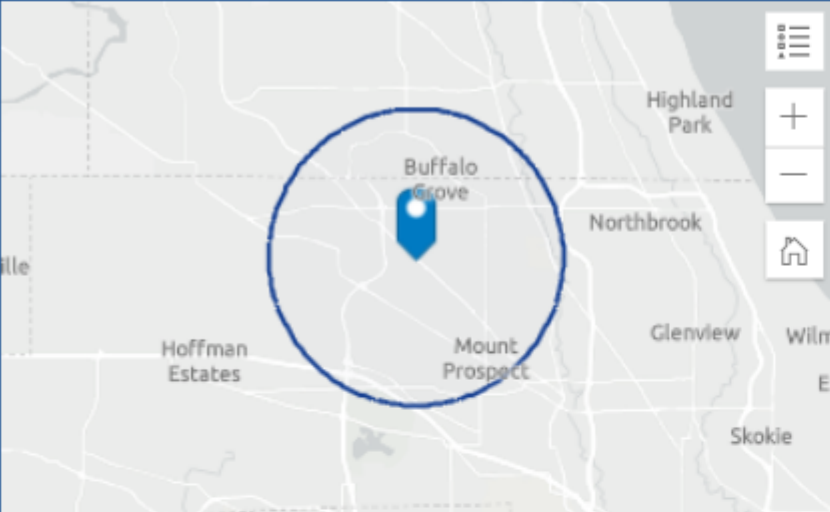


Top 5

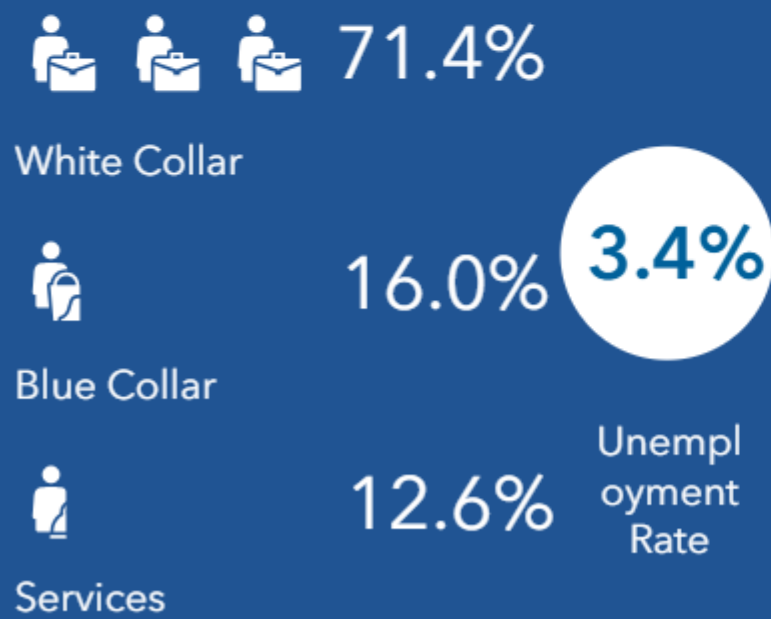
Brand Name

Qargo Location Insights

4 W Rand Rd, Arlington Heights, Illinois, 60004
Ring of 5 miles



EMPLOYMENT



Source: U.S. Census Bureau, 2020 Redistricting Data (P.L. 94-171). U.S. Census Bureau 2010 decennial Census data converted by Esri into 2020 geography.



314,520

2024 Total
Population



-0.49%

2024-2029
Growth
Rate:
Population



309,929

2024 Total
Daytime
Population



170,908

2024
Daytime
Pop:
Workers



\$366,591

2024
Median
Home
Value



\$103,857

2024
Median
Household
Income



3.4%

2024
Unemploy-
ment Rate



135,488

2024 Total
Housing
Units



44,316

2024 Drank Coffee
(Ready-to-Drink)/6 Mo



\$10,164,054

2024 Instant/Freeze-
Dried Coffee



56,843

2024 Bought
Starbucks/6 Mo



43,072

2024 Bought Dunkin'
Donuts/6 Mo



\$26,117,072

2024 Coffee



44,569

2024 Ordered
Coffee/Tea Online/6
Mo

2024 Households by income (Esri)

The largest group: \$100,000 - \$149,999 (20.6%)

The smallest group: \$15,000 - \$24,999 (3.9%)

Indicator ▲	Value	Diff		
<\$15,000	4.9%	-3.9%		
\$15,000 - \$24,999	3.9%	-2.1%		
\$25,000 - \$34,999	4.6%	-1.9%		
\$35,000 - \$49,999	7.7%	-1.8%		
\$50,000 - \$74,999	13.9%	-1.5%		
\$75,000 - \$99,999	12.6%	-0.3%		
\$100,000 - \$149,999	20.6%	+2.3%		
\$150,000 - \$199,999	13.1%	+3.2%		
\$200,000+	18.7%	+5.9%		

Bars show deviation from

Illinois ▼

Business & Spending

Totals

2024 Meals at Restaurants/Other	\$593,548,722
2029 Meals at Restaurants/Other	\$682,746,189
2024 Tea	\$9,774,556
2029 Tea	\$11,244,097
2024 Coffee	\$26,117,072
2029 Coffee	\$30,043,353
2024 Roasted Coffee	\$15,953,017
2029 Roasted Coffee	\$18,350,976
2024 Instant/Freeze-Dried Coffee	\$10,164,054
2029 Instant/Freeze-Dried Coffee	\$11,692,377

WORKERS



169,060

Workers Age 16+



118,137

Workers 16+ Drove Alone to Work

TRANSPORTATION TO WORK



6,502

Workers 16+ Took Public Transportation



12,494

Workers 16+ Carpooled



2,047

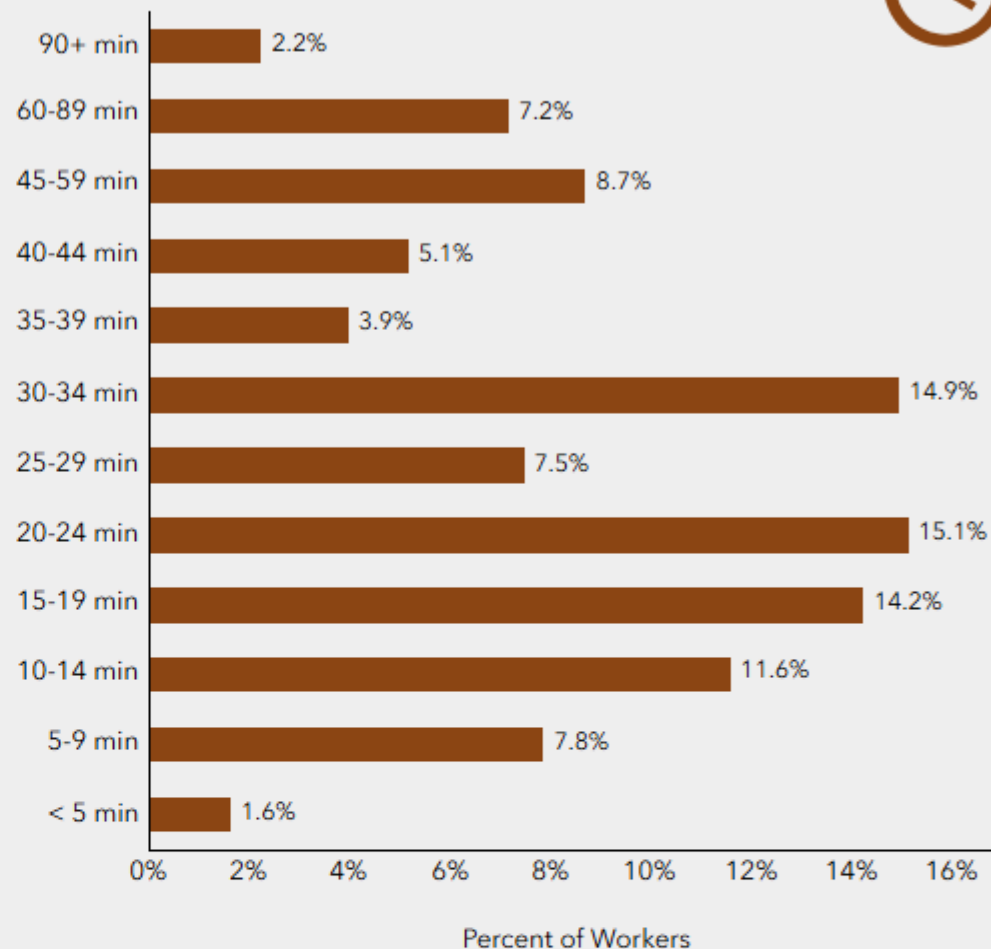
Workers 16+ Walked



500

Workers 16+ Bicycled

TRAVEL TIME TO WORK



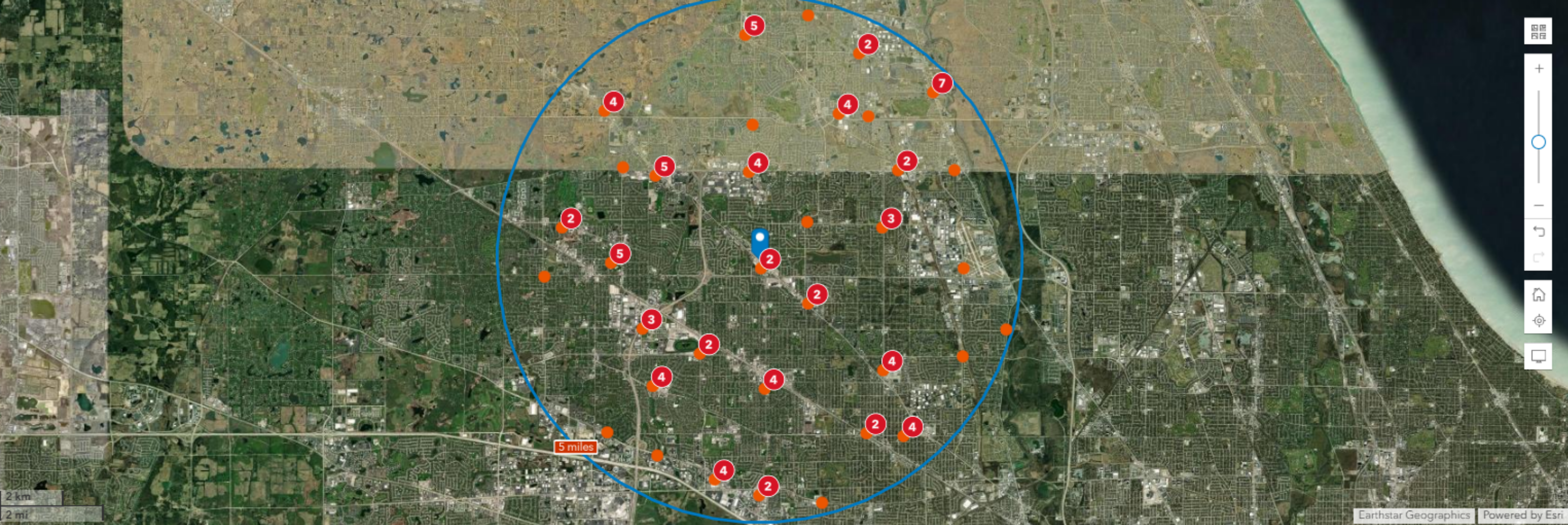
TRANSPORTATION TO WORK

4 W Rand Rd, Arlington Heights, Illinois, 60004
Ring of 5 miles

This infographic provides information about how population age 16+ travels to work. This data comes from the the American Community Survey (ACS) from the US Census Bureau.

Read an in-depth analysis of the ACS from Esri's data team at this [link](#)





Results



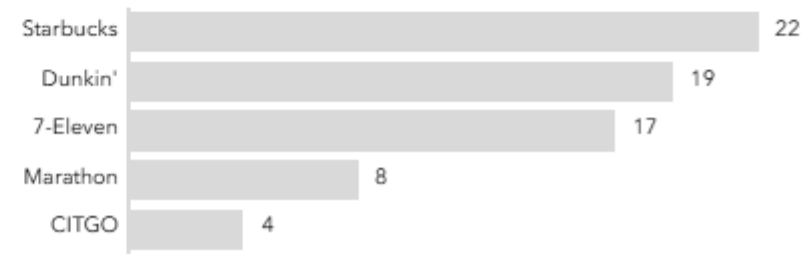
89

Point locations



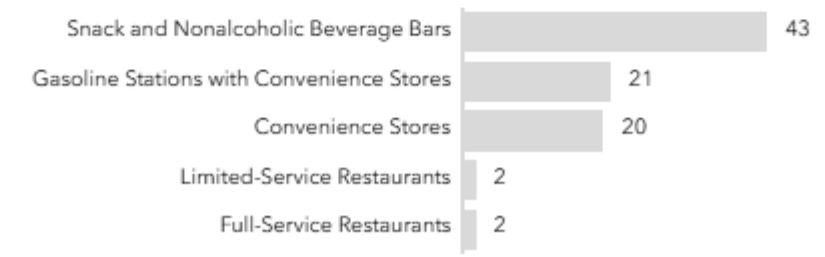
Top 5

Location Name



Top 5

Industry Description

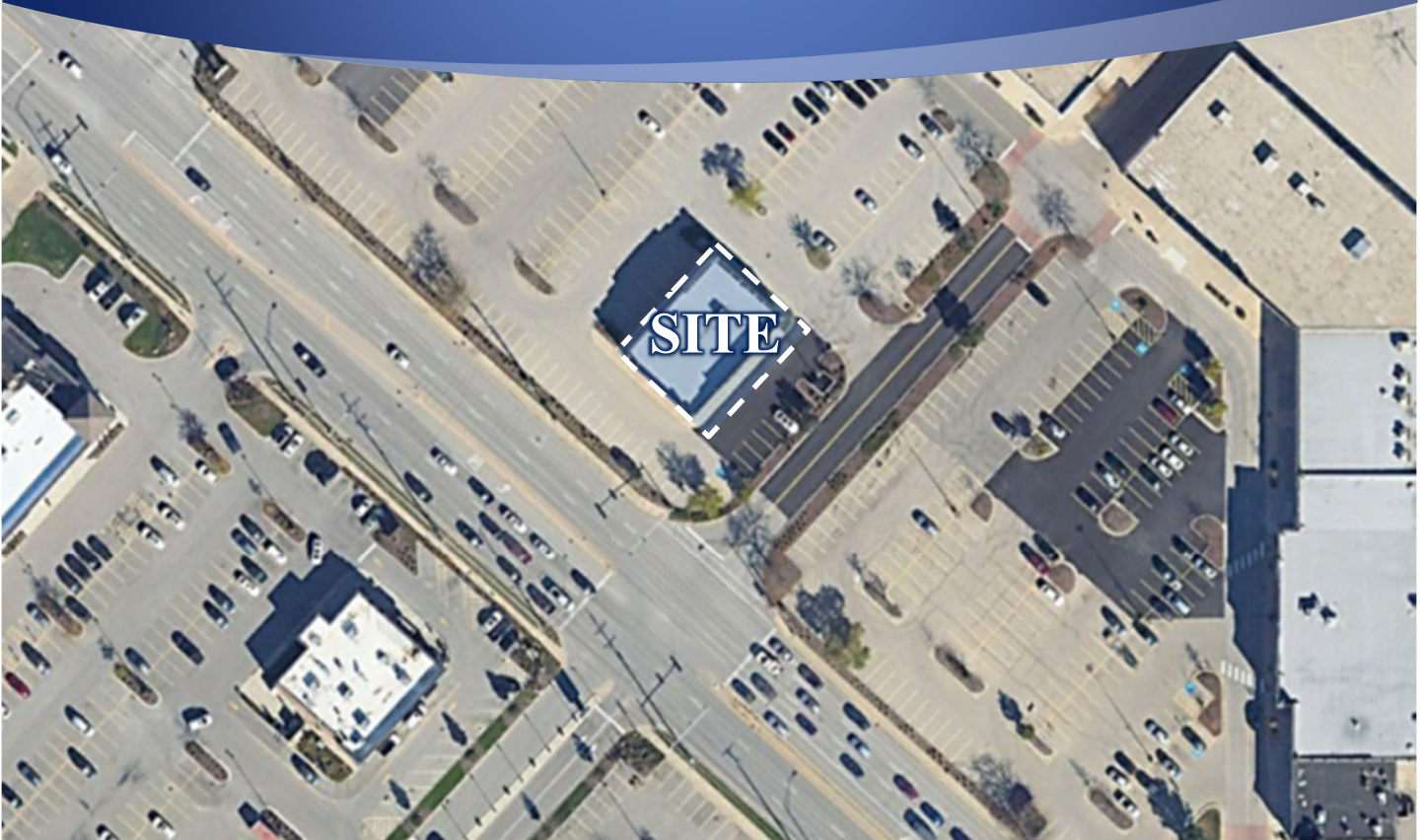


Top 5

Brand Name

Traffic Impact Study Qargo Coffee

Arlington Heights, Illinois



Prepared For:

The HOH Group, Inc.



September 17, 2024

1. Introduction

This report summarizes the methodologies, results, and findings of a traffic impact study conducted by Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) for a proposed Qargo Coffee to be located within the Arlington Plaza shopping center in Arlington Heights, Illinois. The site, which was previously occupied by Olson Rug, is an outlot building located in the southwest side of the shopping center along Rand Road. As proposed, the vacant building will be repurposed to contain Qargo Coffee, a coffee shop with a drive-through lane. The site is served by the existing surface parking lot of the shopping center, part of which will be reconfigured around the building to accommodate the drive-through lane. Access will be provided via the existing shopping center access system.

The purpose of this study was to examine background traffic conditions, assess the impact that the proposed coffee shop will have on traffic conditions in the area, and determine if any roadway or access improvements are necessary to accommodate the traffic generated by the proposed coffee shop.

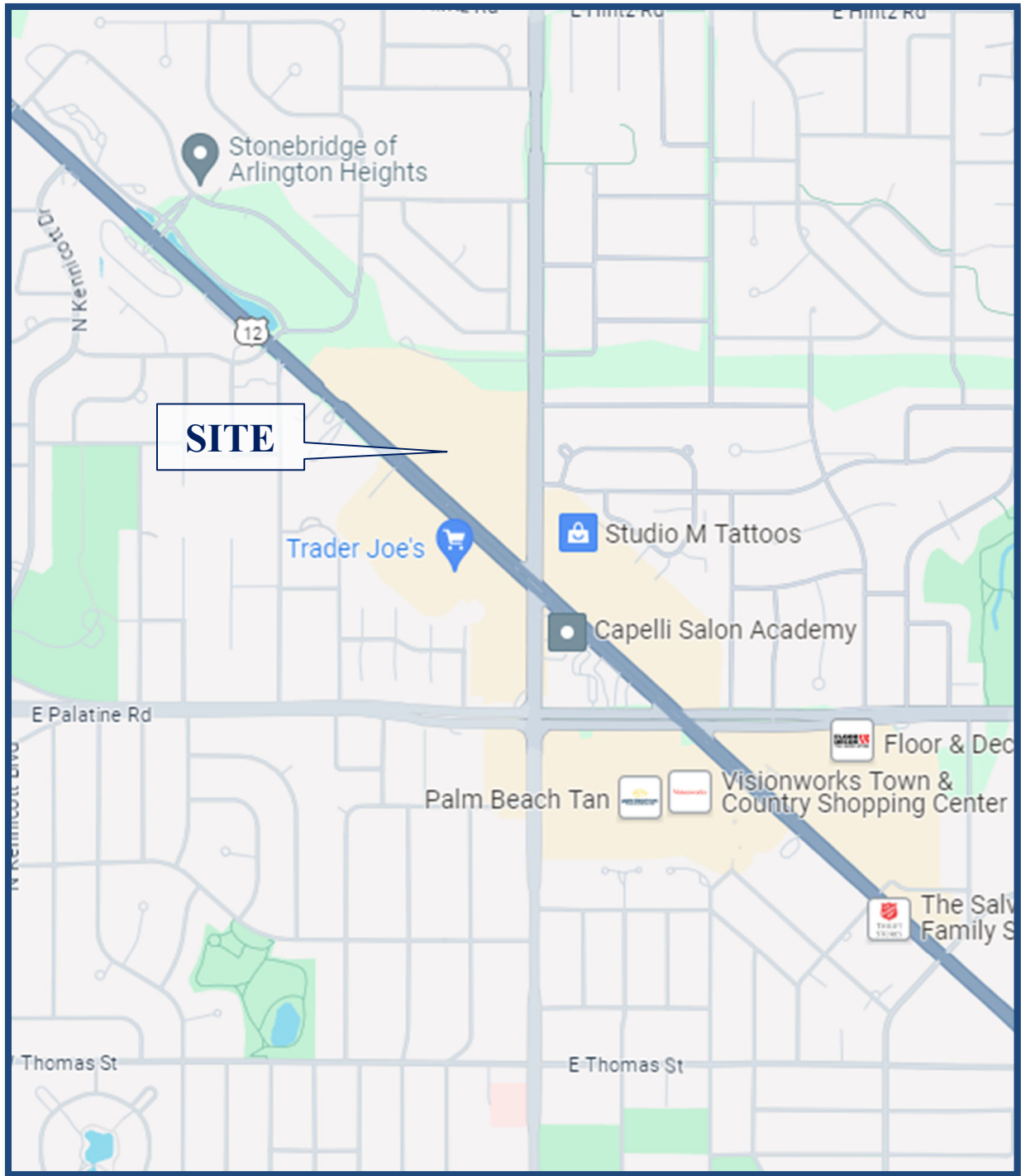
Figure 1 shows the location of the site in relation to the area roadway system. **Figure 2** shows an aerial view of the site.

The sections of this report present the following:

- Existing roadway conditions
- A description of the proposed coffee shop
- Directional distribution of the coffee shop traffic
- Vehicle trip generation for the coffee shop
- Future traffic conditions including access to the coffee shop
- Traffic analyses for the weekday morning, evening, and Saturday midday peak hours
- Recommendations with respect to adequacy of the site access and adjacent roadway system

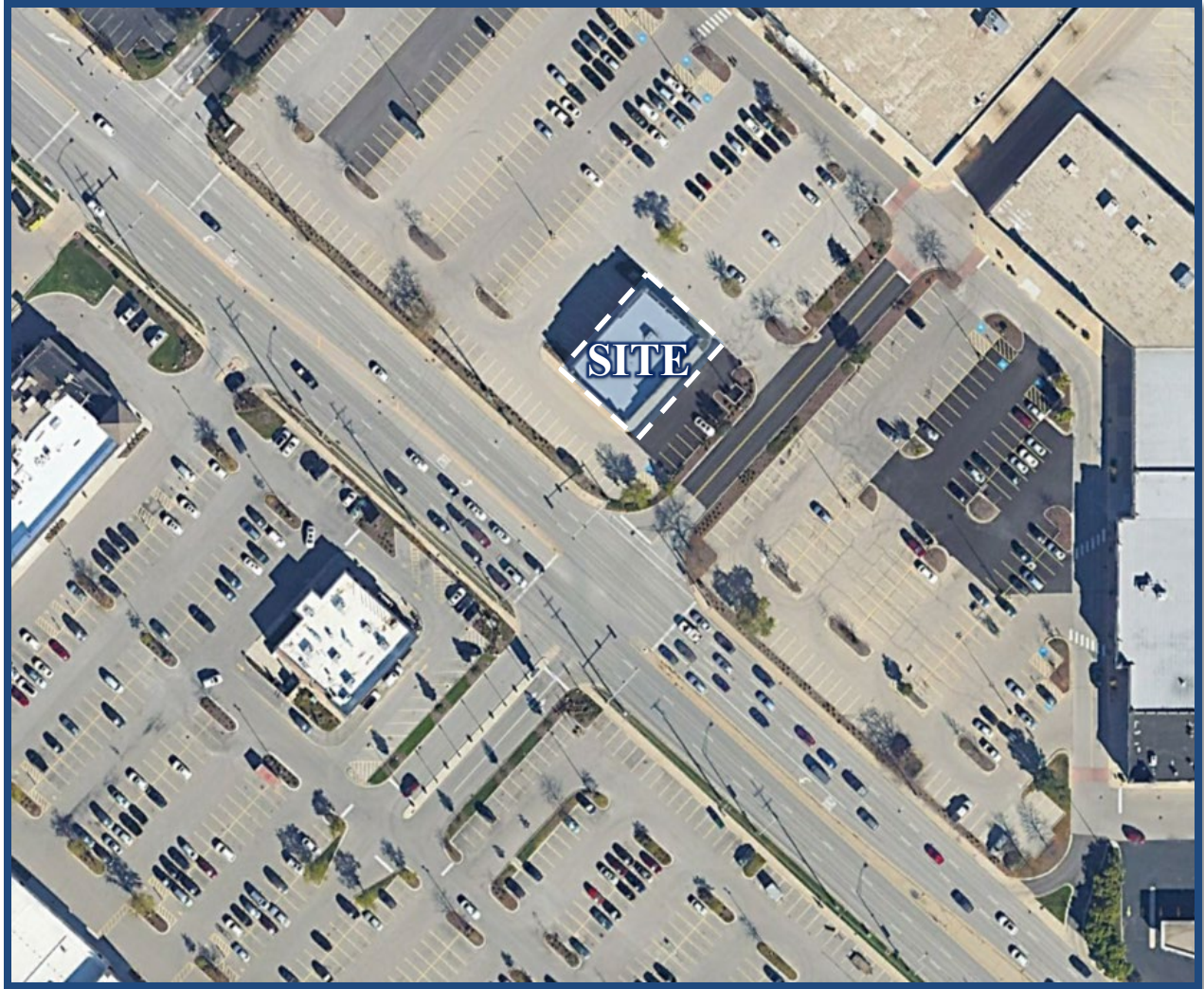
Traffic capacity analyses were conducted for the weekday morning, weekday evening, and Saturday midday peak hours for the following conditions:

1. Existing Conditions – Analyzes the capacity of the existing roadway system using existing peak hour traffic volumes in the surrounding area.
2. Year 2030 No-Build Conditions – Analyzes the capacity of the future roadway system using background traffic volumes that include the existing traffic volumes increased by an ambient growth factor as well as the traffic to be generated by the existing vacancies within the shopping center.
3. Year 2030 Projected Conditions – Analyzes the capacity of the future roadway system using the projected traffic volumes that include the existing traffic volumes, ambient traffic growth, and the traffic estimated to be generated by the full buildout of the proposed coffee shop.



Site Location

Figure 1



Aerial View of Site

Figure 2

2. Existing Conditions

Existing transportation conditions in the vicinity of the site were documented based on field visits conducted by KLOA, Inc. in order to obtain a database for projecting future conditions. The following provides a description of the geographical location of the site, physical characteristics of the area roadway system including lane usage and traffic control devices, and existing peak hour traffic volumes.

Site Location

The site, which is currently a vacant and formerly occupied by Olson Rug, is an outlot building within the Arlington Plaza shopping center, located in the north quadrant of the intersection of Rand Road with the Arlington Plaza/Annex of Arlington access drives. Land uses along Rand Road in the vicinity of the site are primarily commercial and the Annex of Arlington shopping center is located across Rand Road from the Arlington Plaza shopping center. It should be noted that the Arlington Plaza shopping center currently has a vacant space totaling approximately 26,000 square feet of retail space that was formerly occupied by the Harvest Fresh Market.

Existing Roadway System Characteristics

The characteristics of the existing roadways near the site are described below and illustrated in **Figure 3**.

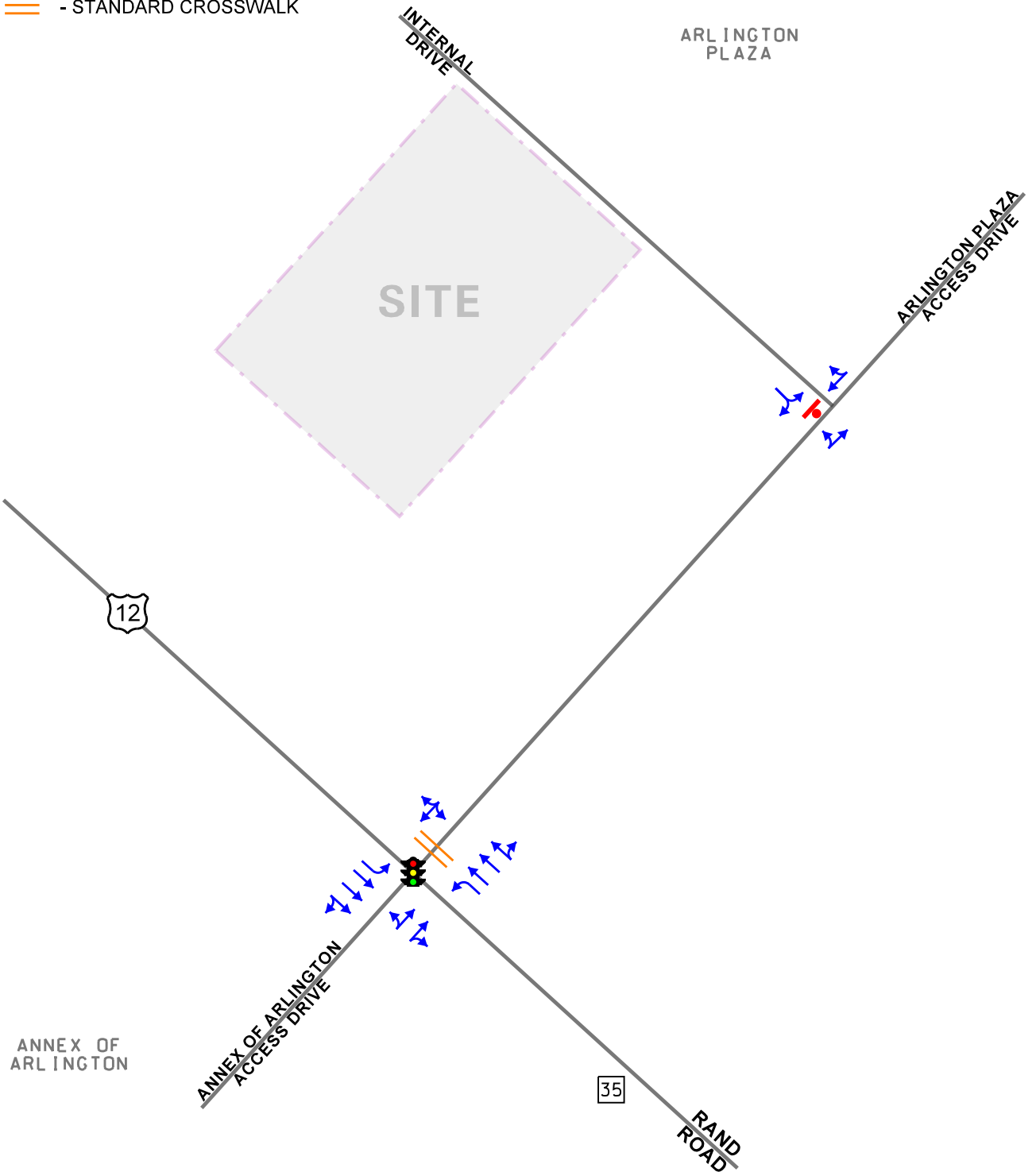
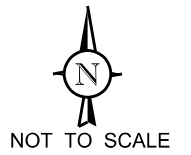
Rand Road (US 12) is a northwest-southeast other principal arterial roadway that provides three through lanes in each direction in the vicinity of the site. At its signalized intersection with the Arlington Plaza/Annex of Arlington access drives, Rand Road provides a left-turn lane, two through lanes, and a combined through/right-turn lane on the northwest-bound and southeast-bound approaches. Rand Road carries an annual average daily traffic (AADT) volume of 24,500 vehicles at the shopping center access drives (IDOT 2023). Rand Road is under the jurisdiction of the Illinois Department of Transportation (IDOT), is classified as a Strategic Regional Arterial (SRA) route, and has a posted speed limit of 35 miles per hour.

The *Arlington Plaza access drive* is a northeast-southwest private access drive that provides one lane in each direction and serves the Arlington Plaza shopping center. At its signalized intersection with Rand Road, the access drive provides a combined left-turn/through/right-turn lane on the southwest-bound approach that is approximately 30 feet wide. Given the width of the approach, it was observed that the access drive at the signalized intersection operates as a combined left-turn/through lane and a right-turn lane with a storage length that can accommodate approximately one to two vehicles. A standard-style crosswalk is provided on this leg of the intersection.

The *Annex of Arlington access drive* is a northeast-southwest private access drive that provides two lanes in each direction and serves the Annex of Arlington shopping center. At its signalized intersection with Rand Road, the access drive provides a combined left-turn/through lane and a combined through/right-turn lane on the northeast-bound approach.

LEGEND

- - TRAVEL LANE
- 🚦 - TRAFFIC SIGNAL
- 🛑 - STOP SIGN
- XX - SPEED LIMIT SIGN
- — - STANDARD CROSSWALK



Cargo Coffee
Arlington Heights, Illinois

Existing Roadway Characteristics

Existing Traffic Volumes

In order to determine current traffic conditions in the vicinity of the site, KLOA, Inc. conducted peak period traffic counts in June and July 2024 during the weekday morning (7:00 to 9:00 A.M.), weekday evening (4:00 to 6:00 P.M.), and Saturday midday (12:00 to 2:00 P.M.) peak periods at the following intersections:

- Rand Road with Arlington Plaza/Annex of Arlington access drives
- Arlington Plaza access drive with interior access drive

The results of the traffic counts indicated that the weekday morning peak hour of traffic occurs from 8:00 A.M. to 9:00 A.M., the weekday evening peak hour of traffic occurs from 4:45 P.M. to 5:45 P.M., and the Saturday midday peak hour of traffic occurs from 1:00 to 2:00 P.M. **Figure 4** illustrates the existing peak hour traffic volumes.

Copies of the traffic count summary sheets are included in the Appendix.

Crash Data Summary

KLOA, Inc. obtained crash data¹ for the most recent available past five years (2018 to 2022) for the intersection of Rand Road with the Arlington Plaza/Annex of Arlington access drives. The crash data for the intersection is summarized in **Table 1**. A review of the crash data indicated that no fatalities were reported at the intersection during the review period.

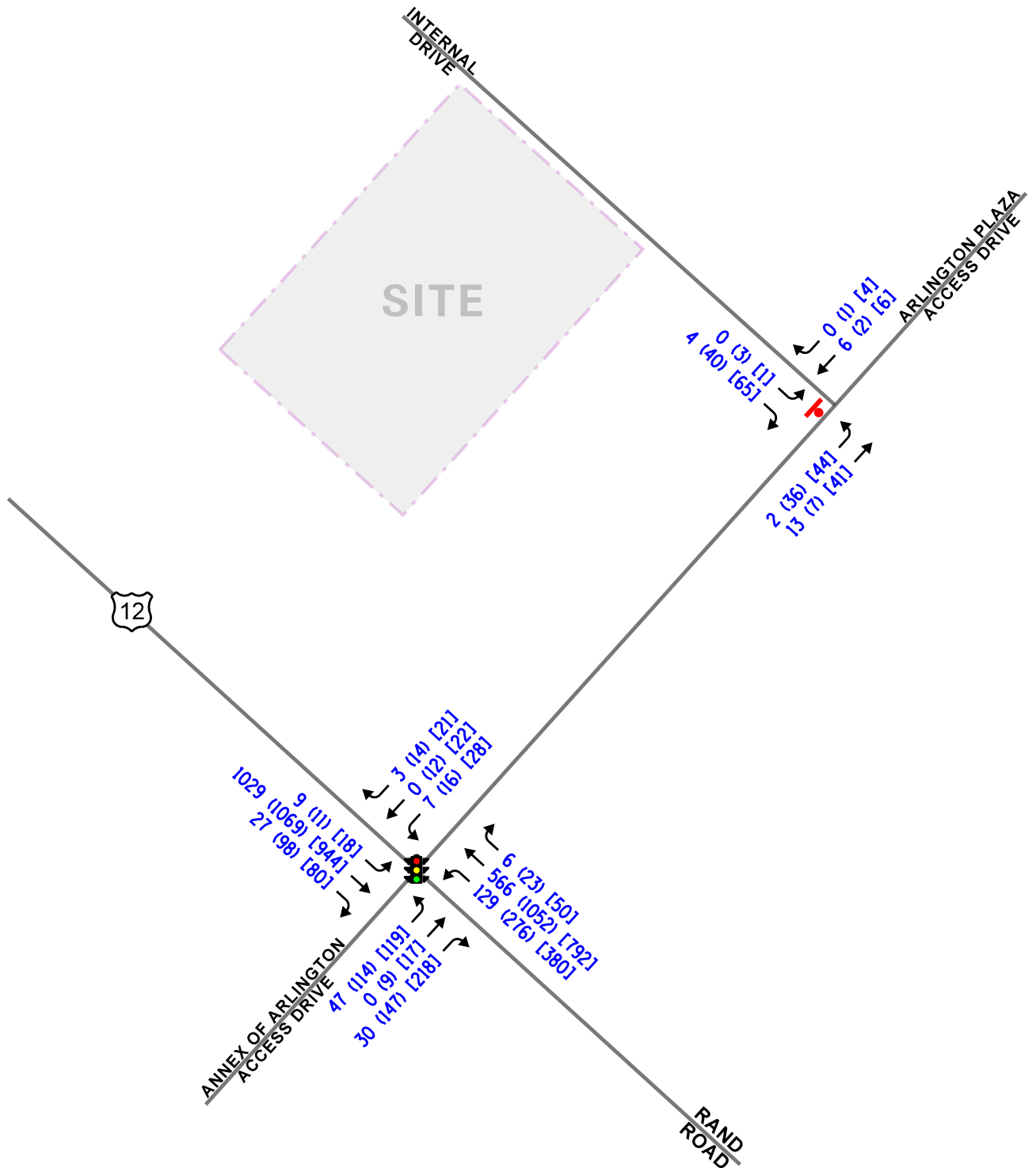
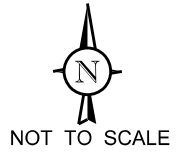
Table 1
RAND ROAD WITH ARLINGTON PLAZA/ANNEX OF ARLINGTON ACCESS DRIVES –
CRASH SUMMARY

Year	Type of Crash Frequency							
	Angle	Head On	Object	Rear End	Sideswipe	Turning	Other	Total
2018	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2021	0	0	0	0	1	0	0	1
2022	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total	0	0	0	1	0	0	0	1
Average	0.0	0.0	0.0	<1.0	0.0	0.0	0.0	<1.0

¹ IDOT DISCLAIMER: The motor vehicle crash data referenced herein was provided by the Illinois Department of Transportation. Any conclusions drawn from analysis of the aforementioned data are the sole responsibility of the data recipient(s).

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (8:00-9:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:45-5:45 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (1:00-2:00 PM)



Qargo Coffee
Arlington Heights, Illinois

Existing Traffic Volumes



Job No: 24-167

Figure: 4

3. Traffic Characteristics of the Proposed Coffee Shop

In order to properly evaluate future traffic conditions in the surrounding area, it was necessary to determine the traffic characteristics of the proposed coffee shop, including the directional distribution and volumes of traffic that it will generate.

Proposed Site and Development Plan

As proposed, the existing building will be repurposed to contain a coffee shop with a drive-through lane. The building will total approximately 4,222 square feet and the drive-through lane will run along the southwest and southeast sides of the building in a counterclockwise direction. Parking will be provided via the existing surface parking lot serving the shopping center. Parking rows along the southwest and southeast sides of the building will be restriped to provide diagonal parking spaces, changing the circulation along these sides of the building to run parallel to the drive-through in a counterclockwise manner.

Access to the coffee shop will continue to be provided via the existing shopping center access system.

A copy of the site plan is included in the Appendix.

Directional Distribution

The directions from which vehicles will approach and depart the site were estimated based on existing travel patterns, as determined from the traffic counts. **Figure 5** illustrates the directional distribution of the site-generated traffic.

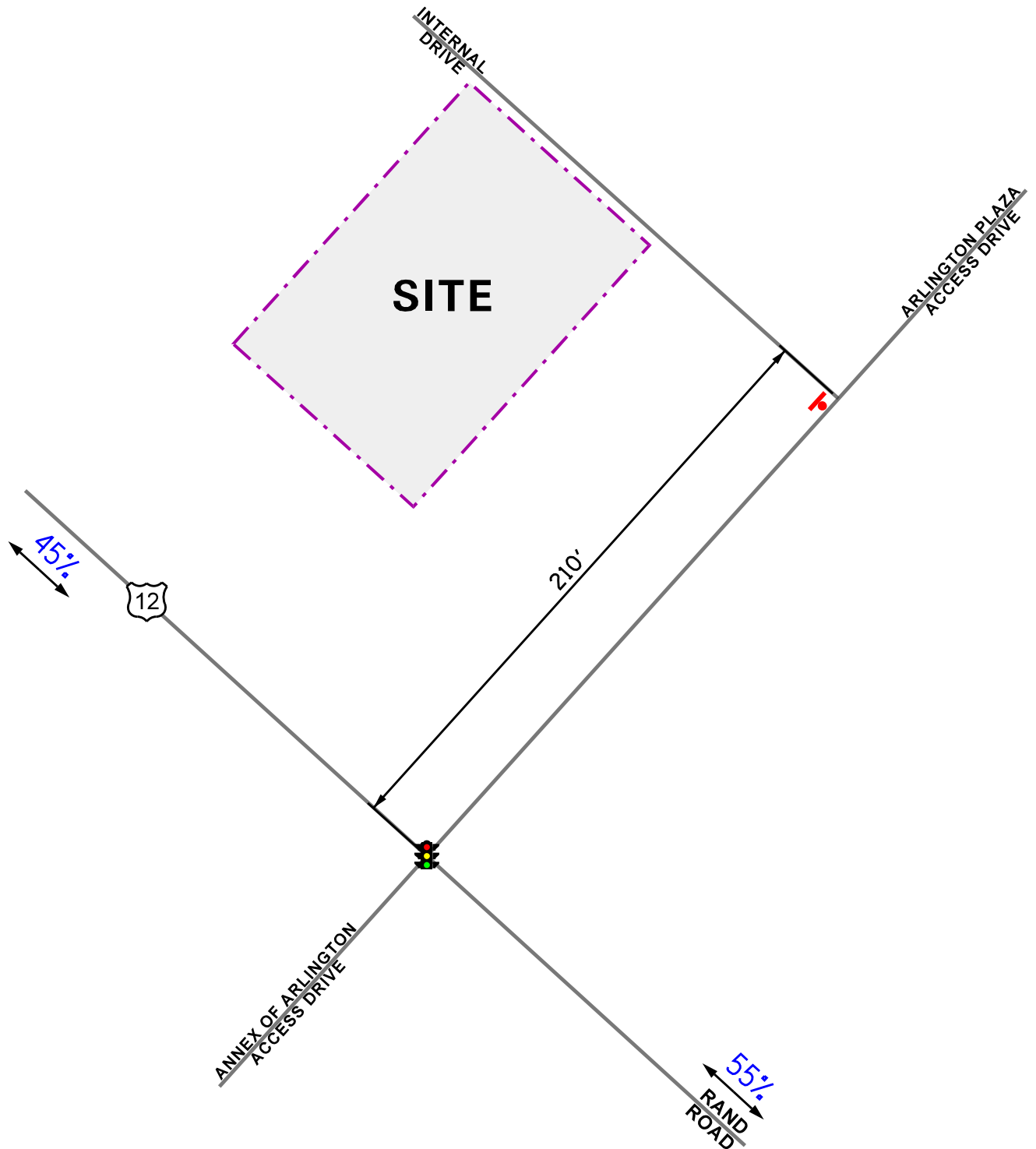
LEGEND

00% - PERCENT DISTRIBUTION

00' - DISTANCE IN FEET



NOT TO SCALE



Qargo Coffee
Arlington Heights, Illinois

Directional Distribution



Job No: 24-167

Figure: 5

Peak Hour Traffic Volumes

The number of peak hour trips estimated to be generated by the proposed Qargo Coffee store was based on vehicle trip generation rates contained in *Trip Generation Manual*, 11th Edition, published by the Institute of Transportation Engineers (ITE). The “Coffee/Donut Shop with Drive-Through Window” (Land-Use Code 937) rates were utilized. A ten percent interaction reduction was applied to the total trips projected to be generated by the proposed coffee shop to account for interaction between the proposed land use and the existing land uses within the Arlington Plaza shopping center.

It is important to note that surveys conducted by ITE have shown that a significant number of trips made to these types of uses are diverted from the existing traffic on the roadway system. This is particularly true during the weekday morning and evening peak hours when traffic is diverted from the home-to-work and work-to-home trips. Such diverted trips are referred to as pass-by traffic. For this type of use, the surveys indicate that, on average, 70 percent of the peak hour trips generated are diverted from existing traffic on the adjacent roadways during the weekday peak periods.

Table 2 summarizes the trips projected to be generated by the proposed coffee shop.

Table 2

PROJECTED SITE-GENERATED TRAFFIC VOLUMES

ITE Land- Use Code	Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour			Saturday Midday Peak Hour		
		In	Out	Total	In	Out	Total	In	Out	Total
937	Coffee/Donut Shop with Drive-Through Window – 4,222 S.F.	185	177	362	82	83	165	185	186	371
	<i>10% Interaction Reduction</i>	-18	-18	-36	-8	-8	-16	-18	-19	-37
	Subtotal	167	159	326	74	75	149	167	167	334
	<i>70% Pass-By Reduction¹</i>	-114	-114	-228	-52	-52	-104	-117	-117	-234
	Total New Trips	53	45	98	22	23	45	50	50	100
1 – Applied after interaction reduction was applied.										

4. Projected Traffic Conditions

The total projected traffic volumes include the existing traffic volumes, increase in background traffic due to growth, and the traffic estimated to be generated by the proposed coffee shop.

Site Traffic Assignment

The estimated peak hour traffic volumes that will be generated by the proposed coffee shop were assigned to the roadway system in accordance with the previously described directional distribution (Figure 5). **Figure 6** illustrates the traffic assignment of the new passenger vehicle trips. As previously indicated, a 70 percent pass-by reduction was applied, and **Figure 7** illustrates the traffic assignment of the pass-by trips.

Background (No-Build) Traffic Conditions

The existing traffic volumes (Figure 4) were increased by a regional growth factor to account for the increase in existing traffic related to regional growth in the area (i.e., not attributable to any particular planned development). Based on annual average daily traffic (AADT) projections provided by the Chicago Metropolitan Agency for Planning (CMAP) in a letter dated June 19, 2024, the existing traffic volumes are projected to increase by a total of three percent (0.5 percent compounded annually) to represent Year 2030 total projected conditions (one-year buildout plus five years).

Also included in the no-build traffic volumes are trips estimated to be generated by the vacant retail space in the shopping center that was formerly Harvest Fresh Market.

Figure 8 illustrates the Year 2030 no-build traffic volumes. A copy of the CMAP projections letter is included in the Appendix.

Total Projected Traffic Volumes

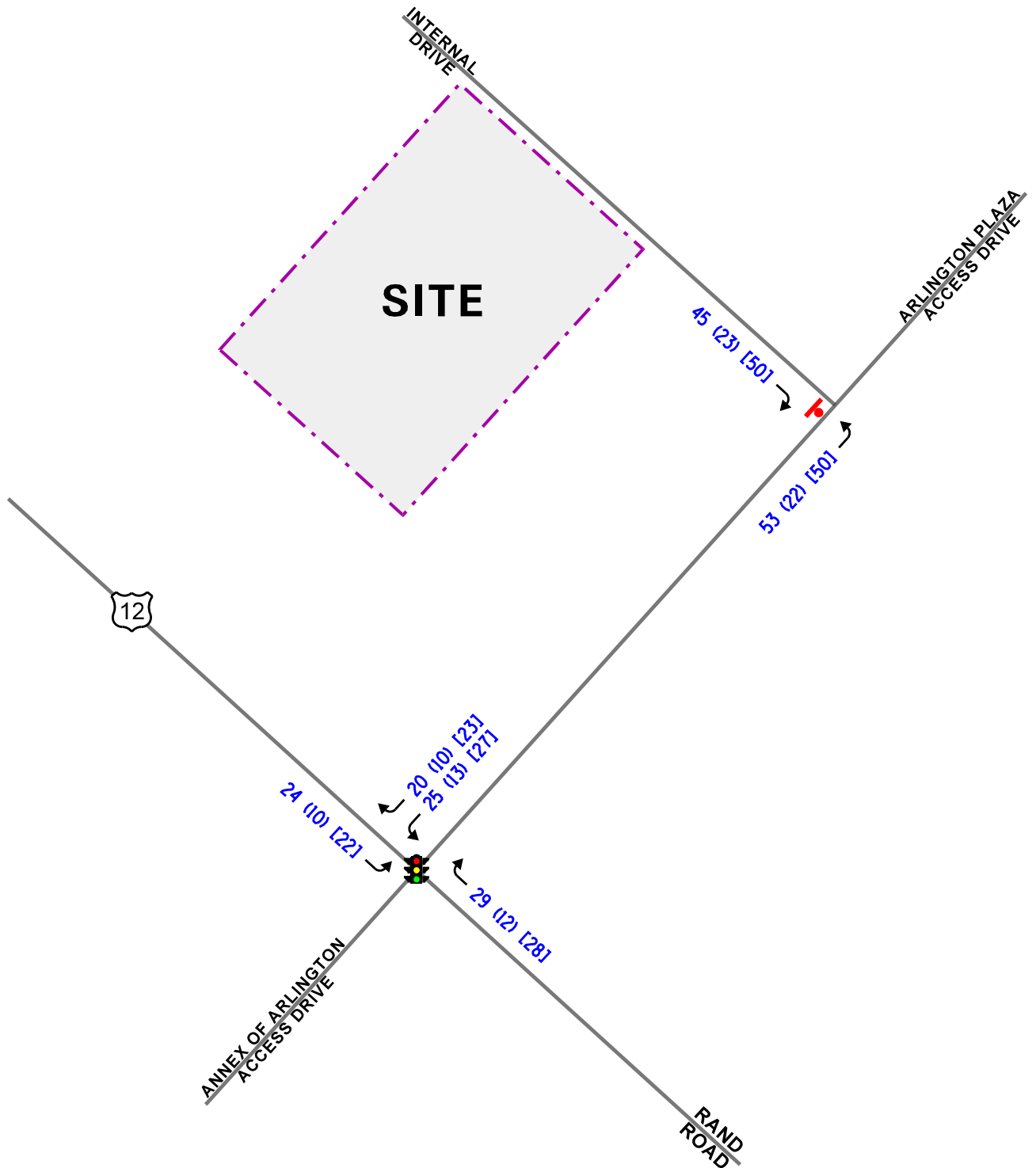
The site-generated traffic (Figures 6 and 7) was added to the existing traffic volumes increased by the regional growth factor (Figure 8) to determine the Year 2030 total projected traffic volumes, shown in **Figure 9**.

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (8:00-9:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:45-5:45 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (1:00-2:00 PM)



NOT TO SCALE



Qargo Coffee
Arlington Heights, Illinois

New Site-Generated Traffic Volumes

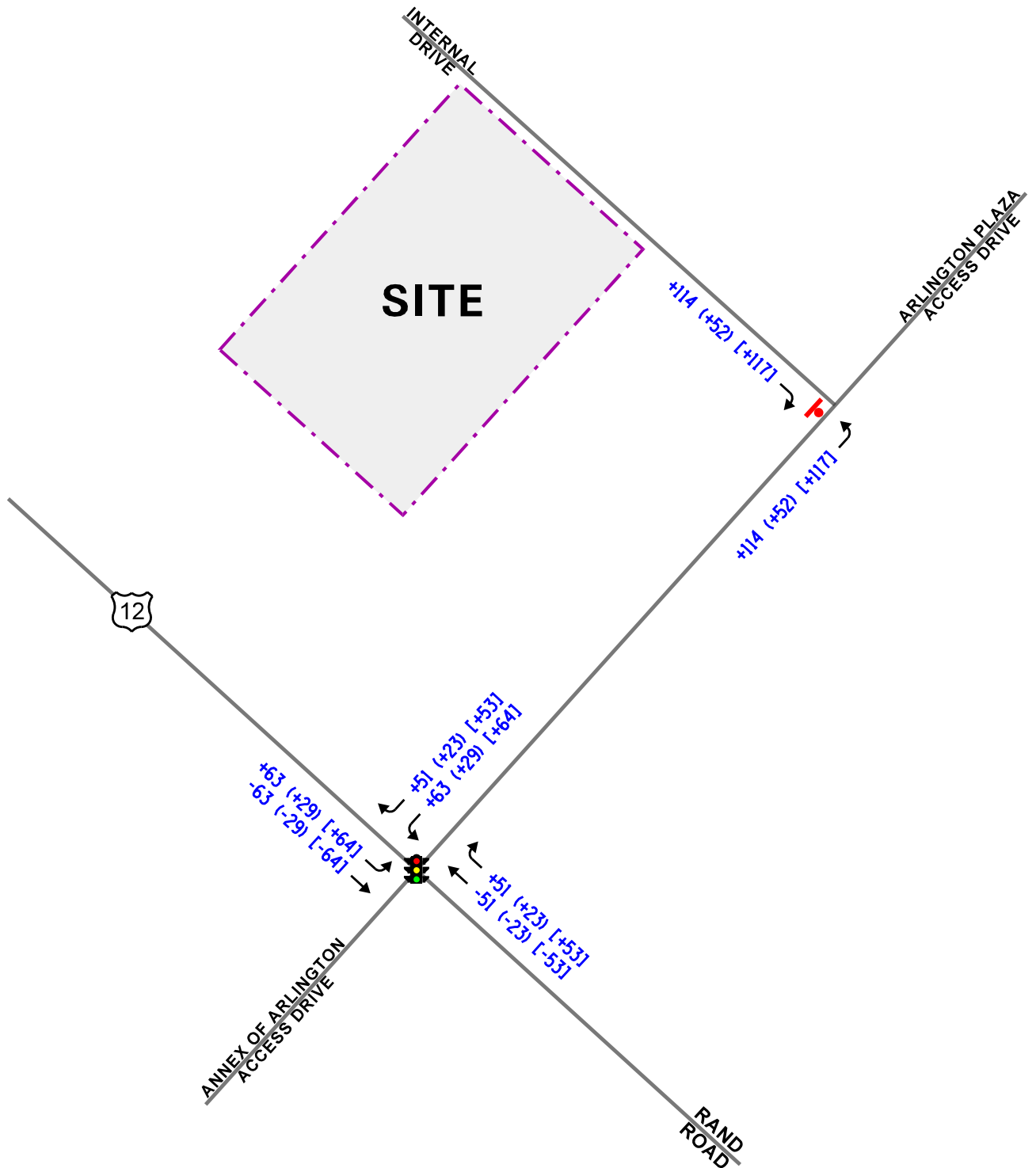
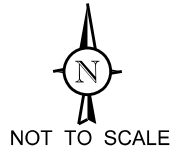


Job No: 24-167

Figure: 6

LEGEND

- 00** - WEEKDAY AM PEAK HOUR (8:00-9:00 AM)
- (00)** - WEEKDAY PM PEAK HOUR (4:45-5:45 PM)
- [00]** - SATURDAY MIDDAY PEAK HOUR (1:00-2:00 PM)

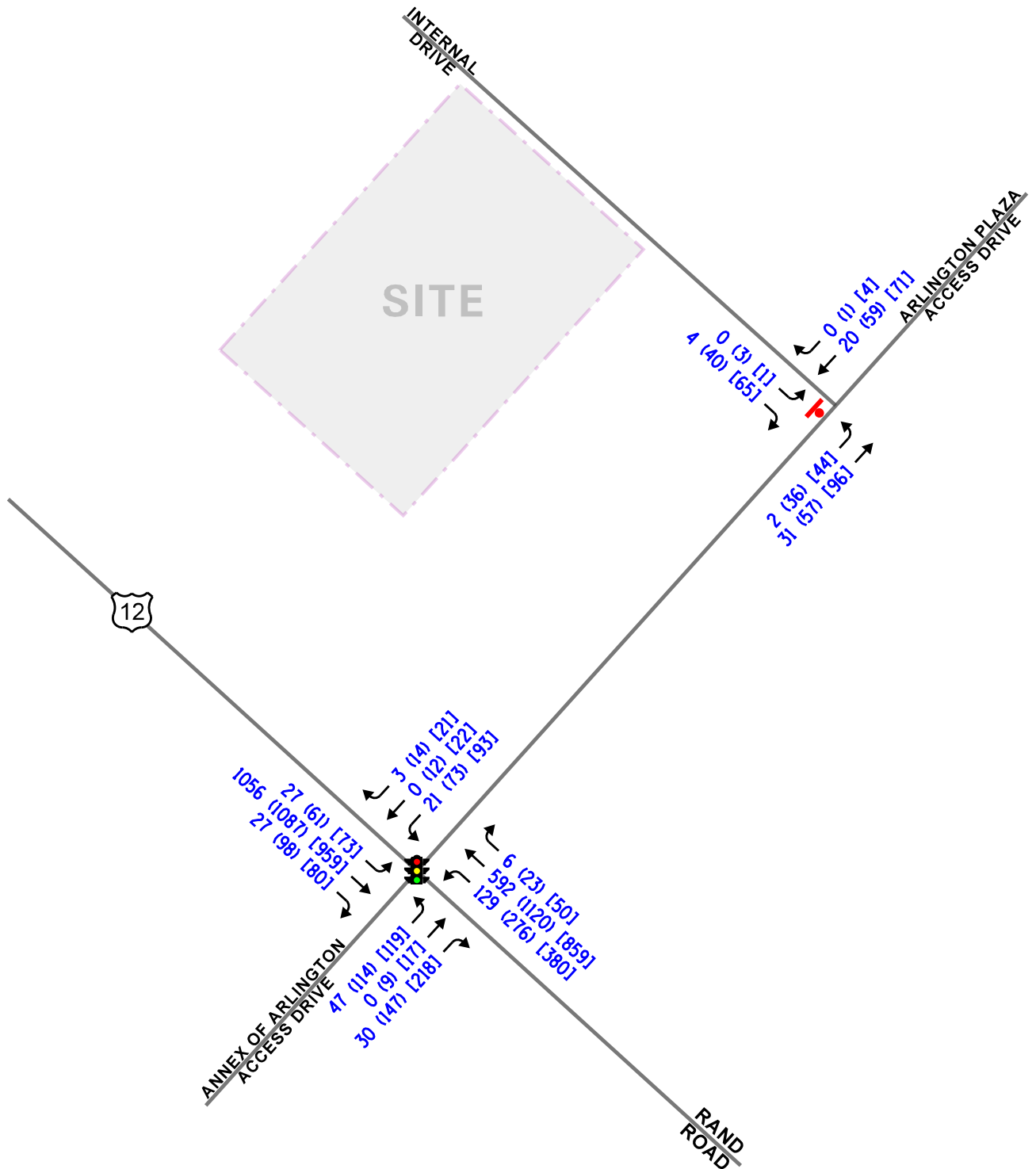
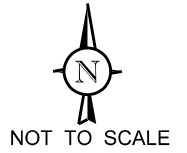


Qargo Coffee
Arlington Heights, Illinois

Pass-By Traffic Volumes

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (8:00-9:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:45-5:45 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (1:00-2:00 PM)

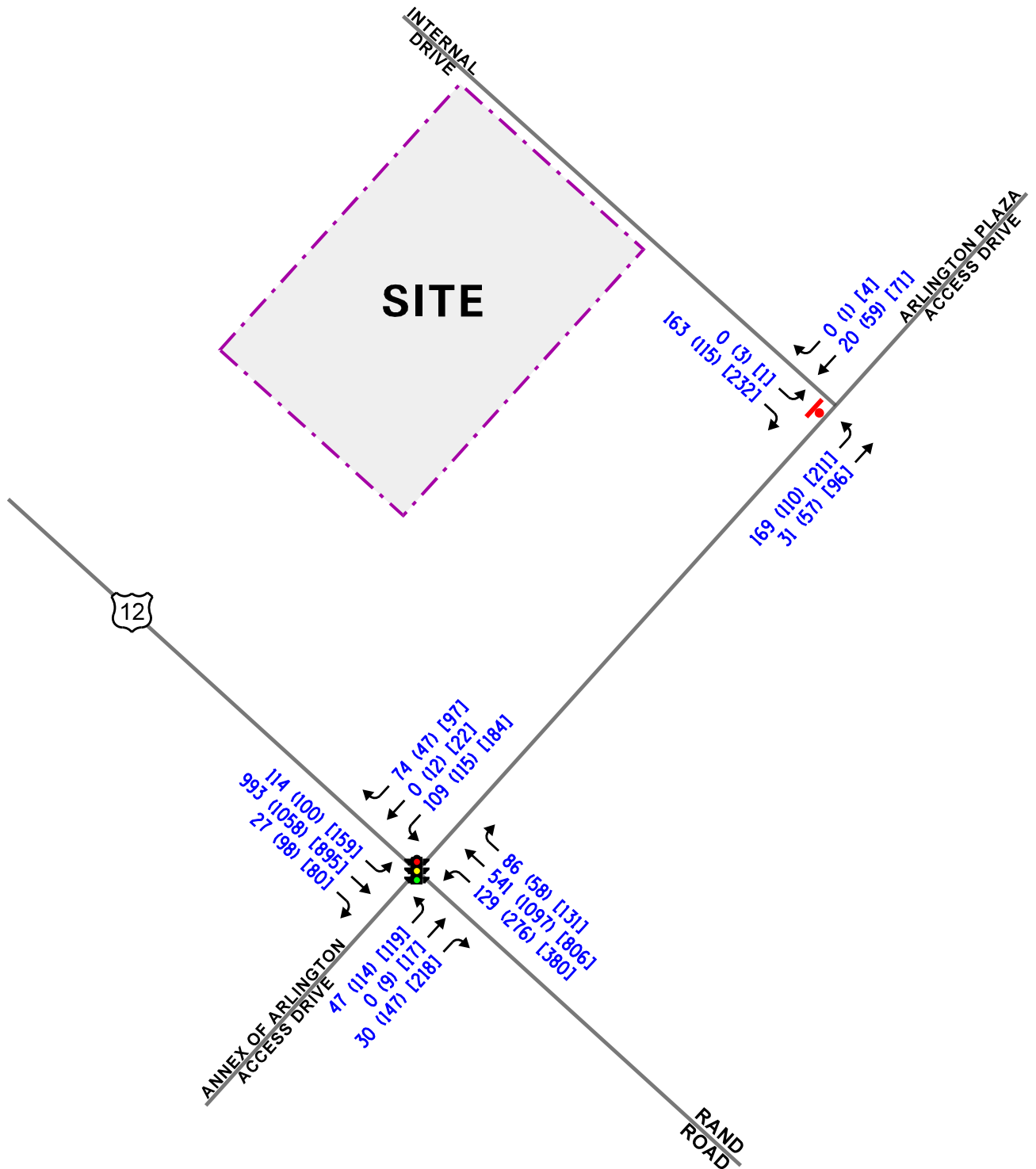
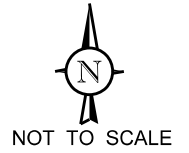


Qargo Coffee
Arlington Heights, Illinois

Year 2030 No-Build Traffic Volumes

LEGEND

- 00** - WEEKDAY AM PEAK HOUR (8:00-9:00 AM)
- (00)** - WEEKDAY PM PEAK HOUR (4:45-5:45 PM)
- [00]** - SATURDAY MIDDAY PEAK HOUR (1:00-2:00 PM)



Qargo Coffee
Arlington Heights, Illinois

Year 2030 Total Traffic Volumes

5. Traffic Analysis and Recommendations

The following provides an evaluation conducted for the weekday morning, weekday evening, and Saturday midday peak hours. The analysis includes conducting capacity analyses to determine how well the roadway system and access drives are projected to operate and whether any roadway improvements or modifications are required.

Traffic Analyses

Roadway and adjacent or nearby intersection analyses were performed for the weekday morning, weekday evening, and Saturday midday peak hours for the existing, Year 2030 no-build conditions, and Year 2030 total projected traffic volumes.

The traffic analyses were performed using the methodologies outlined in the Transportation Research Board's *Highway Capacity Manual (HCM)*, 6th Edition and analyzed using Synchro/SimTraffic 11 software. The analyses for the traffic-signal controlled intersection were accomplished using actual cycle lengths and phasings to determine the average overall vehicle delay and levels of service.

The analyses for the unsignalized intersections determine the average control delay to vehicles at an intersection. Control delay is the elapsed time from a vehicle joining the queue at a stop sign (includes the time required to decelerate to a stop) until its departure from the stop sign and resumption of free flow speed. The methodology analyzes each intersection approach controlled by a stop sign and considers traffic volumes on all approaches and lane characteristics.

The ability of an intersection to accommodate traffic flow is expressed in terms of level of service, which is assigned a letter from A to F based on the average control delay experienced by vehicles passing through the intersection. The *Highway Capacity Manual* definitions for levels of service and the corresponding control delay for signalized intersections and unsignalized intersections are included in the Appendix of this report.

Summaries of the traffic analysis results showing the level of service and overall intersection delay (measured in seconds) for the existing, Year 2030 no-build conditions, and Year 2030 total projected conditions are presented in **Tables 3** through **6**. A discussion of each intersection follows. Summary sheets for the capacity analyses are included in the Appendix.

Table 3

RAND ROAD WITH ANNEX OF ARLINGTON ACCESS DRIVE/ARLINGTON PLAZA ACCESS DRIVE – SIGNALIZED

	Peak Hour	Southeast-bound		Northwest-bound		Northeast-bound	Southwest-bound ¹		Overall
		L	T/R	L	T/R	L/T/R	L/T	R	
Existing Conditions	Weekday Morning	A 2.0	A 5.8	A 3.8	A 3.1	E – 64.8	E 59.0	E 57.7	A 7.5
		A – 5.8		A – 3.2			E – 58.6		
	Weekday Evening	A 5.1	B 12.4	B 14.0	A 7.1	E – 68.9	E 54.9	D 52.9	B 16.5
		B – 12.3		A – 8.5			D – 54.2		
	Saturday Midday	A 7.8	B 19.2	B 19.0	A 8.8	D – 51.7	D 41.2	D 37.9	C 20.7
		B – 19.0		B – 12.0			D – 40.2		
No-Build Conditions	Weekday Morning	A 2.1	A 5.9	A 3.9	A 4.1	E – 64.9	E 63.1	E 57.7	A 8.2
		A – 5.8		A – 4.0			E – 62.5		
	Weekday Evening	A 5.9	B 13.0	B 14.8	A 9.1	E – 69.0	F 83.8	D 52.3	B 18.6
		B – 12.6		B – 10.2			E – 79.4		
	Saturday Midday	A 8.5	B 19.8	C 21.0	B 11.5	D – 51.0	E 68.5	D 36.6	C 22.9
		B – 19.1		B – 14.3			E – 63.6		
Projected Conditions	Weekday Morning	A 4.5	A 9.2	A 5.8	A 8.2	D – 54.1	E 71.4	E 57.6	B 14.9
		A – 8.7		A – 7.8			E – 65.8		
	Weekday Evening	A 8.2	B 15.4	B 16.4	B 12.1	E – 62.8	F 94.3	D 50.6	C 21.8
		B – 14.8		B – 12.9			F – 82.5		
	Saturday Midday	B 13.1	C 24.2	C 26.3	B 17.1	D – 42.0	F 85.1	D 35.1	C 28.2
		C – 22.7		B – 19.8			E – 69.1		
Letter denotes Level of Service L – Left Turn R – Right Turn 1 – Operates as an approach with a right-turn lane due to approach width and based on field observations. Delay is measured in seconds. T – Through									

Table 4

UNSIGNALIZED – EXISTING CONDITIONS

Intersection	Weekday Morning Peak Hour		Weekday Evening Peak Hour		Saturday Midday Peak Hour	
	LOS	Delay	LOS	Delay	LOS	Delay
Arlington Plaza Access Drive with Internal Drive¹						
• Southeast-bound Approach	A	8.4	A	8.5	A	8.6
• Northeast-bound Left Turn	A	7.2	A	7.3	A	7.3
LOS = Level of Service Delay is measured in seconds.						

1 – Two-way stop control

Table 5

UNSIGNALIZED – YEAR 2030 NO-BUILD CONDITIONS

Intersection	Weekday Morning Peak Hour		Weekday Evening Peak Hour		Saturday Midday Peak Hour	
	LOS	Delay	LOS	Delay	LOS	Delay
Arlington Plaza Access Drive with Internal Drive¹						
• Southeast-bound Approach	A	8.5	A	8.8	A	9.0
• Northeast-bound Left Turn	A	7.3	A	7.4	A	7.5
LOS = Level of Service Delay is measured in seconds.						

1 – Two-way stop control

Table 6

UNSIGNALIZED – YEAR 2030 TOTAL CONDITIONS

Intersection	Weekday Morning Peak Hour		Weekday Evening Peak Hour		Saturday Midday Peak Hour	
	LOS	Delay	LOS	Delay	LOS	Delay
Arlington Plaza Access Drive with Internal Drive¹						
• Southeast-bound Approach	A	9.5	A	9.2	B	10.2
• Northeast-bound Left Turn	A	7.7	A	7.5	A	7.8
LOS = Level of Service Delay is measured in seconds.						

1 – Two-way stop control

Discussion and Recommendations

The following summarizes how the intersections are projected to operate and identifies any roadway and traffic control improvements necessary to accommodate the café-generated traffic.

Rand Road with Annex of Arlington Access Drive/Arlington Plaza Access Drive

The results of the capacity analysis indicate that overall, this intersection currently operates at Level of Service (LOS) LOS A during the weekday morning peak hour, at LOS B during the weekday evening peak hour, and at LOS C during the Saturday midday peak hour. The mainline approaches on Rand Road currently operate at LOS B or better during the peak hours. The minor approaches from the shopping centers currently operate at LOS E or LOS D during the peak hours. These lower levels of service are common and expected when access drives intersect with a major roadway such as Rand Road at a signalized intersection. Under Year 2030 no-build conditions, the intersection and critical approaches are projected to continue operating at the current levels of service, with increases in delay of approximately two seconds or less over the existing conditions.

Under Year 2030 total projected conditions, the intersection is projected to operate overall at LOS B during the weekday morning peak hour and at LOS C during the weekday evening and Saturday midday peak hours. The southeast-bound and northwest-bound approaches on Rand Road are projected to operate at LOS C or better during the peak hours. The northeast-bound approach from the Annex of Arlington shopping center is projected to operate at LOS E or LOS D during the peak hours. The southwest-bound approach from the Arlington Plaza shopping center is projected to operate at LOS E during the weekday morning and Saturday midday peak hours and at LOS F during the weekday evening peak hours. Due to Rand Road being classified as an SRA, the majority of the green time is allocated to the northwest and southeast approaches, resulting in lower levels of service for the minor approaches from the shopping centers.

95th percentile queues on the southwest-bound approach from the Arlington Plaza shopping center are projected to be approximately 160 feet during the weekday morning peak hour, 195 feet during the weekday evening peak hour, and 295 feet during the Saturday midday peak hour. The queue during the Saturday midday peak hour is projected to extend past the unsignalized intersection of the Arlington Plaza access drive with the internal drive. As such, it is recommended that “Do Not Block Intersection” signs be posted at that intersection for queues extending from the signalized intersection with Rand Road.

However, the intersection has adequate capacity to accommodate the traffic estimated to be generated by the proposed coffee shop, and no roadway improvements or traffic control modifications will be required at this intersection.

Arlington Plaza Access Drive with Internal Drive

The results of the capacity analysis indicate that the southeast-bound approach from the internal drive currently operates at LOS A during the weekday morning, weekday evening, and Saturday midday peak hours. The northeast-bound left-turn movement from the Arlington Plaza access drive to the internal drive currently operates at LOS A during the peak hours.

Under Year 2030 no-build and total projected conditions, the southeast-bound approach is projected to operate at LOS B or better during the peak hours, while the northeast-bound left-turn movement is projected to operate at LOS A during the peak hours. Given that the projected outbound queues from the Arlington Plaza access drive will extend past the internal access drive, it is recommended that “Do Not Block Intersection” signage be posted at this intersection. With the proposed modifications, this intersection will be able to accommodate the future traffic volumes.

On-Site Circulation and Drive-Through Lane

The existing building that will be occupied by the coffee shop is an outlot space within the Arlington Plaza shopping center. Currently, there is parking provided on all sides of the building and all drive aisles allow for two-way traffic movements.

With the development of the coffee shop and the addition of the drive-through lane, the drive aisles along the southwest and southeast sides of the building will be changed to provide one-way access only, counterclockwise to the building to operate parallel to the drive-through. Vehicles will enter the drive-through at the north corner of the building and proceed to the order board and then the pick-up window. From the pick-up window, approximately eight vehicles can be accommodated within the queue without impacting circulation within the parking lot. From the pick-up window, vehicles may turn left or right onto the internal drive to exit the shopping center.

Wayfinding signage should be posted to guide vehicles to the entrance of the drive-through lane. Vehicles coming out of the drive-through lane should be under stop sign control and a “Do Not Enter” sign should be placed at the exit of the drive-through lane facing north.

6. Conclusion

Based on the preceding analyses and recommendations, the following conclusions have been made:

- The existing outlot building within the Arlington Plaza shopping center will be renovated into a Qargo Coffee, a coffee shop totaling approximately 4,222 square feet.
- A drive-through lane will be included and will operate in a counterclockwise direction and the pick-up window will be on the southeast side of the building.
- Access to the site will be provided via the existing shopping center access system.
- The total traffic projected to be generated by the proposed coffee shop will be reduced due to the volume of pass-by traffic.
- The existing roadway and access system will be able to accommodate the traffic estimated to be generated by the proposed coffee shop.
- To ensure efficient internal circulation and traffic flow throughout the shopping center, it is recommended that “Do Not Block Intersection” signs be posted at the unsignalized intersection of the Arlington Plaza access drive with the internal drive.
- The addition of a drive-through lane to the site will require the circulation around the southwest and southeast sides to be changed to one-way counterclockwise circulation only.
- Wayfinding signage should be posted to guide vehicles to the entrance of the drive-through lane. Vehicles exiting the drive-through lane should be under stop sign control and a “Do Not Enter” sign should be placed at the exit of the drive-through lane facing north.

Appendix

Traffic Count Summary Sheets

Site Plan

ITE Trip Generation Sheets

CMAP 2050 Projections Letter

Level of Service Criteria

Capacity Analysis Summary Sheets

Traffic Count Summary Sheets



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Count Name: Rand Road with Arlington Plaza
Access Drive TMC
Site Code:
Start Date: 06/27/2024
Page No: 1

Turning Movement Data

Start Time	Access Drive Eastbound						Arlington Plaza Access Drive Westbound						Rand Road Northbound						Rand Road Southbound						
	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	Int. Total
7:00 AM	0	3	0	2	0	5	0	0	0	0	0	0	0	20	90	3	0	113	0	1	192	3	0	196	314
7:15 AM	0	6	0	2	0	8	0	0	1	0	0	1	0	21	106	1	0	128	0	0	253	4	0	257	394
7:30 AM	0	7	0	3	0	10	0	0	0	1	0	1	0	18	160	2	0	180	0	1	230	5	0	236	427
7:45 AM	0	7	0	3	0	10	0	1	0	2	0	3	0	32	147	4	0	183	0	2	251	10	0	263	459
Hourly Total	0	23	0	10	0	33	0	1	1	3	0	5	0	91	503	10	0	604	0	4	926	22	0	952	1594
8:00 AM	0	6	0	1	0	7	0	0	0	0	0	0	1	27	123	1	0	152	0	3	274	7	0	284	443
8:15 AM	0	17	0	10	1	27	0	5	0	0	0	5	0	39	126	3	0	168	0	1	255	4	0	260	460
8:30 AM	0	12	0	8	0	20	0	1	0	1	0	2	0	21	164	0	0	185	2	3	267	8	0	280	487
8:45 AM	0	12	0	11	2	23	0	1	0	2	0	3	1	40	153	2	0	196	0	0	233	8	0	241	463
Hourly Total	0	47	0	30	3	77	0	7	0	3	0	10	2	127	566	6	0	701	2	7	1029	27	0	1065	1853
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4:00 PM	0	21	10	29	0	60	0	2	7	1	0	10	0	69	219	5	0	293	1	4	242	21	0	268	631
4:15 PM	0	23	2	31	1	56	0	2	1	2	1	5	3	81	260	6	0	350	1	0	197	20	0	218	629
4:30 PM	0	28	3	40	1	71	0	5	3	6	0	14	0	58	251	13	0	322	0	5	242	10	0	257	664
4:45 PM	0	34	3	32	0	69	0	3	2	3	0	8	0	82	253	8	0	343	0	2	278	26	0	306	726
Hourly Total	0	106	18	132	2	256	0	12	13	12	1	37	3	290	983	32	0	1308	2	11	959	77	0	1049	2650
5:00 PM	0	30	1	38	0	69	0	5	5	4	1	14	1	63	256	4	0	324	1	3	252	24	0	280	687
5:15 PM	0	23	4	38	0	65	0	3	2	2	0	7	1	65	277	5	0	348	0	4	280	15	0	299	719
5:30 PM	0	27	1	39	0	67	0	5	3	5	0	13	0	64	266	6	0	336	0	1	259	33	0	293	709
5:45 PM	0	31	2	28	0	61	0	5	2	2	1	9	0	74	256	14	0	344	0	2	261	22	0	285	699
Hourly Total	0	111	8	143	0	262	0	18	12	13	2	43	2	266	1055	29	0	1352	1	10	1052	94	0	1157	2814
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12:00 PM	0	21	6	61	2	88	0	4	3	3	0	10	0	105	207	14	0	326	1	4	233	18	0	256	680
12:15 PM	0	19	5	49	2	73	0	2	1	6	2	9	1	95	184	12	4	292	1	3	216	22	2	242	616
12:30 PM	0	40	2	60	2	102	0	8	2	5	0	15	0	93	206	7	0	306	0	4	219	20	0	243	666
12:45 PM	0	24	8	53	1	85	0	8	5	4	0	17	1	107	196	10	0	314	1	2	210	20	0	233	649
Hourly Total	0	104	21	223	7	348	0	22	11	18	2	51	2	400	793	43	4	1238	3	13	878	80	2	974	2611
1:00 PM	0	35	4	45	0	84	0	6	6	2	0	14	0	97	202	16	0	315	0	3	239	23	0	265	678
1:15 PM	0	24	3	46	0	73	0	6	3	7	0	16	0	97	192	15	0	304	0	6	254	23	0	283	676
1:30 PM	0	29	4	62	2	95	0	10	9	5	0	24	1	94	188	5	1	288	1	5	238	19	0	263	670
1:45 PM	0	31	6	65	3	102	0	6	4	7	0	17	0	91	210	14	1	315	0	3	213	15	2	231	665
Hourly Total	0	119	17	218	5	354	0	28	22	21	0	71	1	379	792	50	2	1222	1	17	944	80	2	1042	2689
Grand Total	0	510	64	756	17	1330	0	88	59	70	5	217	10	1553	4692	170	6	6425	9	62	5788	380	4	6239	14211
Approach %	0.0	38.3	4.8	56.8	-	-	0.0	40.6	27.2	32.3	-	-	0.2	24.2	73.0	2.6	-	-	0.1	1.0	92.8	6.1	-	-	-
Total %	0.0	3.6	0.5	5.3	-	9.4	0.0	0.6	0.4	0.5	-	1.5	0.1	10.9	33.0	1.2	-	45.2	0.1	0.4	40.7	2.7	-	43.9	-

Lights	0	507	57	756	-	1320	0	88	59	70	-	217	10	1547	4604	170	-	6331	9	62	5683	380	-	6134	14002
% Lights	-	99.4	89.1	100.0	-	99.2	-	100.0	100.0	100.0	-	100.0	100.0	99.6	98.1	100.0	-	98.5	100.0	100.0	98.2	100.0	-	98.3	98.5
Buses	0	0	0	0	-	0	0	0	0	0	-	0	0	0	4	0	-	4	0	0	10	0	-	10	14
% Buses	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	-	0.0	0.0	0.0	0.1	0.0	-	0.1	0.0	0.0	0.2	0.0	-	0.2	0.1
Single-Unit Trucks	0	2	0	0	-	2	0	0	0	0	-	0	0	5	50	0	-	55	0	0	67	0	-	67	124
% Single-Unit Trucks	-	0.4	0.0	0.0	-	0.2	-	0.0	0.0	0.0	-	0.0	0.0	0.3	1.1	0.0	-	0.9	0.0	0.0	1.2	0.0	-	1.1	0.9
Articulated Trucks	0	1	0	0	-	1	0	0	0	0	-	0	0	1	34	0	-	35	0	0	26	0	-	26	62
% Articulated Trucks	-	0.2	0.0	0.0	-	0.1	-	0.0	0.0	0.0	-	0.0	0.0	0.1	0.7	0.0	-	0.5	0.0	0.0	0.4	0.0	-	0.4	0.4
Bicycles on Road	0	0	7	0	-	7	0	0	0	0	-	0	0	0	0	0	-	0	0	0	2	0	-	2	9
% Bicycles on Road	-	0.0	10.9	0.0	-	0.5	-	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.1
Pedestrians	-	-	-	-	17	-	-	-	-	-	5	-	-	-	-	-	6	-	-	-	-	-	4	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-



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Access Drive TMC
Site Code:
Start Date: 06/27/2024
Page No: 3

Turning Movement Peak Hour Data (8:00 AM)

Start Time	Access Drive Eastbound						Arlington Plaza Access Drive Westbound						Rand Road Northbound						Rand Road Southbound						Int. Total
	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	
8:00 AM	0	6	0	1	0	7	0	0	0	0	0	0	1	27	123	1	0	152	0	3	274	7	0	284	443
8:15 AM	0	17	0	10	1	27	0	5	0	0	0	5	0	39	126	3	0	168	0	1	255	4	0	260	460
8:30 AM	0	12	0	8	0	20	0	1	0	1	0	2	0	21	164	0	0	185	2	3	267	8	0	280	487
8:45 AM	0	12	0	11	2	23	0	1	0	2	0	3	1	40	153	2	0	196	0	0	233	8	0	241	463
Total	0	47	0	30	3	77	0	7	0	3	0	10	2	127	566	6	0	701	2	7	1029	27	0	1065	1853
Approach %	0.0	61.0	0.0	39.0	-	-	0.0	70.0	0.0	30.0	-	-	0.3	18.1	80.7	0.9	-	-	0.2	0.7	96.6	2.5	-	-	-
Total %	0.0	2.5	0.0	1.6	-	4.2	0.0	0.4	0.0	0.2	-	0.5	0.1	6.9	30.5	0.3	-	37.8	0.1	0.4	55.5	1.5	-	57.5	-
PHF	0.000	0.691	0.000	0.682	-	0.713	0.000	0.350	0.000	0.375	-	0.500	0.500	0.794	0.863	0.500	-	0.894	0.250	0.583	0.939	0.844	-	0.938	0.951
Lights	0	46	0	30	-	76	0	7	0	3	-	10	2	126	543	6	-	677	2	7	994	27	-	1030	1793
% Lights	-	97.9	-	100.0	-	98.7	-	100.0	-	100.0	-	100.0	100.0	99.2	95.9	100.0	-	96.6	100.0	100.0	96.6	100.0	-	96.7	96.8
Buses	0	0	0	0	-	0	0	0	0	0	-	0	0	0	2	0	-	2	0	0	4	0	-	4	6
% Buses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	0.0	0.0	0.4	0.0	-	0.3	0.0	0.0	0.4	0.0	-	0.4	0.3
Single-Unit Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	13	0	-	13	0	0	21	0	-	21	34
% Single-Unit Trucks	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	0.0	0.0	2.3	0.0	-	1.9	0.0	0.0	2.0	0.0	-	2.0	1.8
Articulated Trucks	0	1	0	0	-	1	0	0	0	0	-	0	0	1	8	0	-	9	0	0	10	0	-	10	20
% Articulated Trucks	-	2.1	-	0.0	-	1.3	-	0.0	-	0.0	-	0.0	0.0	0.8	1.4	0.0	-	1.3	0.0	0.0	1.0	0.0	-	0.9	1.1
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0
Pedestrians	-	-	-	-	3	-	-	-	-	-	0	-	-	-	-	-	-	0	-	-	-	-	0	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



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Count Name: Rand Road with Arlington Plaza
Access Drive TMC
Site Code:
Start Date: 06/27/2024
Page No: 4

Turning Movement Peak Hour Data (4:45 PM)

Start Time	Access Drive Eastbound						Arlington Plaza Access Drive Westbound						Rand Road Northbound						Rand Road Southbound						Int. Total
	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	U-Turn	Left	Thru	Right	Peds	App. Total	
4:45 PM	0	34	3	32	0	69	0	3	2	3	0	8	0	82	253	8	0	343	0	2	278	26	0	306	726
5:00 PM	0	30	1	38	0	69	0	5	5	4	1	14	1	63	256	4	0	324	1	3	252	24	0	280	687
5:15 PM	0	23	4	38	0	65	0	3	2	2	0	7	1	65	277	5	0	348	0	4	280	15	0	299	719
5:30 PM	0	27	1	39	0	67	0	5	3	5	0	13	0	64	266	6	0	336	0	1	259	33	0	293	709
Total	0	114	9	147	0	270	0	16	12	14	1	42	2	274	1052	23	0	1351	1	10	1069	98	0	1178	2841
Approach %	0.0	42.2	3.3	54.4	-	-	0.0	38.1	28.6	33.3	-	-	0.1	20.3	77.9	1.7	-	-	0.1	0.8	90.7	8.3	-	-	-
Total %	0.0	4.0	0.3	5.2	-	9.5	0.0	0.6	0.4	0.5	-	1.5	0.1	9.6	37.0	0.8	-	47.6	0.0	0.4	37.6	3.4	-	41.5	-
PHF	0.000	0.838	0.563	0.942	-	0.978	0.000	0.800	0.600	0.700	-	0.750	0.500	0.835	0.949	0.719	-	0.971	0.250	0.625	0.954	0.742	-	0.962	0.978
Lights	0	114	9	147	-	270	0	16	12	14	-	42	2	273	1044	23	-	1342	1	10	1056	98	-	1165	2819
% Lights	-	100.0	100.0	100.0	-	100.0	-	100.0	100.0	100.0	-	100.0	100.0	99.6	99.2	100.0	-	99.3	100.0	100.0	98.8	100.0	-	98.9	99.2
Buses	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Buses	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0
Single-Unit Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	1	7	0	-	8	0	0	11	0	-	11	19
% Single-Unit Trucks	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	-	0.0	0.0	0.4	0.7	0.0	-	0.6	0.0	0.0	1.0	0.0	-	0.9	0.7
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	1	0	-	1	0	0	2	0	-	2	3
% Articulated Trucks	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	-	0.0	0.0	0.0	0.1	0.0	-	0.1	0.0	0.0	0.2	0.0	-	0.2	0.1
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0
Pedestrians	-	-	-	-	0	-	-	-	-	-	1	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Pedestrians	-	-	-	-	-	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-



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Count Name: Rand Road with Arlington Plaza
Access Drive TMC
Site Code:
Start Date: 06/27/2024
Page No: 5

Turning Movement Peak Hour Data (1:00 PM)

Start Time	Access Drive Eastbound							Arlington Plaza Access Drive Westbound							Rand Road Northbound							Rand Road Southbound						
	U-Turn	Left	Thru	Right	Peds	App. Total		U-Turn	Left	Thru	Right	Peds	App. Total		U-Turn	Left	Thru	Right	Peds	App. Total		U-Turn	Left	Thru	Right	Peds	App. Total	Int. Total
1:00 PM	0	35	4	45	0	84		0	6	6	2	0	14		0	97	202	16	0	315		0	3	239	23	0	265	678
1:15 PM	0	24	3	46	0	73		0	6	3	7	0	16		0	97	192	15	0	304		0	6	254	23	0	283	676
1:30 PM	0	29	4	62	2	95		0	10	9	5	0	24		1	94	188	5	1	288		1	5	238	19	0	263	670
1:45 PM	0	31	6	65	3	102		0	6	4	7	0	17		0	91	210	14	1	315		0	3	213	15	2	231	665
Total	0	119	17	218	5	354		0	28	22	21	0	71		1	379	792	50	2	1222		1	17	944	80	2	1042	2689
Approach %	0.0	33.6	4.8	61.6	-	-		0.0	39.4	31.0	29.6	-	-		0.1	31.0	64.8	4.1	-	-		0.1	1.6	90.6	7.7	-	-	-
Total %	0.0	4.4	0.6	8.1	-	13.2		0.0	1.0	0.8	0.8	-	2.6		0.0	14.1	29.5	1.9	-	45.4		0.0	0.6	35.1	3.0	-	38.8	-
PHF	0.000	0.850	0.708	0.838	-	0.868		0.000	0.700	0.611	0.750	-	0.740		0.250	0.977	0.943	0.781	-	0.970		0.250	0.708	0.929	0.870	-	0.920	0.992
Lights	-	100.0	94.1	100.0	-	99.7		0	28	22	21	-	71		1	379	787	50	-	1217		1	17	942	80	-	1040	2681
Buses	0	0	0	0	-	0		0	0	0	0	-	0		0	0	0	0	-	0		0	0	0	0	-	0	0
% Buses	-	0.0	0.0	0.0	-	0.0		-	0.0	0.0	0.0	-	0.0		0.0	0.0	0.0	0.0	-	0.0		0.0	0.0	0.0	0.0	-	0.0	0.0
Single-Unit Trucks	0	0	0	0	-	0		0	0	0	0	-	0		0	0	5	0	-	5		0	0	1	0	-	1	6
% Single-Unit Trucks	-	0.0	0.0	0.0	-	0.0		-	0.0	0.0	0.0	-	0.0		0.0	0.0	0.6	0.0	-	0.4		0.0	0.0	0.1	0.0	-	0.1	0.2
Articulated Trucks	0	0	0	0	-	0		0	0	0	0	-	0		0	0	0	0	-	0		0	0	1	0	-	1	1
% Articulated Trucks	-	0.0	0.0	0.0	-	0.0		-	0.0	0.0	0.0	-	0.0		0.0	0.0	0.0	0.0	-	0.0		0.0	0.0	0.1	0.0	-	0.1	0.0
Bicycles on Road	0	0	1	0	-	1		0	0	0	0	-	0		0	0	0	0	-	0		0	0	0	0	-	0	1
% Bicycles on Road	-	0.0	5.9	0.0	-	0.3		-	0.0	0.0	0.0	-	0.0		0.0	0.0	0.0	0.0	-	0.0		0.0	0.0	0.0	0.0	-	0.0	0.0
Pedestrians	-	-	-	-	5	-		-	-	-	-	0	-		-	-	-	-	2	-		-	-	-	-	2	-	-
% Pedestrians	-	-	-	-	100.0	-		-	-	-	-	-	-		-	-	-	-	100.0	-		-	-	-	-	100.0	-	-



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Count Name: Arlington Plaza Internal Access
Drive - Morning Only TMC
Site Code:
Start Date: 06/27/2024
Page No: 1

Turning Movement Data

Start Time	Rand Road Access Drive Eastbound					Arlington Plaza Access Drive Westbound					Olson's Rug Access Drive Southbound				
	U-Turn	Left	Thru	Peds	App. Total	U-Turn	Thru	Right	Peds	App. Total	U-Turn	Left	Right	Peds	Int. Total
7:00 AM	0	2	2	0	4	0	0	0	0	0	0	0	0	0	4
7:15 AM	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1
7:30 AM	0	2	1	0	3	0	1	1	0	2	0	0	0	0	5
7:45 AM	0	1	5	0	6	0	3	0	0	3	0	0	0	0	9
Hourly Total	0	6	8	0	14	0	4	1	0	5	0	0	0	0	19
8:00 AM	0	1	3	0	4	0	0	0	0	0	0	0	0	0	4
8:15 AM	0	0	5	0	5	0	3	0	0	3	0	0	2	0	10
8:30 AM	0	0	3	0	3	0	1	0	0	1	0	0	1	0	5
8:45 AM	0	1	1	0	2	0	4	0	0	4	0	0	1	0	7
Hourly Total	0	2	12	0	14	0	8	0	0	8	0	0	4	0	26
Grand Total	0	8	20	0	28	0	12	1	0	13	0	0	4	0	45
Approach %	0.0	28.6	71.4	-	-	0.0	92.3	7.7	-	-	0.0	0.0	100.0	-	-
Total %	0.0	17.8	44.4	-	62.2	0.0	26.7	2.2	-	28.9	0.0	0.0	8.9	-	8.9
Lights	0	8	20	-	28	0	12	1	-	13	0	0	4	-	4
% Lights	-	100.0	100.0	-	100.0	-	100.0	100.0	-	100.0	-	-	100.0	-	100.0
Buses	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Buses	-	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	-	-	0.0	-	0.0
Single-Unit Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Single-Unit Trucks	-	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	-	-	0.0	-	0.0
Articulated Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Articulated Trucks	-	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	-	-	0.0	-	0.0
Bicycles on Road	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Bicycles on Road	-	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	-	-	0.0	-	0.0
Pedestrians	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
% Pedestrians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



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Count Name: Arlington Plaza Internal Access
Drive - Morning Only TMC
Site Code:
Start Date: 06/27/2024
Page No: 2

Turning Movement Peak Hour Data (8:00 AM)

Start Time	Rand Road Access Drive Eastbound					Arlington Plaza Access Drive Westbound					Olson's Rug Access Drive Southbound				
	U-Turn	Left	Thru	Peds	App. Total	U-Turn	Thru	Right	Peds	App. Total	U-Turn	Left	Right	Peds	App. Total
8:00 AM	0	1	3	0	4	0	0	0	0	0	0	0	0	0	0
8:15 AM	0	0	5	0	5	0	3	0	0	3	0	0	2	0	2
8:30 AM	0	0	3	0	3	0	1	0	0	1	0	0	1	0	1
8:45 AM	0	1	1	0	2	0	4	0	0	4	0	0	1	0	1
Total	0	2	12	0	14	0	8	0	0	8	0	0	4	0	4
Approach %	0.0	14.3	85.7	-	-	0.0	100.0	0.0	-	-	0.0	0.0	100.0	-	-
Total %	0.0	7.7	46.2	-	53.8	0.0	30.8	0.0	-	30.8	0.0	0.0	15.4	-	15.4
PHF	0.000	0.500	0.600	-	0.700	0.000	0.500	0.000	-	0.500	0.000	0.000	0.500	-	0.500
Lights	0	2	12	-	14	0	8	0	-	8	0	0	4	-	4
% Lights	-	100.0	100.0	-	100.0	-	100.0	-	-	100.0	-	-	100.0	-	100.0
Buses	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Buses	-	0.0	0.0	-	0.0	-	0.0	-	-	0.0	-	-	0.0	-	0.0
Single-Unit Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Single-Unit Trucks	-	0.0	0.0	-	0.0	-	0.0	-	-	0.0	-	-	0.0	-	0.0
Articulated Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Articulated Trucks	-	0.0	0.0	-	0.0	-	0.0	-	-	0.0	-	-	0.0	-	0.0
Bicycles on Road	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
% Bicycles on Road	-	0.0	0.0	-	0.0	-	0.0	-	-	0.0	-	-	0.0	-	0.0
Pedestrians	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
% Pedestrians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

TEAPAC[Ver 9.50.02] - 15-Minute Counts: All Vehicles - by Mvmt

Int# 4 arlingtonplazainternal

Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1600	14	0	3	1	10	0	0	0	0	0	12	12	52
1615	11	0	1	1	13	0	0	0	0	0	18	10	54
1630	11	0	1	2	17	0	0	0	0	0	19	6	56
1645	8	0	0	0	18	0	0	0	0	0	15	9	50
1700	12	0	1	0	13	0	0	0	0	0	14	10	50
1715	11	0	0	0	11	0	0	0	0	0	10	10	42
1730	9	0	2	1	9	0	0	0	0	0	13	7	41
1745	9	0	1	0	17	0	0	0	0	0	10	7	44
Total	85	0	9	5	108	0	0	0	0	0	111	71	389

TEAPAC[Ver 9.50.02] - 15-Minute Counts: All Vehicles - Totals

Int# 4 arlingtonplazainternal

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1600	17	11	0	24	13	15	0	24	52
1615	12	14	0	28	11	19	0	24	54
1630	12	19	0	25	8	20	0	28	56
1645	8	18	0	24	9	15	0	26	50
1700	13	13	0	24	10	15	0	25	50
1715	11	11	0	20	10	10	0	22	42
1730	11	10	0	20	8	15	0	18	41
1745	10	17	0	17	7	11	0	26	44
Total	94	113	0	182	76	120	0	193	389

TEAPAC[Ver 9.50.02] - 15-Minute Flow Rates: by Movement

Int# 4 arlingtonplazainternal

Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1600	56	0	12	4	40	0	0	0	0	0	48	48	208
1615	44	0	4	4	52	0	0	0	0	0	72	40	216
1630	44	0	4	8	68	0	0	0	0	0	76	24	224
1645	32	0	0	0	72	0	0	0	0	0	60	36	200
1700	48	0	4	0	52	0	0	0	0	0	56	40	200
1715	44	0	0	0	44	0	0	0	0	0	40	40	168
1730	36	0	8	4	36	0	0	0	0	0	52	28	164
1745	36	0	4	0	68	0	0	0	0	0	40	28	176

TEAPAC[Ver 9.50.02] - 15-Minute Flow Rates: Appr/Exit Totals

Int# 4 arlingtonplazainternal

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1600	68	44	0	96	52	60	0	96	208
1615	48	56	0	112	44	76	0	96	216
1630	48	76	0	100	32	80	0	112	224
1645	32	72	0	96	36	60	0	104	200
1700	52	52	0	96	40	60	0	100	200
1715	44	44	0	80	40	40	0	88	168
1730	44	40	0	80	32	60	0	72	164
1745	40	68	0	68	28	44	0	104	176

TEAPAC[Ver 9.50.02] - 60-Minute Volumes: by Movement

Int# 4 arlingtonplazainternal

Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1600	44	0	5	4	58	0	0	0	0	0	64	37	212
1615	42	0	3	3	61	0	0	0	0	0	66	35	210
1630	42	0	2	2	59	0	0	0	0	0	58	35	198
1645	40	0	3	1	51	0	0	0	0	0	52	36	183
1700	41	0	4	1	50	0	0	0	0	0	47	34	177
1715	29	0	3	1	37	0	0	0	0	0	33	24	127*
1730	18	0	3	1	26	0	0	0	0	0	23	14	85*
1745	9	0	1	0	17	0	0	0	0	0	10	7	44*

TEAPAC[Ver 9.50.02] - 60-Minute Volumes: Appr/Exit Totals

Int# 4 arlingtonplazainternal

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1600	49	62	0	101	41	69	0	102	212
1615	45	64	0	101	38	69	0	103	210
1630	44	61	0	93	37	60	0	101	198
1645	43	52	0	88	37	55	0	91	183
1700	45	51	0	81	35	51	0	91	177
1715	32	38	0	57	25	36	0	66	127*
1730	21	27	0	37	15	26	0	44	85*
1745	10	17	0	17	7	11	0	26	44*

TEAPAC[Ver 9.50.02] - 15-Minute Counts: All Vehicles - by Mvmt

Int# 5 arlingtonplaza

Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1200	7	0	0	1	15	0	0	0	0	0	19	10	52
1215	9	0	0	0	15	0	0	0	0	0	16	24	64
1230	12	0	0	1	16	0	0	0	0	0	13	13	55
1245	11	0	2	2	21	0	0	0	0	0	13	12	61
1300	15	0	0	1	14	0	0	0	0	0	10	8	48
1315	22	0	1	1	19	0	0	0	0	0	17	12	72
1330	11	0	0	0	21	0	0	0	0	0	20	13	65
1345	17	0	0	2	17	0	0	0	0	0	10	11	57
Total	104	0	3	8	138	0	0	0	0	0	118	103	474

TEAPAC[Ver 9.50.02] - 15-Minute Counts: All Vehicles - Totals

Int# 5 arlingtonplaza

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1200	7	16	0	29	11	19	0	22	52
1215	9	15	0	40	24	16	0	24	64
1230	12	17	0	26	14	13	0	28	55
1245	13	23	0	25	14	15	0	32	61
1300	15	15	0	18	9	10	0	29	48
1315	23	20	0	29	13	18	0	41	72
1330	11	21	0	33	13	20	0	32	65
1345	17	19	0	21	13	10	0	34	57
Total	107	146	0	221	111	121	0	242	474

TEAPAC[Ver 9.50.02] - 15-Minute Flow Rates: by Movement

Int# 5 arlingtonplaza

Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1200	28	0	0	4	60	0	0	0	0	0	76	40	208
1215	36	0	0	0	60	0	0	0	0	0	64	96	256
1230	48	0	0	4	64	0	0	0	0	0	52	52	220
1245	44	0	8	8	84	0	0	0	0	0	52	48	244
1300	60	0	0	4	56	0	0	0	0	0	40	32	192
1315	88	0	4	4	76	0	0	0	0	0	68	48	288
1330	44	0	0	0	84	0	0	0	0	0	80	52	260
1345	68	0	0	8	68	0	0	0	0	0	40	44	228

TEAPAC[Ver 9.50.02] - 15-Minute Flow Rates: Appr/Exit Totals

Int# 5 arlingtonplaza

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1200	28	64	0	116	44	76	0	88	208
1215	36	60	0	160	96	64	0	96	256
1230	48	68	0	104	56	52	0	112	220
1245	52	92	0	100	56	60	0	128	244
1300	60	60	0	72	36	40	0	116	192
1315	92	80	0	116	52	72	0	164	288
1330	44	84	0	132	52	80	0	128	260
1345	68	76	0	84	52	40	0	136	228

TEAPAC[Ver 9.50.02] - 60-Minute Volumes: by Movement

Int# 5 arlingtonplaza

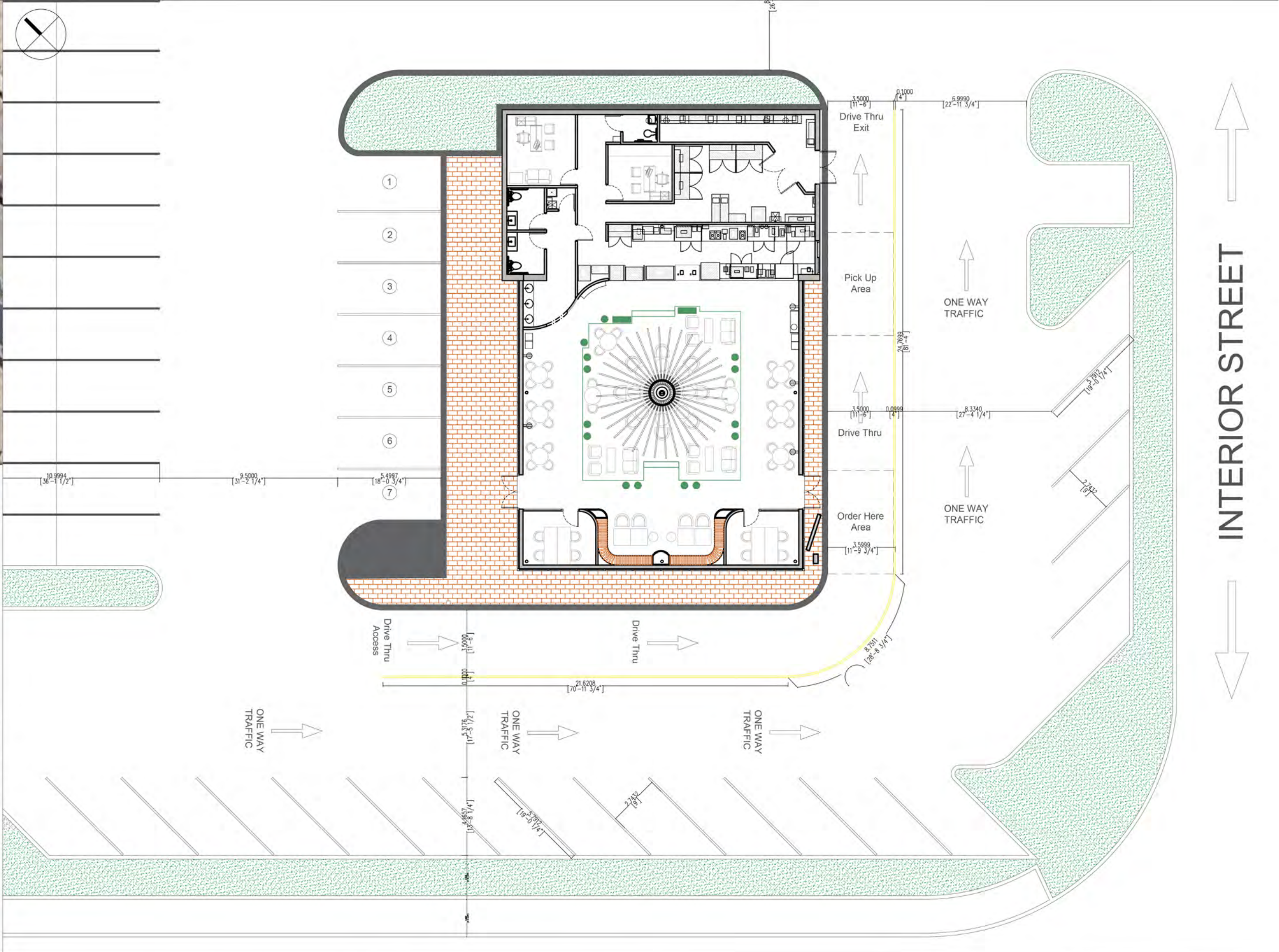
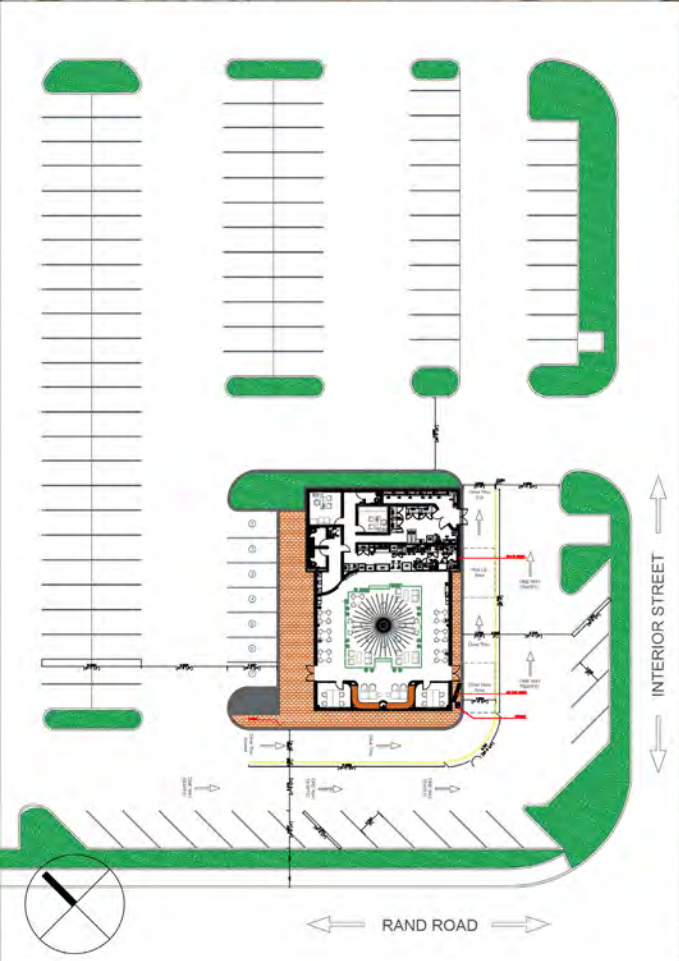
Begin Time	N-Approach			E-Approach			S-Approach			W-Approach			Int Total
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
1200	39	0	2	4	67	0	0	0	0	0	61	59	232
1215	47	0	2	4	66	0	0	0	0	0	52	57	228
1230	60	0	3	5	70	0	0	0	0	0	53	45	236
1245	59	0	3	4	75	0	0	0	0	0	60	45	246
1300	65	0	1	4	71	0	0	0	0	0	57	44	242
1315	50	0	1	3	57	0	0	0	0	0	47	36	194*
1330	28	0	0	2	38	0	0	0	0	0	30	24	122*
1345	17	0	0	2	17	0	0	0	0	0	10	11	57*

TEAPAC[Ver 9.50.02] - 60-Minute Volumes: Appr/Exit Totals

Int# 5 arlingtonplaza

Begin Time	Approach Totals				Exit Totals				Int Total
	N	E	S	W	N	E	S	W	
1200	41	71	0	120	63	63	0	106	232
1215	49	70	0	109	61	54	0	113	228
1230	63	75	0	98	50	56	0	130	236
1245	62	79	0	105	49	63	0	134	246
1300	66	75	0	101	48	58	0	136	242
1315	51	60	0	83	39	48	0	107	194*
1330	28	40	0	54	26	30	0	66	122*
1345	17	19	0	21	13	10	0	34	57*

Site Plan



ITE Trip Generation Sheets

Coffee/Donut Shop with Drive-Through Window (937)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 78

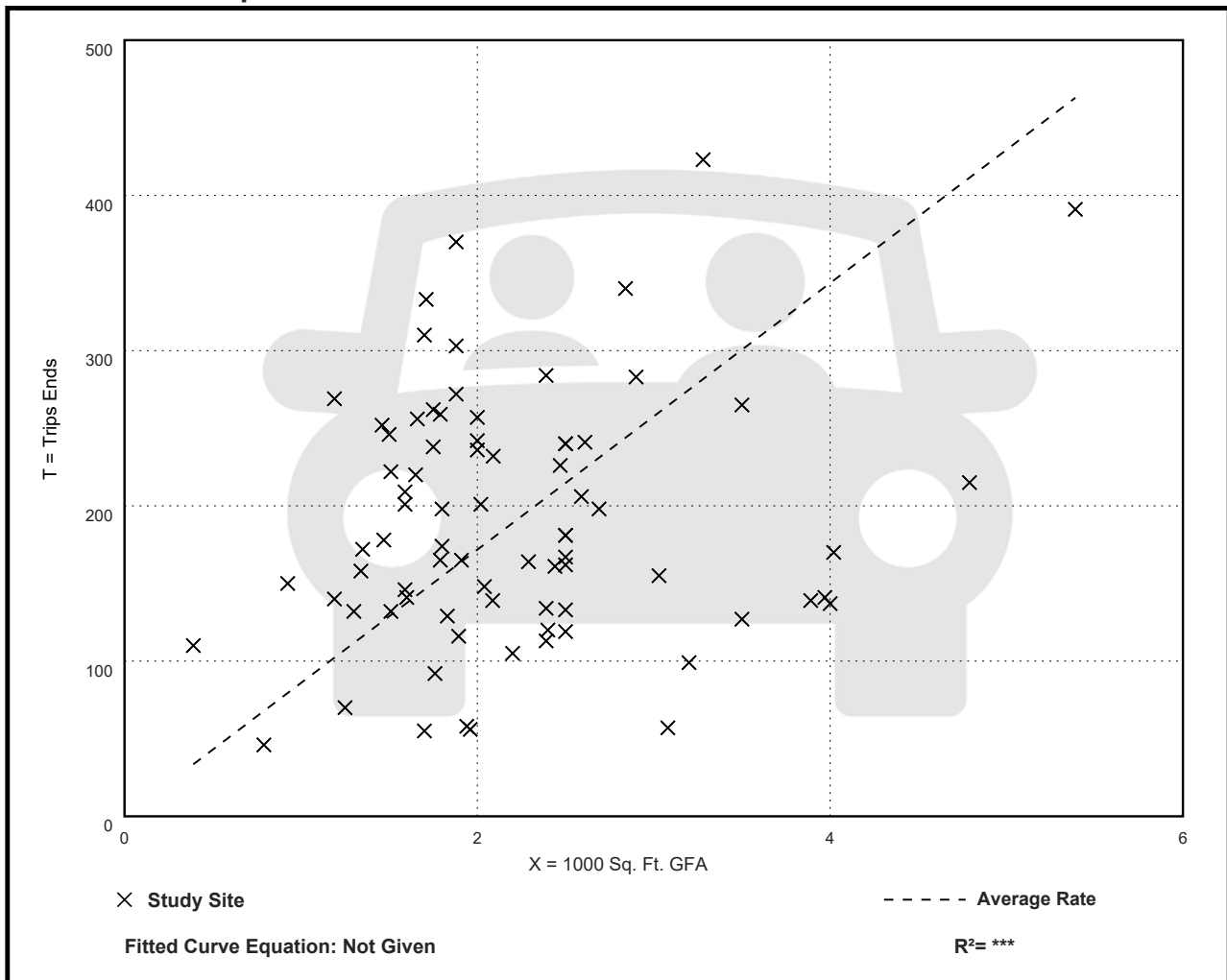
Avg. 1000 Sq. Ft. GFA: 2

Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
85.88	18.51 - 282.05	44.92

Data Plot and Equation



Coffee/Donut Shop with Drive-Through Window (937)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 36

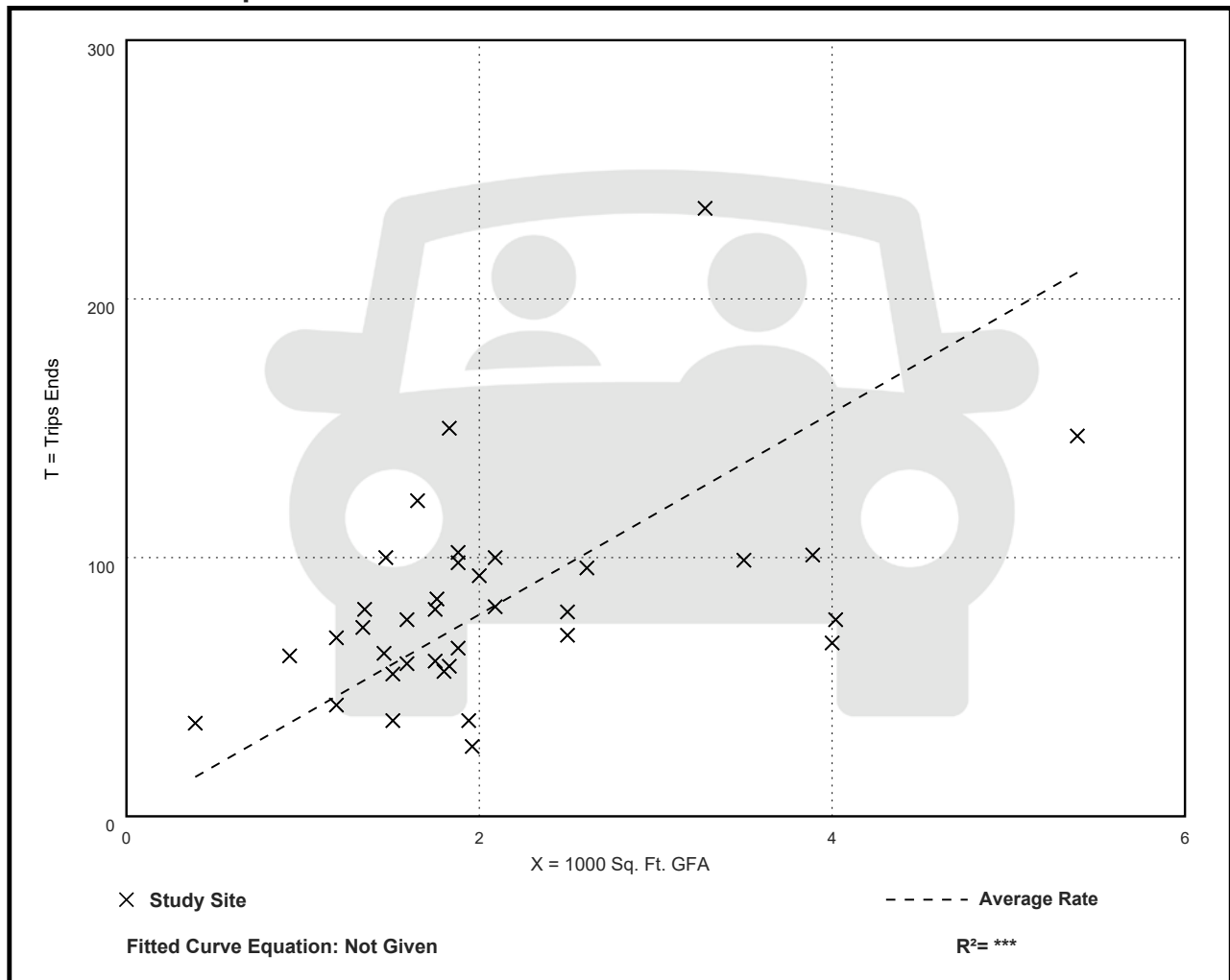
Avg. 1000 Sq. Ft. GFA: 2

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
38.99	13.78 - 92.31	17.79

Data Plot and Equation



Coffee/Donut Shop with Drive-Through Window (937)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Saturday, Peak Hour of Generator

Setting/Location: General Urban/Suburban

Number of Studies: 9

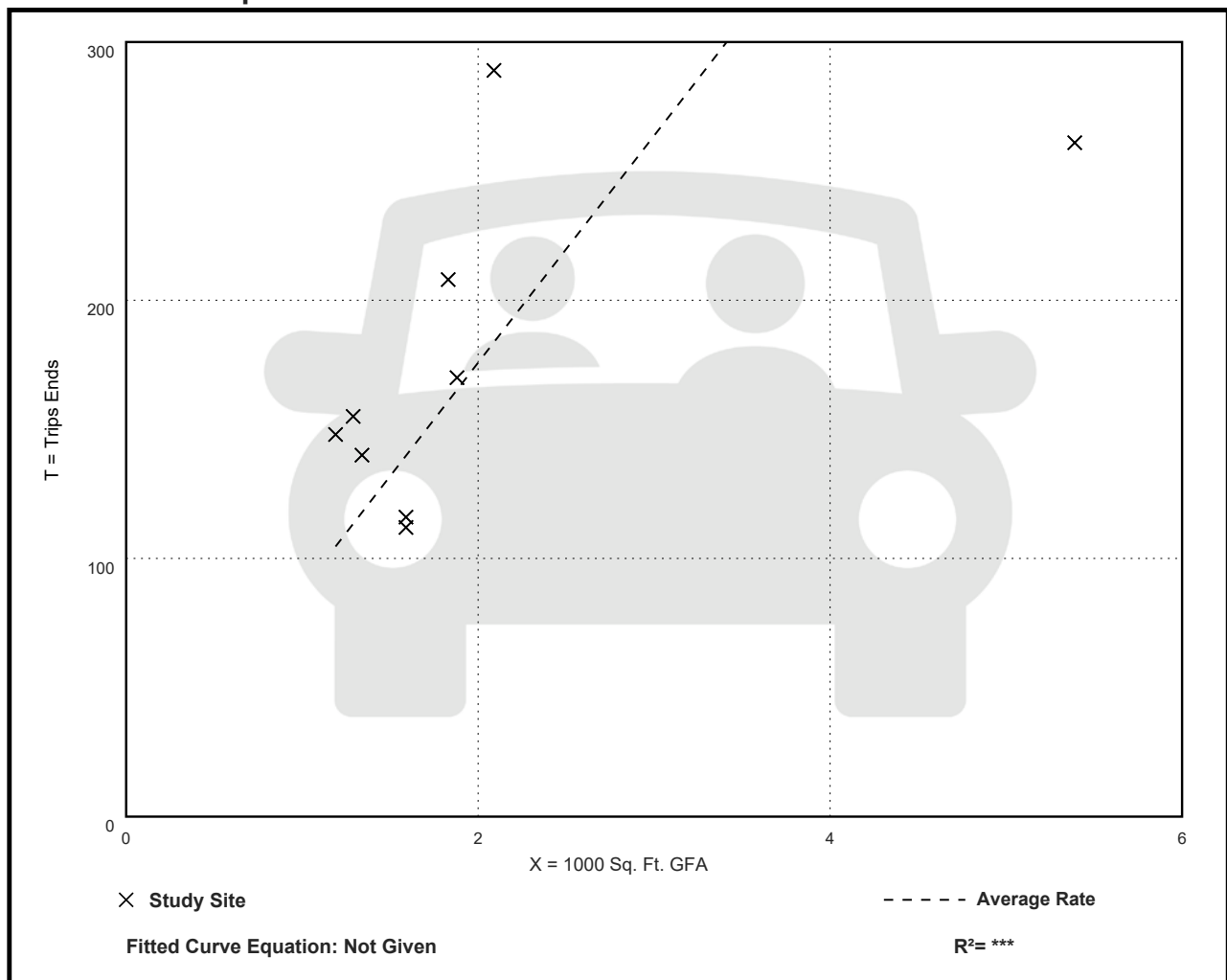
Avg. 1000 Sq. Ft. GFA: 2

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
87.91	48.42 - 138.28	34.34

Data Plot and Equation



CMAP 2050 Projections Letter



June 19, 2024

Ryan May
Project Coordinator
Kenig, Lindgren, O'Hara and Aboona, Inc.
9575 West Higgins Road
Suite 400
Rosemont, IL 60018

Subject: Rand Road at Annex of Arlington Access Drive
IDOT

Dear Ms. May:

In response to a request made on your behalf and dated June 18, 2024, we have developed year 2050 average daily traffic (ADT) projections for the subject location.

ROAD SEGMENT	Current ADT	Year 2050 ADT
Rand Rd, at Annex of Arlington Access Dr	24,500	28,200

Traffic projections are developed using existing ADT data provided in the request letter and the results from the December 2023 CMAP Travel Demand Analysis. The regional travel model uses CMAP 2050 socioeconomic projections and assumes the implementation of the ON TO 2050 Comprehensive Regional Plan for the Northeastern Illinois area. The provision of this data in support of your request does not constitute a CMAP endorsement of the proposed development or any subsequent developments.

If you have any questions, please call me at (312) 386-8806 or email me at jrodriguez@cmap.illinois.gov

Jose Rodriguez, PTP, AICP
Senior Planner, Research & Analysis

cc: Rios (IDOT)
2024_TrafficForecasts\ArlingtonHeights\ck-74-24\ck-74-24.docx

Level of Service Criteria

LEVEL OF SERVICE CRITERIA

Signalized Intersections		
Level of Service	Interpretation	Average Control Delay (seconds per vehicle)
A	Favorable progression. Most vehicles arrive during the green indication and travel through the intersection without stopping.	≤ 10
B	Good progression, with more vehicles stopping than for Level of Service A.	$> 10 - 20$
C	Individual cycle failures (i.e., one or more queued vehicles are not able to depart as a result of insufficient capacity during the cycle) may begin to appear. Number of vehicles stopping is significant, although many vehicles still pass through the intersection without stopping.	$> 20 - 35$
D	The volume-to-capacity ratio is high and either progression is ineffective or the cycle length is too long. Many vehicles stop and individual cycle failures are noticeable.	$> 35 - 55$
E	Progression is unfavorable. The volume-to-capacity ratio is high and the cycle length is long. Individual cycle failures are frequent.	$> 55 - 80$
F	The volume-to-capacity ratio is very high, progression is very poor, and the cycle length is long. Most cycles fail to clear the queue.	> 80
Unsignalized Intersections		
Level of Service		Average Total Delay (sec/veh)
A		0 - 10
B		$> 10 - 15$
C		$> 15 - 25$
D		$> 25 - 35$
E		$> 35 - 50$
F		> 50
Source: <i>Highway Capacity Manual</i> , 6 th Edition.		

Capacity Analysis Summary Sheets
Existing Weekday Morning Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	9	1029	27	129	566	6	47	0	30	7	0	3
Future Volume (vph)	9	1029	27	129	566	6	47	0	30	7	0	3
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.996			0.999			0.941				0.850
Flt Protected	0.950			0.950				0.971			0.950	
Satd. Flow (prot)	1805	5019	0	1787	4984	0	0	3259	0	0	1805	1615
Flt Permitted	0.413			0.227				0.800			0.702	
Satd. Flow (perm)	785	5019	0	427	4984	0	0	2685	0	0	1334	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	3%	0%	1%	4%	0%	2%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	9	1111	0	136	602	0	0	81	0	0	7	3
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	84.0		15.0	84.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.7%	60.0%		10.7%	60.0%		29.3%	29.3%		29.3%	29.3%	29.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	113.8	105.7		118.8	114.6			11.6			11.6	11.6
Actuated g/C Ratio	0.81	0.76		0.85	0.82			0.08			0.08	0.08

24-167 Qargo Coffee - Arlington Heights
Existing Weekday Morning Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.01	0.29		0.31	0.15			0.37			0.06	0.02
Control Delay	2.0	5.8		3.8	3.1			64.8			59.0	57.7
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	2.0	5.8		3.8	3.1			64.8			59.0	57.7
LOS	A	A		A	A			E			E	E
Approach Delay		5.8			3.2			64.8			58.6	
Approach LOS		A			A			E			E	
Queue Length 50th (ft)	1	102		15	30			37			6	3
Queue Length 95th (ft)	4	138		30	64			64			22	13
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	749	3787		474	4079			671			333	403
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.01	0.29		0.29	0.15			0.12			0.02	0.01

Intersection Summary

Area Type: Other

Cycle Length: 140

Actuated Cycle Length: 140

Offset: 122 (87%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 55

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.37

Intersection Signal Delay: 7.5

Intersection LOS: A

Intersection Capacity Utilization 50.2%

ICU Level of Service A

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

							
Ø1	Ø2 (R)			Ø4			
15 s	84 s			41 s			
							
Ø5	Ø6 (R)			Ø8			
15 s	84 s			41 s			

HCM 6th TWSC

2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	1.9					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	0	4	2	13	6	0
Future Vol, veh/h	0	4	2	13	6	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	65	65	65	65	65	65
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	6	3	20	9	0
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	35	9	9	0	-	0
Stage 1	9	-	-	-	-	-
Stage 2	26	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	988	1079	1624	-	-	-
Stage 1	1019	-	-	-	-	-
Stage 2	1005	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	986	1079	1624	-	-	-
Mov Cap-2 Maneuver	986	-	-	-	-	-
Stage 1	1017	-	-	-	-	-
Stage 2	1005	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	8.4	1		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1624	-	1079	-	-	
HCM Lane V/C Ratio	0.002	-	0.006	-	-	
HCM Control Delay (s)	7.2	0	8.4	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0	-	0	-	-	

Capacity Analysis Summary Sheets
Existing Weekday Evening Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	11	1069	98	276	1052	23	114	9	147	16	12	14
Future Volume (vph)	11	1069	98	276	1052	23	114	9	147	16	12	14
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.987			0.997			0.918				0.850
Flt Protected	0.950			0.950				0.979			0.972	
Satd. Flow (prot)	1805	5073	0	1805	5121	0	0	3244	0	0	1847	1615
Flt Permitted	0.248			0.195				0.819			0.751	
Satd. Flow (perm)	471	5073	0	370	5121	0	0	2714	0	0	1427	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	11	1191	0	282	1096	0	0	275	0	0	28	14
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	82.0		27.0	94.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.0%	54.7%		18.0%	62.7%		27.3%	27.3%		27.3%	27.3%	27.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	107.6	99.4		118.1	111.9			22.4			22.4	22.4
Actuated g/C Ratio	0.72	0.66		0.79	0.75			0.15			0.15	0.15

24-167 Qargo Coffee - Arlington Heights
Existing Weekday Evening Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.03	0.35		0.68	0.29			0.68			0.13	0.06
Control Delay	5.1	12.4		14.0	7.1			68.9			54.9	52.9
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	5.1	12.4		14.0	7.1			68.9			54.9	52.9
LOS	A	B		B	A			E			D	D
Approach Delay		12.3			8.5			68.9			54.2	
Approach LOS		B			A			E			D	
Queue Length 50th (ft)	2	171		60	100			135			24	12
Queue Length 95th (ft)	8	263		108	179			180			54	33
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	458	3360		516	3818			633			332	376
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.02	0.35		0.55	0.29			0.43			0.08	0.04

Intersection Summary

Area Type: Other

Cycle Length: 150

Actuated Cycle Length: 150

Offset: 134 (89%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.68

Intersection Signal Delay: 16.5

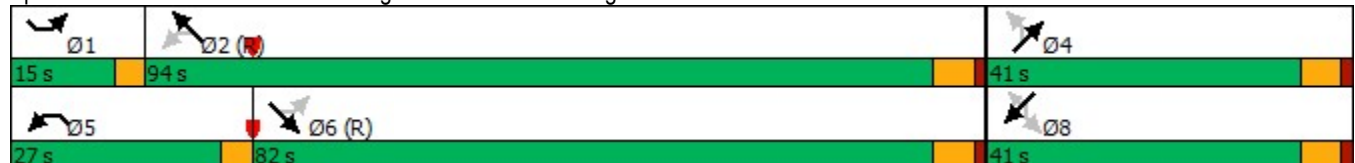
Intersection LOS: B

Intersection Capacity Utilization 66.3%

ICU Level of Service C

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road



HCM 6th TWSC

2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	7.1					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	3	40	36	7	2	1
Future Vol, veh/h	3	40	36	7	2	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	3	43	39	8	2	1
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	89	3	3	0	-	0
Stage 1	3	-	-	-	-	-
Stage 2	86	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	917	1087	1632	-	-	-
Stage 1	1025	-	-	-	-	-
Stage 2	942	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	895	1087	1632	-	-	-
Mov Cap-2 Maneuver	895	-	-	-	-	-
Stage 1	1000	-	-	-	-	-
Stage 2	942	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	8.5	6.1		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1632	-	1071	-	-	
HCM Lane V/C Ratio	0.024	-	0.044	-	-	
HCM Control Delay (s)	7.3	0	8.5	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0.1	-	0.1	-	-	

Capacity Analysis Summary Sheets
Existing Saturday Midday Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	18	944	80	380	792	50	119	17	218	28	22	21
Future Volume (vph)	18	944	80	380	792	50	119	17	218	28	22	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.988			0.991			0.908				0.850
Flt Protected	0.950			0.950				0.983			0.973	
Satd. Flow (prot)	1805	5125	0	1805	5092	0	0	3222	0	0	1849	1615
Flt Permitted	0.320			0.215				0.832			0.666	
Satd. Flow (perm)	608	5125	0	408	5092	0	0	2727	0	0	1265	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	18	1035	0	384	851	0	0	357	0	0	50	21
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	13.0	52.0		28.0	67.0		40.0	40.0		40.0	40.0	40.0
Total Split (%)	10.8%	43.3%		23.3%	55.8%		33.3%	33.3%		33.3%	33.3%	33.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	71.7	63.3		87.5	81.1			23.0			23.0	23.0
Actuated g/C Ratio	0.60	0.53		0.73	0.68			0.19			0.19	0.19

24-167 Qargo Coffee - Arlington Heights
Existing Saturday Midday Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.04	0.38		0.75	0.25			0.69			0.21	0.07
Control Delay	7.8	19.2		19.0	8.8			51.7			41.2	37.9
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	7.8	19.2		19.0	8.8			51.7			41.2	37.9
LOS	A	B		B	A			D			D	D
Approach Delay		19.0			12.0			51.7			40.2	
Approach LOS		B			B			D			D	
Queue Length 50th (ft)	3	163		89	74			136			33	14
Queue Length 95th (ft)	12	268		208	143			177			66	34
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	476	2704		593	3443			772			358	457
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.04	0.38		0.65	0.25			0.46			0.14	0.05

Intersection Summary

Area Type: Other

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 108 (90%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.75

Intersection Signal Delay: 20.7

Intersection LOS: C

Intersection Capacity Utilization 77.0%

ICU Level of Service D

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

 Ø1	 Ø2 (R)	 Ø4
13 s	67 s	40 s
 Ø5	 Ø6 (R)	 Ø8
28 s	52 s	40 s

HCM 6th TWSC
2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	5.5					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	1	65	44	41	6	4
Future Vol, veh/h	1	65	44	41	6	4
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	84	84	84	84
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	1	77	52	49	7	5
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	163	10	12	0	-	0
Stage 1	10	-	-	-	-	-
Stage 2	153	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	837	1077	1620	-	-	-
Stage 1	1018	-	-	-	-	-
Stage 2	883	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	810	1077	1620	-	-	-
Mov Cap-2 Maneuver	810	-	-	-	-	-
Stage 1	984	-	-	-	-	-
Stage 2	883	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	8.6	3.8		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1620	-	1072	-	-	
HCM Lane V/C Ratio	0.032	-	0.073	-	-	
HCM Control Delay (s)	7.3	0	8.6	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0.1	-	0.2	-	-	

Capacity Analysis Summary Sheets
Year 2030 No-Build Weekday Morning Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	27	1056	27	129	592	6	47	0	30	21	0	3
Future Volume (vph)	27	1056	27	129	592	6	47	0	30	21	0	3
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.996			0.999			0.941				0.850
Flt Protected	0.950			0.950				0.971			0.950	
Satd. Flow (prot)	1805	5019	0	1787	4984	0	0	3259	0	0	1805	1615
Flt Permitted	0.402			0.220				0.794			0.702	
Satd. Flow (perm)	764	5019	0	414	4984	0	0	2665	0	0	1334	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	3%	0%	1%	4%	0%	2%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	28	1140	0	136	629	0	0	81	0	0	22	3
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	84.0		15.0	84.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.7%	60.0%		10.7%	60.0%		29.3%	29.3%		29.3%	29.3%	29.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	114.0	105.6		117.9	110.7			11.6			11.6	11.6
Actuated g/C Ratio	0.81	0.75		0.84	0.79			0.08			0.08	0.08

24-167 Qargo Coffee - Arlington Heights
Year 2030 No-Build Weekday Morning Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.04	0.30		0.32	0.16			0.37			0.20	0.02
Control Delay	2.1	5.9		3.9	4.1			64.9			63.1	57.7
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	2.1	5.9		3.9	4.1			64.9			63.1	57.7
LOS	A	A		A	A			E			E	E
Approach Delay		5.8			4.0			64.9			62.5	
Approach LOS		A			A			E			E	
Queue Length 50th (ft)	3	106		15	49			37			19	3
Queue Length 95th (ft)	9	143		30	68			64			48	13
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	733	3786		464	3940			666			333	403
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.04	0.30		0.29	0.16			0.12			0.07	0.01

Intersection Summary

Area Type: Other

Cycle Length: 140

Actuated Cycle Length: 140

Offset: 122 (87%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 55

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.37

Intersection Signal Delay: 8.2

Intersection LOS: A

Intersection Capacity Utilization 50.8%

ICU Level of Service A

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

		
Ø1	Ø2 (R)	Ø4
15 s	84 s	41 s
		
Ø5	Ø6 (R)	Ø8
15 s	84 s	41 s

HCM 6th TWSC
2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	0.8					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	0	4	2	31	20	0
Future Vol, veh/h	0	4	2	31	20	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	65	65	65	65	65	65
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	6	3	48	31	0
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	85	31	31	0	-	0
Stage 1	31	-	-	-	-	-
Stage 2	54	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	926	1049	1595	-	-	-
Stage 1	997	-	-	-	-	-
Stage 2	976	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	925	1049	1595	-	-	-
Mov Cap-2 Maneuver	925	-	-	-	-	-
Stage 1	995	-	-	-	-	-
Stage 2	976	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	8.5	0.4		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1595	-	1049	-	-	
HCM Lane V/C Ratio	0.002	-	0.006	-	-	
HCM Control Delay (s)	7.3	0	8.5	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0	-	0	-	-	

Capacity Analysis Summary Sheets
Year 2030 No-Build Weekday Evening Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	61	1087	98	276	1120	23	114	9	147	73	12	14
Future Volume (vph)	61	1087	98	276	1120	23	114	9	147	73	12	14
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.988			0.997			0.918				0.850
Flt Protected	0.950			0.950				0.979			0.959	
Satd. Flow (prot)	1805	5078	0	1805	5121	0	0	3244	0	0	1822	1615
Flt Permitted	0.230			0.190				0.790			0.446	
Satd. Flow (perm)	437	5078	0	361	5121	0	0	2618	0	0	847	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	62	1209	0	282	1166	0	0	275	0	0	86	14
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	82.0		27.0	94.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.0%	54.7%		18.0%	62.7%		27.3%	27.3%		27.3%	27.3%	27.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	107.7	98.5		117.6	106.7			22.9			22.9	22.9
Actuated g/C Ratio	0.72	0.66		0.78	0.71			0.15			0.15	0.15

24-167 Qargo Coffee - Arlington Heights
Year 2030 No-Build Weekday Evening Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.17	0.36		0.69	0.32			0.69			0.67	0.06
Control Delay	5.9	13.0		14.8	9.1			69.0			83.8	52.3
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	5.9	13.0		14.8	9.1			69.0			83.8	52.3
LOS	A	B		B	A			E			F	D
Approach Delay		12.6			10.2			69.0			79.4	
Approach LOS		B			B			E			E	
Queue Length 50th (ft)	12	176		61	149			136			81	12
Queue Length 95th (ft)	27	278		118	205			180			140	33
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	432	3333		509	3643			610			197	376
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.14	0.36		0.55	0.32			0.45			0.44	0.04

Intersection Summary

Area Type: Other

Cycle Length: 150

Actuated Cycle Length: 150

Offset: 134 (89%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.69

Intersection Signal Delay: 18.6

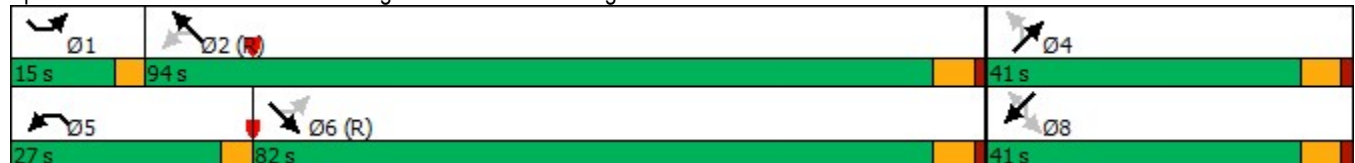
Intersection LOS: B

Intersection Capacity Utilization 71.8%

ICU Level of Service C

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road



HCM 6th TWSC
2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	3.3					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	3	40	36	57	59	1
Future Vol, veh/h	3	40	36	57	59	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	3	43	39	62	64	1
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	205	65	65	0	-	0
Stage 1	65	-	-	-	-	-
Stage 2	140	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	803	1005	1550	-	-	-
Stage 1	963	-	-	-	-	-
Stage 2	901	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	782	1005	1550	-	-	-
Mov Cap-2 Maneuver	782	-	-	-	-	-
Stage 1	938	-	-	-	-	-
Stage 2	901	-	-	-	-	-
Approach	SE	NE	SW			
HCM Control Delay, s	8.8	2.9	0			
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET SELn1	SWT	SWR		
Capacity (veh/h)	1550	- 985	-	-		
HCM Lane V/C Ratio	0.025	- 0.047	-	-		
HCM Control Delay (s)	7.4	0 8.8	-	-		
HCM Lane LOS	A	A A	-	-		
HCM 95th %tile Q(veh)	0.1	- 0.1	-	-		

Capacity Analysis Summary Sheets
Year 2030 No-Build Saturday Midday Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	73	959	80	380	859	50	119	17	218	93	22	21
Future Volume (vph)	73	959	80	380	859	50	119	17	218	93	22	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.988			0.992			0.908				0.850
Flt Protected	0.950			0.950				0.983			0.961	
Satd. Flow (prot)	1805	5125	0	1805	5097	0	0	3222	0	0	1826	1615
Flt Permitted	0.298			0.209				0.798			0.426	
Satd. Flow (perm)	566	5125	0	397	5097	0	0	2616	0	0	809	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	74	1050	0	384	919	0	0	357	0	0	116	21
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	13.0	52.0		28.0	67.0		40.0	40.0		40.0	40.0	40.0
Total Split (%)	10.8%	43.3%		23.3%	55.8%		33.3%	33.3%		33.3%	33.3%	33.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	72.0	62.4		86.6	75.4			23.9			23.9	23.9
Actuated g/C Ratio	0.60	0.52		0.72	0.63			0.20			0.20	0.20

24-167 Qargo Coffee - Arlington Heights
Year 2030 No-Build Saturday Midday Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.18	0.39		0.77	0.29			0.69			0.72	0.07
Control Delay	8.5	19.8		21.0	11.5			51.0			68.5	36.6
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	8.5	19.8		21.0	11.5			51.0			68.5	36.6
LOS	A	B		C	B			D			E	D
Approach Delay		19.1			14.3			51.0			63.6	
Approach LOS		B			B			D			E	
Queue Length 50th (ft)	14	170		91	113			136			85	13
Queue Length 95th (ft)	36	273		226	173			174			144	33
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	449	2666		578	3200			741			229	457
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.16	0.39		0.66	0.29			0.48			0.51	0.05

Intersection Summary

Area Type: Other

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 108 (90%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.77

Intersection Signal Delay: 22.9

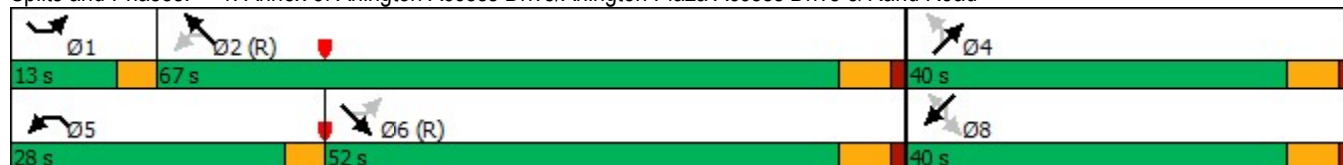
Intersection LOS: C

Intersection Capacity Utilization 77.3%

ICU Level of Service D

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road



HCM 6th TWSC

2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	3.3					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	1	65	44	96	71	4
Future Vol, veh/h	1	65	44	96	71	4
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	84	84	84	84
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	1	77	52	114	85	5
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	306	88	90	0	-	0
Stage 1	88	-	-	-	-	-
Stage 2	218	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	714	976	1518	-	-	-
Stage 1	940	-	-	-	-	-
Stage 2	840	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	688	976	1518	-	-	-
Mov Cap-2 Maneuver	688	-	-	-	-	-
Stage 1	905	-	-	-	-	-
Stage 2	840	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	9	2.3		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1518	-	970	-	-	
HCM Lane V/C Ratio	0.035	-	0.081	-	-	
HCM Control Delay (s)	7.5	0	9	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0.1	-	0.3	-	-	

Capacity Analysis Summary Sheets
Year 2030 Total Projected Weekday Morning Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	114	993	27	129	541	86	47	0	30	109	0	74
Future Volume (vph)	114	993	27	129	541	86	47	0	30	109	0	74
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.996			0.979			0.941				0.850
Flt Protected	0.950			0.950				0.971			0.950	
Satd. Flow (prot)	1805	5020	0	1787	4909	0	0	3259	0	0	1805	1615
Flt Permitted	0.389			0.238				0.706			0.702	
Satd. Flow (perm)	739	5020	0	448	4909	0	0	2370	0	0	1334	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	3%	0%	1%	4%	0%	2%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	120	1073	0	136	660	0	0	81	0	0	115	78
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	84.0		15.0	84.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.7%	60.0%		10.7%	60.0%		29.3%	29.3%		29.3%	29.3%	29.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	107.4	97.3		108.2	97.6			19.2			19.2	19.2
Actuated g/C Ratio	0.77	0.70		0.77	0.70			0.14			0.14	0.14

24-167 Qargo Coffee - Arlington Heights
Year 2030 Total Weekday Morning Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.19	0.31		0.32	0.19			0.25			0.63	0.35
Control Delay	4.5	9.2		5.8	8.2			54.1			71.4	57.6
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	4.5	9.2		5.8	8.2			54.1			71.4	57.6
LOS	A	A		A	A			D			E	E
Approach Delay		8.7			7.8			54.1			65.8	
Approach LOS		A			A			D			E	
Queue Length 50th (ft)	20	126		23	70			35			100	65
Queue Length 95th (ft)	44	187		49	108			58			160	112
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	671	3488		464	3423			592			333	403
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.18	0.31		0.29	0.19			0.14			0.35	0.19

Intersection Summary

Area Type: Other

Cycle Length: 140

Actuated Cycle Length: 140

Offset: 122 (87%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 55

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.63

Intersection Signal Delay: 14.9

Intersection LOS: B

Intersection Capacity Utilization 53.0%

ICU Level of Service A

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

							
Ø1	Ø2 (R)			Ø4			
15 s	84 s			41 s			
							
Ø5	Ø6 (R)			Ø8			
15 s	84 s			41 s			

HCM 6th TWSC

2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	7.4					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	0	163	169	31	20	0
Future Vol, veh/h	0	163	169	31	20	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	65	65	65	65	65	65
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	251	260	48	31	0
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	599	31	31	0	-	0
Stage 1	31	-	-	-	-	-
Stage 2	568	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	468	1049	1595	-	-	-
Stage 1	997	-	-	-	-	-
Stage 2	571	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	390	1049	1595	-	-	-
Mov Cap-2 Maneuver	390	-	-	-	-	-
Stage 1	831	-	-	-	-	-
Stage 2	571	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	9.5	6.5		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1595	-	1049	-	-	
HCM Lane V/C Ratio	0.163	-	0.239	-	-	
HCM Control Delay (s)	7.7	0	9.5	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0.6	-	0.9	-	-	

Capacity Analysis Summary Sheets
Year 2030 Total Projected Weekday Evening Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	100	1058	98	276	1097	58	114	9	147	115	12	47
Future Volume (vph)	100	1058	98	276	1097	58	114	9	147	115	12	47
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.987			0.992			0.918				0.850
Flt Protected	0.950			0.950				0.979			0.957	
Satd. Flow (prot)	1805	5073	0	1805	5097	0	0	3244	0	0	1818	1615
Flt Permitted	0.218			0.192				0.729			0.462	
Satd. Flow (perm)	414	5073	0	365	5097	0	0	2416	0	0	878	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	102	1180	0	282	1178	0	0	275	0	0	129	48
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	15.0	82.0		27.0	94.0		41.0	41.0		41.0	41.0	41.0
Total Split (%)	10.0%	54.7%		18.0%	62.7%		27.3%	27.3%		27.3%	27.3%	27.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	104.3	93.9		113.3	99.7			27.0			27.0	27.0
Actuated g/C Ratio	0.70	0.63		0.76	0.66			0.18			0.18	0.18

24-167 Qargo Coffee - Arlington Heights
Year 2030 Total Weekday Evening Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.28	0.37		0.69	0.35			0.63			0.82	0.17
Control Delay	8.2	15.4		16.4	12.1			62.8			94.3	50.6
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	8.2	15.4		16.4	12.1			62.8			94.3	50.6
LOS	A	B		B	B			E			F	D
Approach Delay		14.8			12.9			62.8			82.5	
Approach LOS		B			B			E			F	
Queue Length 50th (ft)	23	193		72	174			132			122	40
Queue Length 95th (ft)	49	297		134	243			173			195	76
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	404	3177		501	3387			563			204	376
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.25	0.37		0.56	0.35			0.49			0.63	0.13

Intersection Summary

Area Type: Other

Cycle Length: 150

Actuated Cycle Length: 150

Offset: 134 (89%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.82

Intersection Signal Delay: 21.8

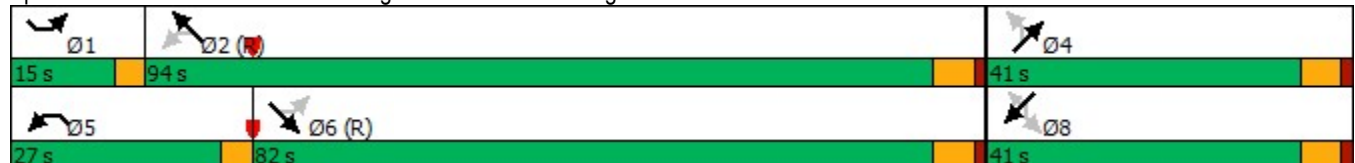
Intersection LOS: C

Intersection Capacity Utilization 71.6%

ICU Level of Service C

Analysis Period (min) 15

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road



HCM 6th TWSC

2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	5.6					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	3	115	110	57	59	1
Future Vol, veh/h	3	115	110	57	59	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	3	125	120	62	64	1
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	367	65	65	0	-	0
Stage 1	65	-	-	-	-	-
Stage 2	302	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	646	1005	1550	-	-	-
Stage 1	963	-	-	-	-	-
Stage 2	760	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	594	1005	1550	-	-	-
Mov Cap-2 Maneuver	594	-	-	-	-	-
Stage 1	886	-	-	-	-	-
Stage 2	760	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	9.2	5		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1550	-	988	-	-	
HCM Lane V/C Ratio	0.077	-	0.13	-	-	
HCM Control Delay (s)	7.5	0	9.2	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0.2	-	0.4	-	-	

Capacity Analysis Summary Sheets
Year 2030 Total Projected Saturday Midday Peak Hour

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations												
Traffic Volume (vph)	159	895	80	380	806	131	119	17	218	184	22	97
Future Volume (vph)	159	895	80	380	806	131	119	17	218	184	22	97
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	120		0	180		0	0		0	0		25
Storage Lanes	1		0	1		0	0		0	0		1
Taper Length (ft)	145			170			25			25		
Lane Util. Factor	1.00	0.91	0.91	1.00	0.91	0.91	0.95	0.95	0.95	1.00	1.00	1.00
Ped Bike Factor												
Frt		0.988			0.979			0.908				0.850
Flt Protected	0.950			0.950				0.983			0.957	
Satd. Flow (prot)	1805	5125	0	1805	5035	0	0	3222	0	0	1818	1615
Flt Permitted	0.290			0.212				0.709			0.450	
Satd. Flow (perm)	551	5125	0	403	5035	0	0	2324	0	0	855	1615
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		381			468			240			214	
Travel Time (s)		7.4			9.1			5.5			4.9	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	161	985	0	384	946	0	0	357	0	0	208	98
Turn Type	pm+pt	NA		pm+pt	NA		Perm	NA		Perm	NA	Perm
Protected Phases	1	6		5	2			4			8	
Permitted Phases	6			2			4			8		8
Detector Phase	1	6		5	2		4	4		8	8	8
Switch Phase												
Minimum Initial (s)	3.0	15.0		3.0	15.0		8.0	8.0		8.0	8.0	8.0
Minimum Split (s)	9.5	22.5		9.5	22.5		22.5	22.5		22.5	22.5	22.5
Total Split (s)	13.0	52.0		28.0	67.0		40.0	40.0		40.0	40.0	40.0
Total Split (%)	10.8%	43.3%		23.3%	55.8%		33.3%	33.3%		33.3%	33.3%	33.3%
Yellow Time (s)	3.5	4.5		3.5	4.5		4.5	4.5		4.5	4.5	4.5
All-Red Time (s)	0.0	1.5		0.0	1.5		1.5	1.5		1.5	1.5	1.5
Lost Time Adjust (s)	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Lost Time (s)	3.5	6.0		3.5	6.0			6.0			6.0	6.0
Lead/Lag	Lead	Lag		Lead	Lag							
Lead-Lag Optimize?	Yes	Yes		Yes	Yes							
Recall Mode	None	C-Min		None	C-Min		None	None		None	None	None
Act Effect Green (s)	65.7	54.4		78.7	63.9			31.8			31.8	31.8
Actuated g/C Ratio	0.55	0.45		0.66	0.53			0.26			0.26	0.26

24-167 Qargo Coffee - Arlington Heights
Year 2030 Total Saturday Midday Peak Hour

Synchro 11 Report

Lanes, Volumes, Timings

1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road

07/29/2024

												
Lane Group	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
v/c Ratio	0.41	0.42		0.81	0.35			0.58			0.92	0.23
Control Delay	13.1	24.2		26.3	17.1			42.0			85.1	35.1
Queue Delay	0.0	0.0		0.0	0.0			0.0			0.0	0.0
Total Delay	13.1	24.2		26.3	17.1			42.0			85.1	35.1
LOS	B	C		C	B			D			F	D
Approach Delay		22.7			19.8			42.0			69.1	
Approach LOS		C			B			D			E	
Queue Length 50th (ft)	46	191		127	157			123			153	58
Queue Length 95th (ft)	75	253		234	190			174			#295	104
Internal Link Dist (ft)		301			388			160			134	
Turn Bay Length (ft)	120			180								25
Base Capacity (vph)	404	2322		550	2679			658			242	457
Starvation Cap Reductn	0	0		0	0			0			0	0
Spillback Cap Reductn	0	0		0	0			0			0	0
Storage Cap Reductn	0	0		0	0			0			0	0
Reduced v/c Ratio	0.40	0.42		0.70	0.35			0.54			0.86	0.21

Intersection Summary

Area Type: Other

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 108 (90%), Referenced to phase 2:NWTL and 6:SETL, Start of Green

Natural Cycle: 60

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.92

Intersection Signal Delay: 28.2

Intersection LOS: C

Intersection Capacity Utilization 80.8%

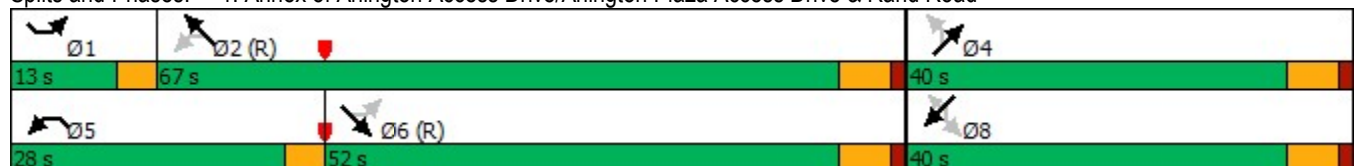
ICU Level of Service D

Analysis Period (min) 15

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

Splits and Phases: 1: Annex of Arlington Access Drive/Arlington Plaza Access Drive & Rand Road



HCM 6th TWSC 2: Arlington Plaza Access Drive & Internal Drive

07/29/2024

Intersection						
Int Delay, s/veh	6.6					
Movement	SEL	SER	NEL	NET	SWT	SWR
Lane Configurations						
Traffic Vol, veh/h	1	232	211	96	71	4
Future Vol, veh/h	1	232	211	96	71	4
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	84	84	84	84
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	1	276	251	114	85	5
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	704	88	90	0	-	0
Stage 1	88	-	-	-	-	-
Stage 2	616	-	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-	-
Pot Cap-1 Maneuver	408	976	1518	-	-	-
Stage 1	940	-	-	-	-	-
Stage 2	541	-	-	-	-	-
Platoon blocked, %	1			-	-	-
Mov Cap-1 Maneuver	336	976	1518	-	-	-
Mov Cap-2 Maneuver	336	-	-	-	-	-
Stage 1	774	-	-	-	-	-
Stage 2	541	-	-	-	-	-
Approach	SE	NE		SW		
HCM Control Delay, s	10.2	5.4		0		
HCM LOS	B					
Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR	
Capacity (veh/h)	1518	-	968	-	-	
HCM Lane V/C Ratio	0.165	-	0.287	-	-	
HCM Control Delay (s)	7.8	0	10.2	-	-	
HCM Lane LOS	A	A	B	-	-	
HCM 95th %tile Q(veh)	0.6	-	1.2	-	-	

MEMORANDUM TO: Amer Sassila, RA, LEED AP BD+C
The Hoh Group, Inc.

FROM: Kelly Pachowicz
Consultant

Javier Millan
Principal

DATE: August 15, 2025

SUBJECT: Parking and Drive-Through Evaluation
Proposed Qargo Coffee
Arlington Heights, Illinois

This memorandum summarizes the results of a parking and drive-through evaluation prepared by Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) for the proposed Qargo Coffee to be located within the Arlington Plaza shopping center in Arlington Heights, Illinois. As proposed, Qargo Coffee will occupy an outlot building that was previously occupied by Olson Rug. The shopping center provides approximately 886 parking spaces. **Figure 1** shows an aerial view of the site within the shopping center.

The purpose of the evaluation is to evaluate the adequacy of the existing parking supply in accommodating the parking demand of the proposed Qargo Coffee and the adequacy of the drive-through lane in accommodating the projected peak demand. To accomplish these goals, the following tasks were undertaken:

- Previous parking occupancy surveys conducted by KLOA, Inc. at the Arlington Plaza shopping center on a Thursday, Friday, and Saturday from 11:00 A.M. to 8:00 P.M. were utilized.
- The existing parking demand was evaluated to determine the adequacy of the current supply in meeting the existing needs of the shopping center.
- The amount of parking required for Qargo Coffee was estimated based on the following:
 - Village of Arlington Heights Municipal Code
 - Parking ratios published by the Institute of Transportation Engineers (ITE)
 - Parking observations at other coffee shops
- The existing parking demand was compared to the existing parking supply to determine the adequacy of the parking supply in accommodating the parking needs of the proposed Qargo Coffee.
- The proposed site orientation and drive-through was evaluated to determine the adequacy of the proposed drive-through stacking and site circulation efficiency.



Aerial View of Site

Figure 1

Parking Occupancy Surveys

In order to determine the existing parking demand at the Arlington Plaza shopping center, previous parking occupancy surveys conducted at the parking lots serving the shopping center on Thursday August 8, Friday August 9, and Saturday August 10, 2024 from 11:00 A.M. to 8:00 P.M. were utilized. It is important to note that most of the businesses within the Arlington Plaza shopping center are not open until either 9:00 A.M. or 10:00 A.M. As such, the parking demand during the early-morning hours is very limited. The parking occupancy surveys were collected every hour. The following are descriptions of the parking zones surveyed:

- Zone A is the surface parking lot serving the far north side of the shopping center, to the east of the recently approved Urban Air Adventure Park and north of the building containing the former The RoomPlace furniture store. This parking lot provides approximately 149 parking spaces. It should be noted that The RoomPlace was in operation when the parking survey was conducted.
- Zone B is the surface parking lot fronting the former Harvest Fresh Market grocery store space and the former The RoomPlace furniture store. This parking lot provides approximately 184 parking spaces.
- Zone C is the surface parking lot fronting the former Burlington space/recently approved Urban Air Adventure Park space. This parking lot also contains the site for the proposed Qargo Coffee. This parking lot provides approximately 294 parking spaces.
- Zone D is the surface parking lot on the far northwest side of the shopping center. This parking lot fronts the former Amazon returns store, a Chinese buffet restaurant, and a thrift store and also contains the former Arby's fast-food restaurant outlot. This parking lot fronts Rand Road and provides approximately 259 parking spaces.

Figure 2 shows an aerial of the surveyed parking zones and the proposed Qargo Coffee.



Surveyed Parking Zones

Figure 2

Tables A through C, included in the Appendix, and the following summarize the results of the parking occupancy surveys:

- On Thursday, the shopping center had an average parking demand of 121 vehicles, which translates into a 14 percent parking occupancy. The peak parking demand of 150 vehicles occurred at 12:00 P.M., which translates into a 17 percent occupancy. As such, and at a minimum, the shopping center has a surplus of 736 parking spaces at any given time on a Thursday.
- On Friday, the shopping center had an average parking demand of 169 vehicles, which translates into a 19 percent parking occupancy. The peak parking demand of 212 vehicles occurred at 12:00 P.M., which translates into a 24 percent occupancy. As such, and at a minimum, the shopping center has a surplus of 674 parking spaces at any given time on a Friday.
- On Saturday, the shopping center had an average parking demand of 151 vehicles, which translates into a 17 percent parking occupancy. The peak parking demand of 201 vehicles occurred at 2:00 P.M., which translates into a 23 percent occupancy. As such, and at a minimum, the shopping center has a surplus of 685 parking spaces at any given time on a Saturday.

KLOA, Inc. further looked at the Zone C parking field, which directly fronts the proposed Urban Air Adventure Park space and will serve the proposed Qargo Coffee. Based on a review of the surveys, Zone C had the following parking characteristics:

- On Thursday, Zone C had an average parking demand of 58 vehicles, which translates into a 20 percent parking occupancy. The peak parking demand of 81 vehicles occurred at 6:00 P.M., which translates into a 28 percent occupancy. As such, and at a minimum, Zone C has a surplus of 213 parking spaces at any given time on a Thursday.
- On Friday, Zone C had an average parking demand of 63 vehicles, which translates into a 21 percent parking occupancy. The peak parking demand of 77 vehicles occurred at 12:00 P.M., which translates into a 26 percent occupancy. As such, and at a minimum, Zone C has a surplus of 217 parking spaces at any given time on a Friday.
- On Saturday, Zone C had an average parking demand of 70 vehicles, which translates into a 24 percent parking occupancy. The peak parking demand of 92 vehicles occurred at 2:00 P.M., which translates into a 31 percent occupancy. As such, and at a minimum, Zone C has a surplus of 202 parking spaces at any given time on a Saturday.

Therefore, the results of the surveys indicate that on any given day, there is 75 percent or more of the shopping center parking lot available to accommodate any additional parking needs. The immediate parking area (Zone C) has 69 percent or more of the parking spaces available to accommodate any additional parking needs.

Characteristics of the Proposed Qargo Coffee

As previously indicated, the proposed Qargo Coffee will occupy the existing outlot building (Olson Rugs). The building will total approximately 4,150 gross square feet (dining area is 2,000 square feet). Below is a breakdown of the operational characteristics of the Urban Air Adventure Park:

- Day and Hours of Operation: Monday through Sunday, 6:00 A.M. to 10:00 P.M.
- Maximum Number of Staff: 8
- Maximum Occupancy: 74 people

Parking Requirements per Village of Arlington Heights Municipal Code

Based on a review of the Village of Arlington Heights Municipal Code, a coffee shop should provide one space per 45 square feet of seating area. Given the seating area of the proposed coffee shop is 2,000 square feet, approximately 44 parking spaces are required for the proposed Qargo Coffee per Municipal Code.

Parking Requirements per ITE Rates

In reviewing parking generation data provided in the *ITE Parking Generation Manual*, 6th Edition, for a coffee/donut shop with drive-through window (Land Use Code 937), the proposed coffee shop will have a peak parking demand of 5.1 parking spaces per 1,000 square feet of gross floor area on Monday through Friday and a peak parking demand on Saturday of 8.7 spaces per 1,000 square feet of gross floor area. Therefore, based on ITE rates, the coffee shop is anticipated to have a peak parking demand of 21 parking spaces on a weekday and 36 parking spaces on a Saturday.

Qargo Coffee Hourly Parking Distribution

The projected hourly parking occupancy for the Qargo Coffee was calculated based on the ITE time-of-day distribution for a coffee/donut shop with drive-through parking demand. Assuming the highest parking requirement of 44 parking spaces, per the Municipal Code, the number of parking spaces expected to be in demand for each hour was calculated utilizing the percentage of peak parking demand. The hourly parking demand is included in **Table D** in the Appendix.

Overall Parking Evaluation

In order to determine the adequacy of the existing parking supply in meeting the existing and future parking demand, an hourly shared parking analysis was conducted based on the results of the existing parking demand and utilizing the Village of Arlington Heights parking requirements and the ITE hourly distribution rates.

Tables EA through **EC** in the Appendix summarize the results of the shared parking analysis for a Thursday, Friday, and Saturday. It is important to note that included in the projected parking demand is the future parking demand of the vacant grocery store space and the proposed Urban Air Adventure Park. Bar graphs depicting the parking demand of the parking supply are also included in the Appendix in **Figures A** through **C**.

As can be seen, the projected parking demand of the proposed Qargo Coffee can be easily accommodated by the existing parking supply of the shopping center. There will be a surplus of at least 476 parking spaces on a Thursday, 453 parking spaces on a Friday, and 389 parking spaces on a Saturday.

In addition, the adequacy of Zone C (where the Qargo Coffee will be located), was also evaluated. **Tables FA** through **FC**, included in the Appendix, show the parking demand for this zone. As can be seen from the tables, there will be a surplus of at least seven parking spaces on a Friday. On a Thursday and Saturday, Zone can accommodate a majority of the projected parking demand, with the exception of one hour on Thursday and two hours on Saturday. Zone C can easily accommodate approximately 93 percent or more of the required number of parking spaces during these times, with the remaining spaces easily accommodated by the other adjacent parking zones. Bar graphs depicting the parking demand of the parking supply of Zone C are also included in the Appendix in **Figures D** through **F**.

Therefore, the parking supply within the Arlington Plaza shopping center will be adequate in accommodating the future parking demand that including existing and future demand as well as the proposed Qargo Coffee.

On-Site Circulation and Drive-Through Evaluation

The existing building that will be occupied by the coffee shop is an outlot space within the Arlington Plaza shopping center. Currently, there is parking provided on all sides of the building and all drive aisles allow for two-way traffic movements.

With the development of the coffee shop and the addition of the drive-through lane, the drive aisles along the southwest and southeast sides of the building will be changed to provide one-way access only, counterclockwise to the building to operate parallel to the drive-through. Vehicles will enter the drive-through at the north corner of the building and proceed to the order board and then the pick-up window. A review of the site plan and drive-through stacking exhibit (see Appendix) indicates that approximately six vehicles can stack from the pick-up window and approximately six vehicles can stack from the order board internally within the outlot for a total internal stacking area of 12 vehicles. Further, six additional vehicles can stack within the east-west drive aisle on the north side of the building before reaching the main drive aisle for a total stacking of 18 vehicles.

In order to determine the average and peak stacking that can be expected at a drive-through coffee shop, previous surveys of other coffee shops were referenced and the results of the surveys indicated the following:

- During the weekday morning peak period (6:00 A.M. to 9:00 A.M.), the coffee shops surveyed had an average queue of six vehicles and a maximum queue of 11 vehicles, occurring twice.

- During the weekday midday peak period (11:30 A.M. to 1:30 P.M.), the coffee shops surveyed had an average queue of three vehicles and a maximum queue of six vehicles, occurring once.
- During the weekday evening peak period (4:00 P.M. to 6:00 P.M.), the coffee shops surveyed had an average queue of one vehicle and a maximum queue of four vehicles, occurring once.

As such, the drive-through lane will provide adequate stacking to accommodate the projected average and peak demand of the drive-through operations.

In order to provide efficient and orderly internal traffic flow, the following is recommended:

- Wayfinding signage should be posted to guide vehicles to the entrance of the drive-through lane.
- Vehicles coming out of the drive-through lane should be under stop sign control.
- A “Do Not Enter” sign should be placed at the exit of the drive-through lane facing north.

Conclusion

Based on the results of the parking surveys, the shared parking analysis, and the drive-through evaluation, the following conclusions have been made:

- The existing parking supply adequately meets and exceeds the existing parking demand of the Arlington Plaza shopping Center.
- With the development of the Qargo Coffee, the overall parking supply will be adequate in accommodating the additional parking demand.
- Based on the parking surveys, Zone C, where the proposed Qargo Coffee will be located, will be adequate in accommodating all of the projected parking demand, with the exception of one hour on a Thursday evening and two hours on a Saturday afternoon with at least 93 percent of the required parking spaces being accommodated by Zone C and the remaining spaces being easily accommodated by the other parking spaces available within the shopping center.
- Outbound movements from the drive-through exit lane should be under stop sign control.
- The drive-through lane will provide adequate stacking to accommodate the projected average and peak demand of the drive-through operations.

Appendix

Figures

Tables

Stacking Exhibit

Figures

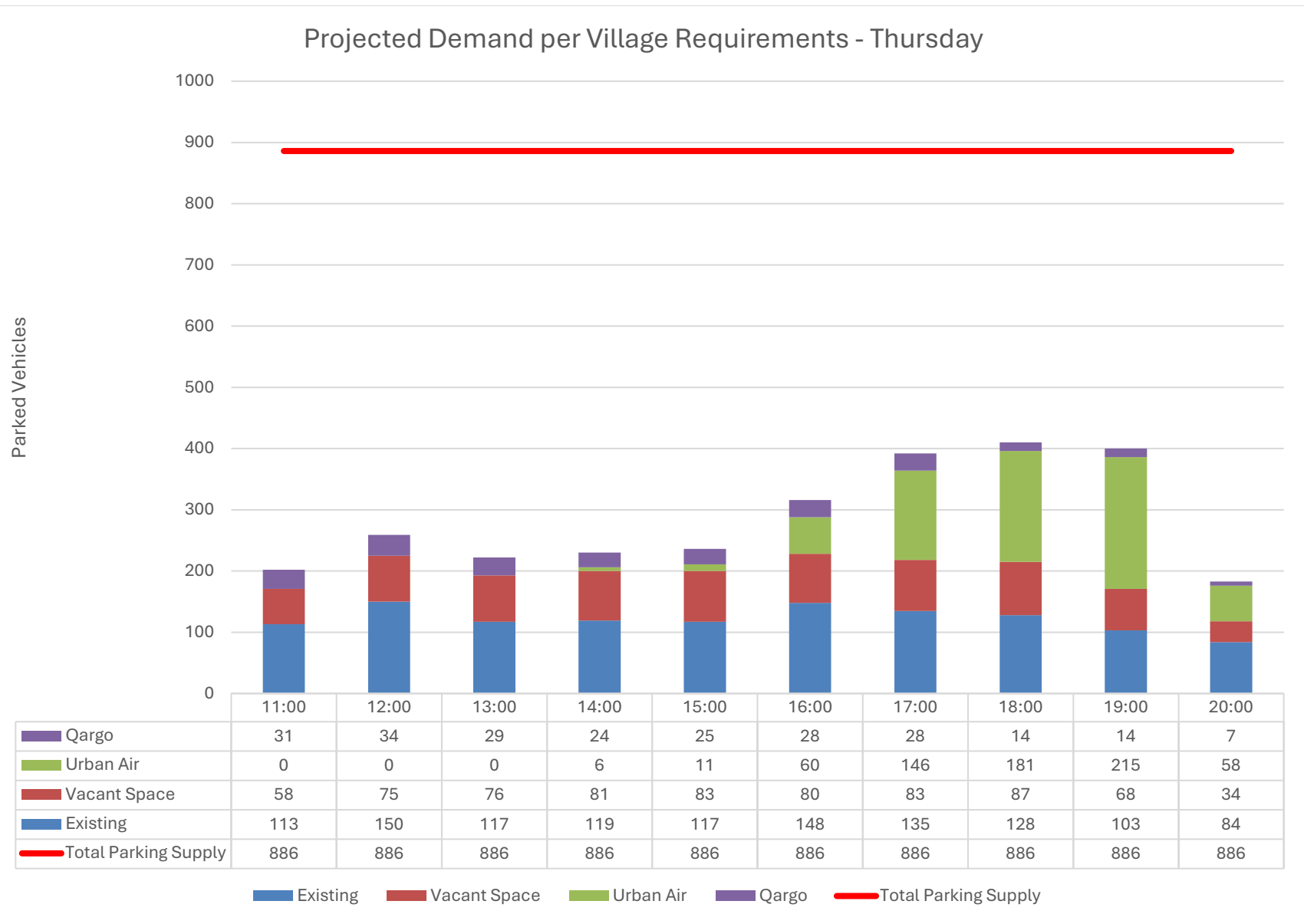


Figure A

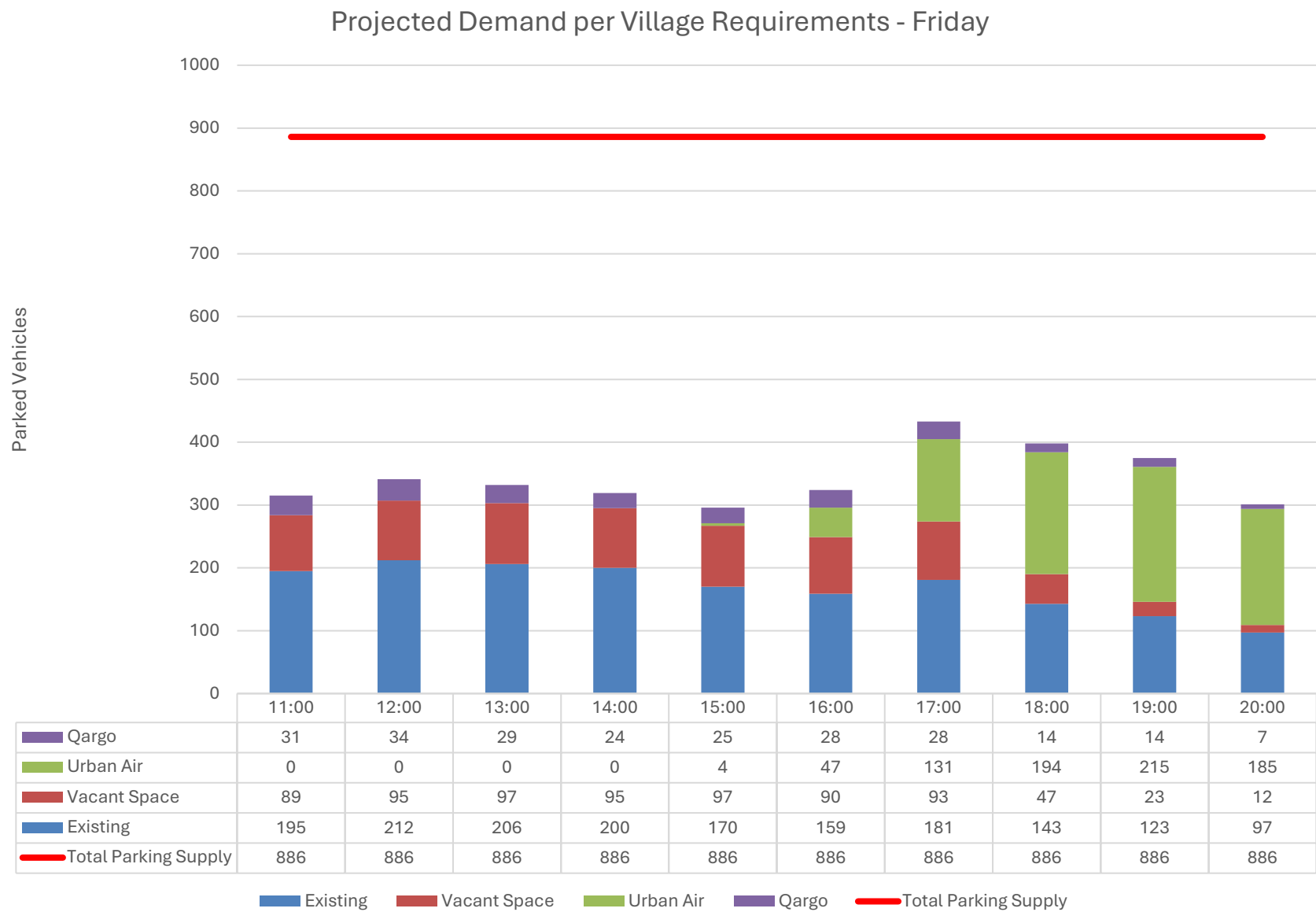


Figure B

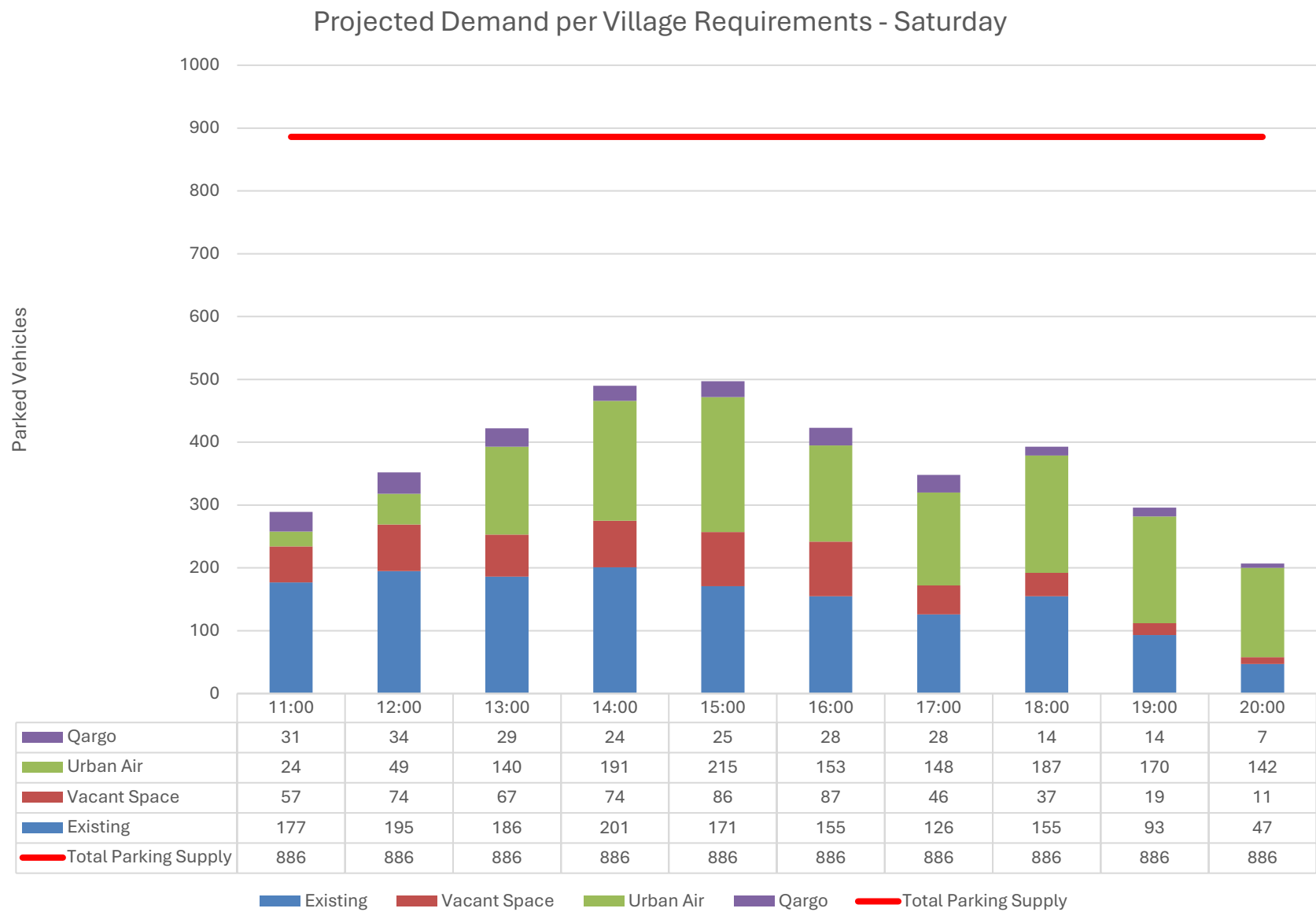


Figure C

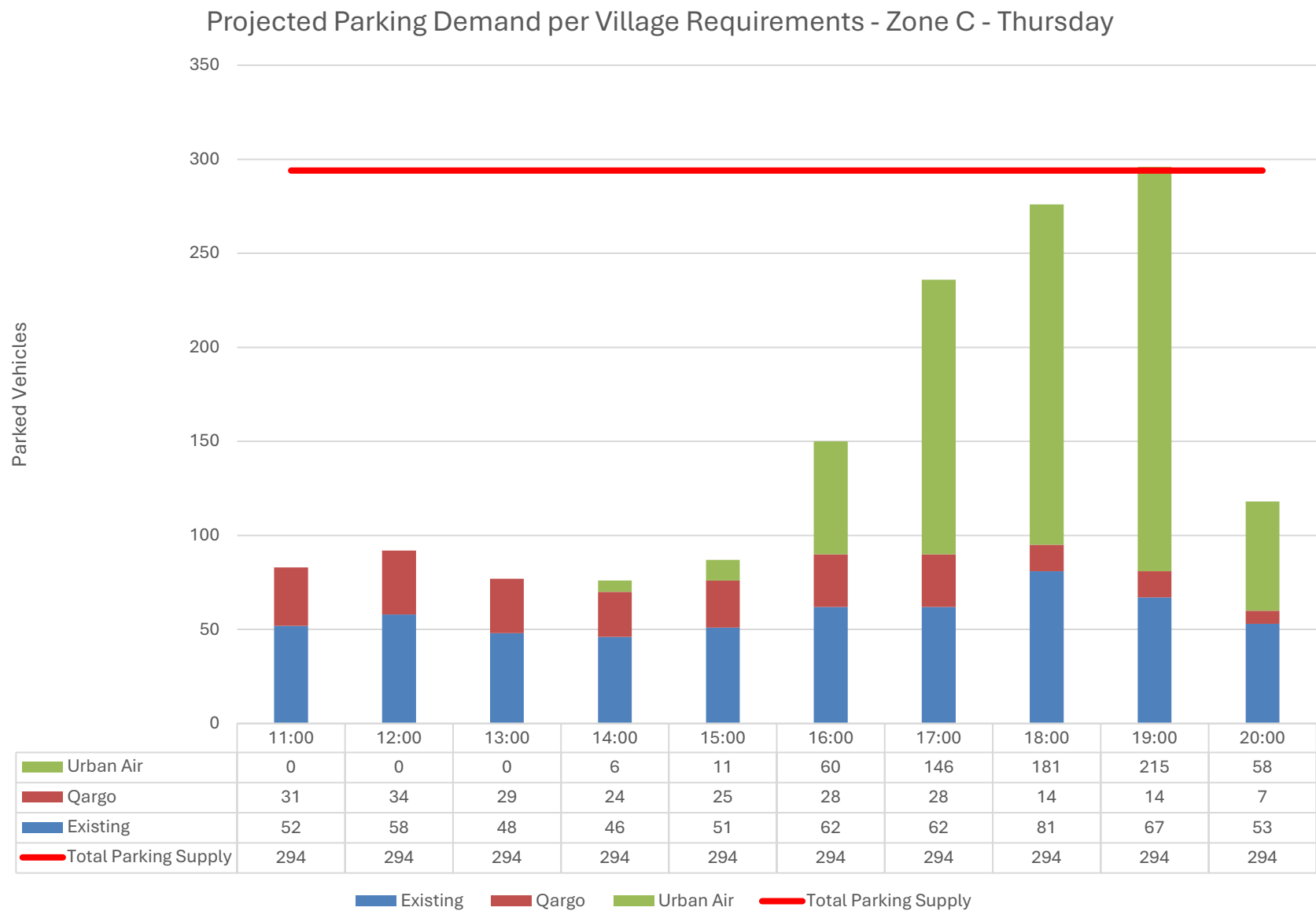


Figure D

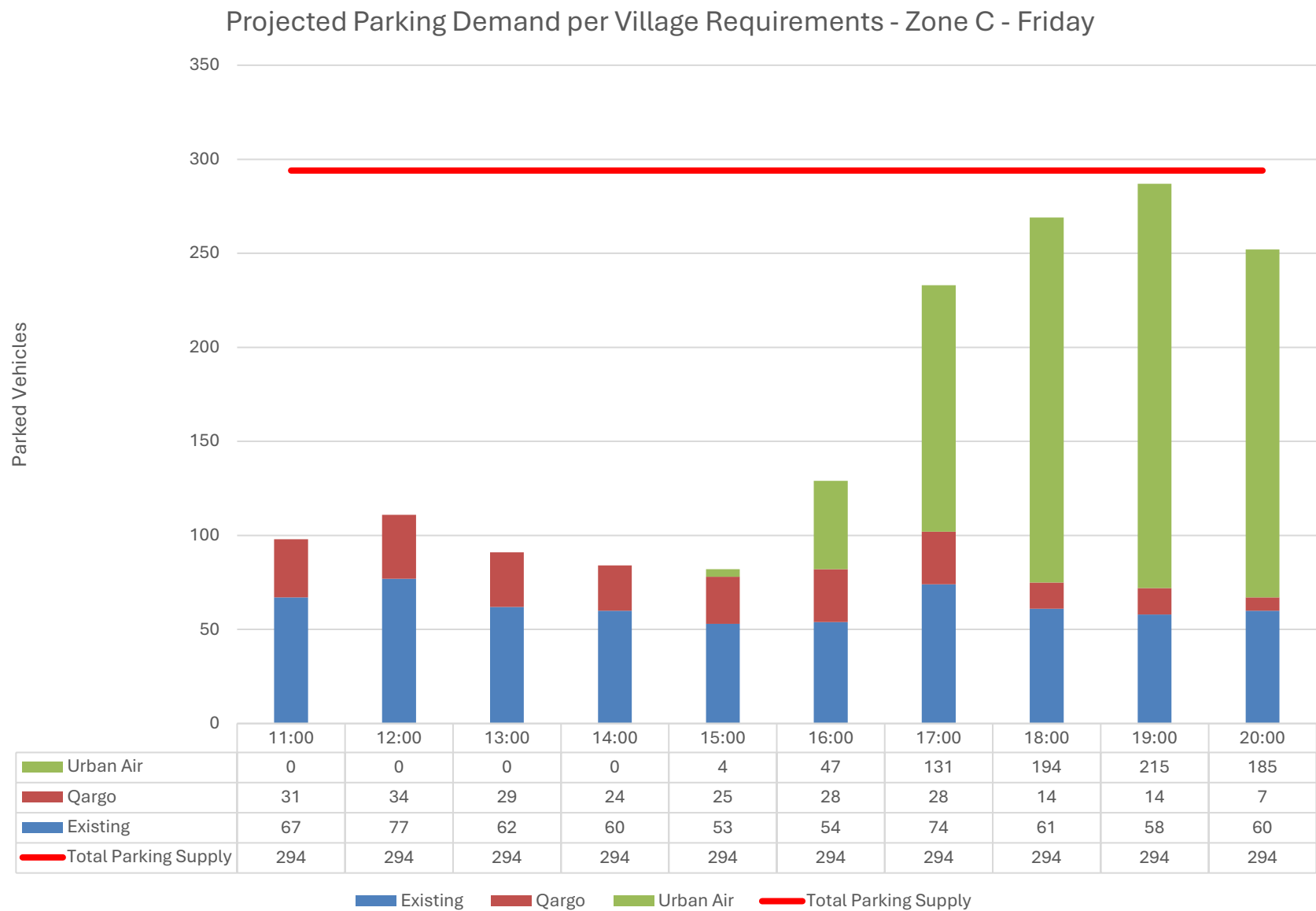


Figure E

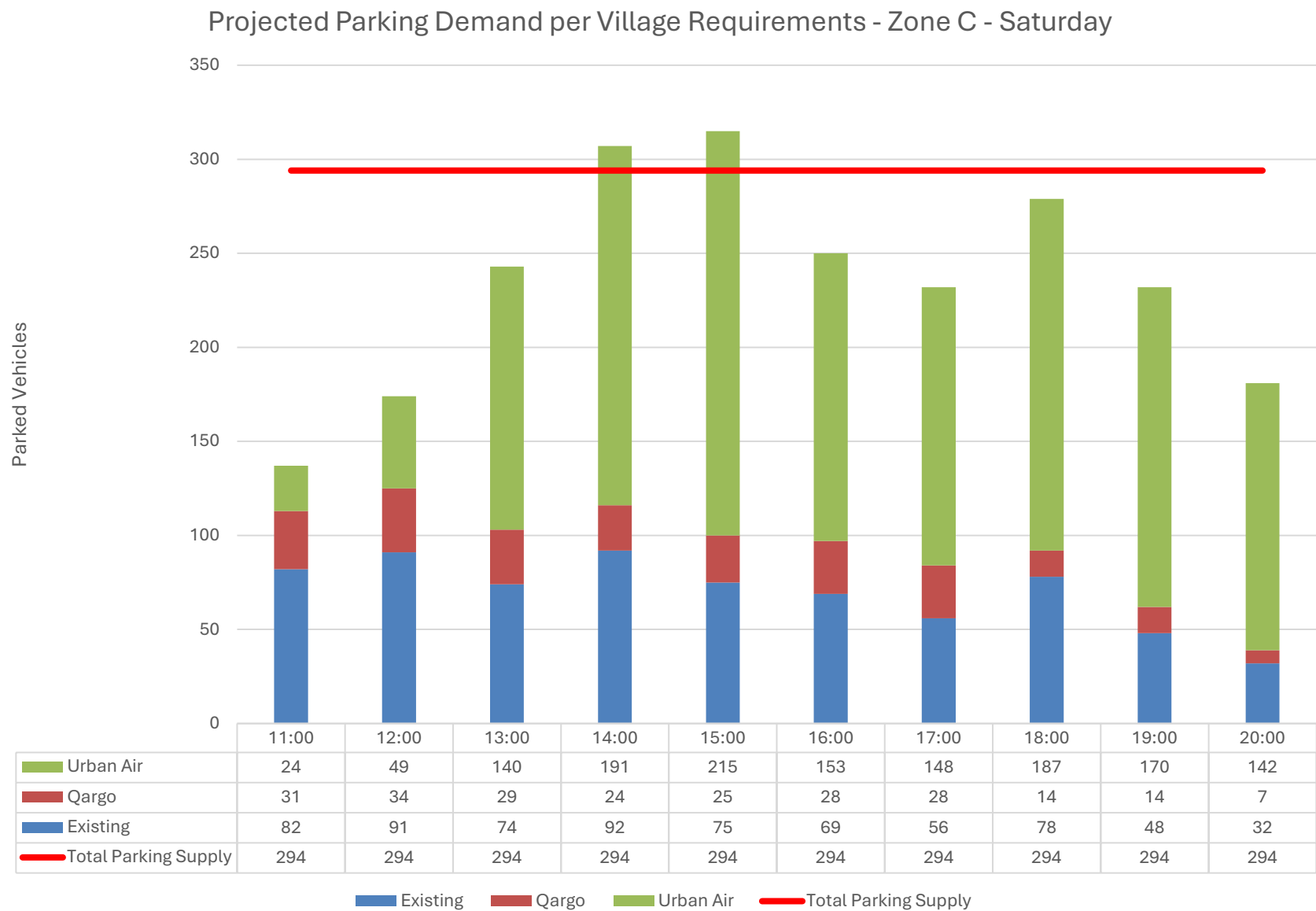


Figure F

Tables

Table A

ARLINGTON PLAZA PARKING OCCUPANCY RESULTS – THURSDAY, AUGUST 8, 2024

Time	Zone				Total	Percent Occupied
	A	B	C	D		
11:00 AM	0	14	52	47	113	13%
12:00 PM	0	14	58	78	150	17%
1:00 PM	1	14	48	54	117	13%
2:00 PM	0	14	46	59	119	13%
3:00 PM	0	13	51	53	117	13%
4:00 PM	2	15	62	69	148	17%
5:00 PM	0	14	62	59	135	15%
6:00 PM	0	10	81	37	128	14%
7:00 PM	0	5	67	31	103	12%
8:00 PM	0	1	53	30	84	9%
Inventory	149	184	294	259	886	

Table B

ARLINGTON PLAZA PARKING OCCUPANCY RESULTS – FRIDAY, AUGUST 9, 2024

Time	Zone				Total	Percent Occupied
	A	B	C	D		
11:00 AM	0	15	67	113	195	22%
12:00 PM	0	15	77	120	212	24%
1:00 PM	0	16	62	128	206	23%
2:00 PM	1	14	60	125	200	23%
3:00 PM	0	19	53	98	170	19%
4:00 PM	0	15	54	90	159	18%
5:00 PM	0	14	74	93	181	20%
6:00 PM	0	8	61	74	143	16%
7:00 PM	2	6	58	57	123	14%
8:00 PM	2	1	60	34	97	11%
Inventory	149	184	294	259	886	

Table C
 ARLINGTON PLAZA PARKING OCCUPANCY RESULTS –
 SATURDAY, AUGUST 10, 2024

Time	Zone				Total	Percent Occupied
	A	B	C	D		
11:00 AM	1	18	82	76	177	20%
12:00 PM	0	19	91	85	195	22%
1:00 PM	3	15	74	94	186	21%
2:00 PM	0	14	92	95	201	23%
3:00 PM	0	16	75	80	171	19%
4:00 PM	0	12	69	74	155	17%
5:00 PM	0	6	56	64	126	14%
6:00 PM	0	5	78	72	155	17%
7:00 PM	0	2	48	43	93	10%
8:00 PM	0	1	32	14	47	5%
Inventory	149	184	294	259	886	

Table D

QARGO COFFEE PROJECTED HOURLY PARKING OCCUPANCY

Time	Percent of Peak Parking Demand	Parking Spaces
11:00 A.M.	71%	31
12:00 P.M.	77%	34
1:00 P.M.	66%	29
2:00 P.M.	54%	24
3:00 P.M.	57%	25
4:00 P.M.	63%	28
5:00 P.M.	63%	28
6:00 P.M.	32%	14
7:00 P.M.	32%	14
8:00 P.M.	16%	7

Table EA
VILLAGE REQUIREMENTS
PROJECTED TOTAL HOURLY PARKING OCCUPANCY – THURSDAY

Time Period	Existing Demand	Former Grocery Store	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	113	58	31	0	202	23%
12:00 PM	150	75	34	0	259	29%
1:00 PM	117	76	29	0	222	25%
2:00 PM	119	81	24	6	230	26%
3:00 PM	117	83	25	11	236	27%
4:00 PM	148	80	28	60	316	36%
5:00 PM	135	83	28	146	392	44%
6:00 PM	128	87	14	181	410	46%
7:00 PM	103	68	14	215	400	45%
8:00 PM	84	34	7	58	183	21%

Table EB
VILLAGE REQUIREMENTS
PROJECTED TOTAL HOURLY PARKING OCCUPANCY – FRIDAY

Time Period	Existing Demand	Former Grocery Store	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	195	89	31	0	315	36%
12:00 PM	212	95	34	0	341	38%
1:00 PM	206	97	29	0	332	37%
2:00 PM	200	95	24	0	319	36%
3:00 PM	170	97	25	4	296	33%
4:00 PM	159	90	28	47	324	37%
5:00 PM	181	93	28	131	433	49%
6:00 PM	143	47	14	194	398	45%
7:00 PM	123	23	14	215	375	42%
8:00 PM	97	12	7	185	301	34%

Table EC

VILLAGE REQUIREMENTS

PROJECTED TOTAL HOURLY PARKING OCCUPANCY – SATURDAY

Time Period	Existing Demand	Former Grocery Store	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	177	57	31	24	289	33%
12:00 PM	195	74	34	49	352	40%
1:00 PM	186	67	29	140	422	48%
2:00 PM	201	74	24	191	490	55%
3:00 PM	171	86	25	215	497	56%
4:00 PM	155	87	28	153	423	48%
5:00 PM	126	46	28	148	348	39%
6:00 PM	155	37	14	187	393	44%
7:00 PM	93	19	14	170	296	33%
8:00 PM	47	11	7	142	207	23%

Table FA

VILLAGE REQUIREMENTS – ZONE C

PROJECTED TOTAL HOURLY PARKING OCCUPANCY – THURSDAY

Time Period	Existing Demand Zone C	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	52	31	0	83	28%
12:00 PM	58	34	0	92	31%
1:00 PM	48	29	0	77	26%
2:00 PM	46	24	6	76	26%
3:00 PM	51	25	11	87	30%
4:00 PM	62	28	60	150	51%
5:00 PM	62	28	146	236	80%
6:00 PM	81	14	181	276	94%
7:00 PM	67	14	215	296	101%
8:00 PM	53	7	58	118	40%

Table FB

VILLAGE REQUIREMENTS – ZONE C

PROJECTED TOTAL HOURLY PARKING OCCUPANCY – FRIDAY

Time Period	Existing Demand Zone C	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	67	31	0	98	33%
12:00 PM	77	34	0	111	38%
1:00 PM	62	29	0	91	31%
2:00 PM	60	24	0	84	29%
3:00 PM	53	25	4	82	28%
4:00 PM	54	28	47	129	44%
5:00 PM	74	28	131	233	79%
6:00 PM	61	14	194	269	91%
7:00 PM	58	14	215	287	98%
8:00 PM	60	7	185	252	86%

Table FC

VILLAGE REQUIREMENTS – ZONE C

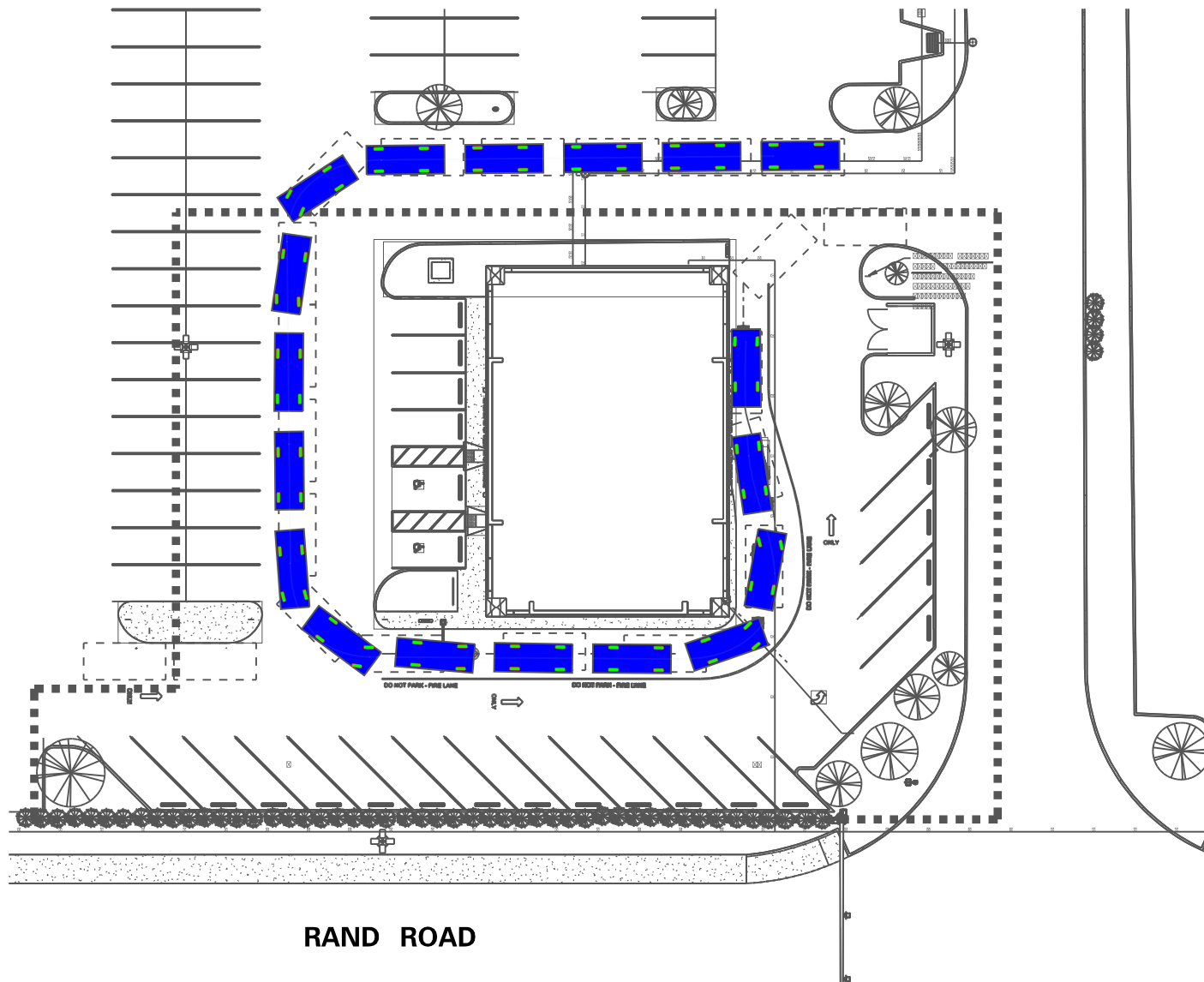
PROJECTED TOTAL HOURLY PARKING OCCUPANCY – SATURDAY

Time Period	Existing Demand Zone C	Proposed Qargo Coffee	Urban Air	Total Projected Occupancy	Percent Occupied
11:00 AM	82	31	24	137	47%
12:00 PM	91	34	49	174	59%
1:00 PM	74	29	140	243	83%
2:00 PM	92	24	191	307	104%
3:00 PM	75	25	215	315	107%
4:00 PM	69	28	153	250	85%
5:00 PM	56	28	148	232	79%
6:00 PM	78	14	187	279	95%
7:00 PM	48	14	170	232	79%
8:00 PM	32	7	142	181	62%

Stacking Exhibit



SCALE: 1" = 40'



PASSENGER VEHICLE

	FEET
WIDTH	: 7.00
TRACK	: 6.00
LOCK TO LOCK TIME	: 6.00
STEERING ANGLE	: 31.6

19.00
3.00 11.00

BODY OF VEHICLE - —
FRONT TIRES PATH - —
REAR TIRES PATH - —

QARGO COFFEE
ARLINGTON HEIGHTS,
ILLINOIS

AVAILABLE DRIVE-THROUGH STACKING

DRAWN: MD
DATE: 08-18-25
PROJECT #: 24-167
EXHIBIT: A

CHECKED: JM
REV:



GEOREFERENCED COORDINATE SYSTEM INFORMATION

PROJECTED COORDINATE SYSTEM: NAD_1983_STATEPLANE_ILLINOIS_EAST_FIPS_1201_FEET
PROJECTION: TRANSVERSE_MERCATOR
FALSE EASTING: 984250.00000000
FALSE NORTHING: 0.00000000
CENTRAL MERIDIAN: -88.33333333
SCALE FACTOR: 0.99997500
LATITUDE OF ORIGIN: 36.66666667
LINEAR UNIT: FOOT_US
GEOGRAPHIC COORDINATE SYSTEM: GCS_NORTH_AMERICAN_1983
DATUM: D_NORTH_AMERICAN_1983
PRIME MERIDIAN: GREENWICH
ANGULAR UNIT: DEGREE

SITE PLAN GENERAL NOTES

1. ALL EXISTING CURB TO REMAIN UNLESS OTHERWISE SPECIFIED. ANY CURB DAMAGED DURING DEMOLITION SHALL BE REPLACED IN KIND.
2. ALL DISTURBED AREAS ON-SITE AND IN RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED SHALL BE REPLACED INCLUDING ALL LANDSCAPING, CURB, SIDEWALK, PAVEMENT, INC.
3. CONTRACTOR TO PROTECT ALL EXISTING UTILITIES DURING DEMOLITION & CONSTRUCTION ACTIVITIES UNLESS OTHERWISE NOTED OR SPECIFIED.
4. ALL EXISTING SIGNS & LIGHT POLES TO REMAIN AND BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED.
5. ANY UTILITY ADJUSTMENTS, CONFLICTS, RELOCATIONS, ETC. REQUIRED SHALL BE COORDINATED WITH ENGINEER AND UTILITY OWNER/PROVIDER.
6. ALL EXISTING TREES TO REMAIN AND TO BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED.
7. ALL PAVEMENT STRIPING AND MARKING SHALL BE PAINTED WITH SAFETY YELLOW.



THE HOH GROUP, INC.

ARCHITECTS | ENGINEERS

623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2018 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED:

ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2025



EXPIRES 11/30/2025

3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025
REV. BID/PERMIT 02/14/2025

ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

EXISTING SITE &
DEMOLITION
PLAN

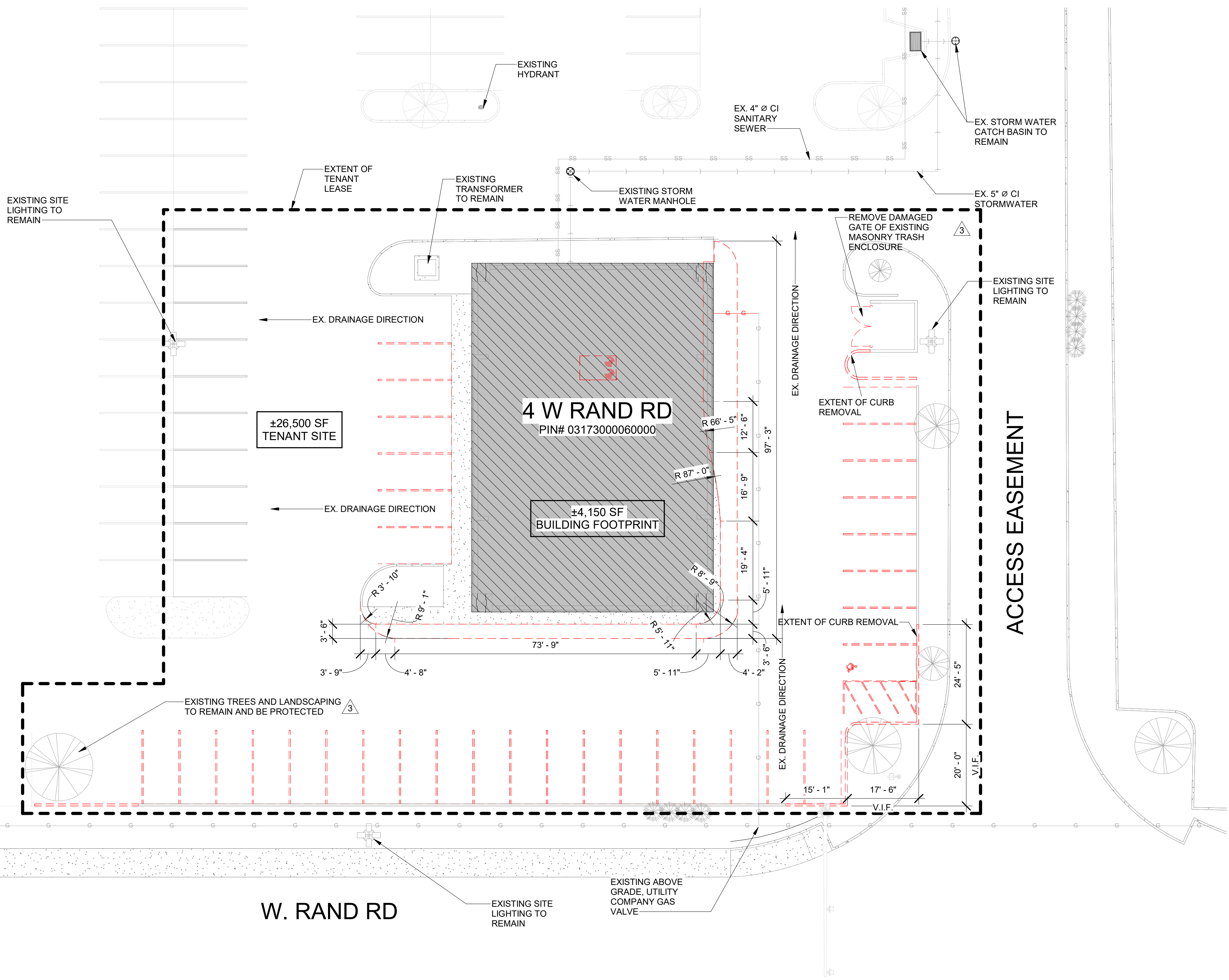
DESIGN BY: QARGO

DRAWN BY: JT

CHECKED BY: AS

SHEET NO.

A1.00



1 SITE DEMOLITION PLAN
1/16" = 1'-0"

SITE PLAN GENERAL NOTES

1. ALL EXISTING CURB TO REMAIN UNLESS OTHERWISE SPECIFIED. ANY CURB DAMAGED DURING DEMOLITION SHALL BE REPLACED IN KIND.
2. ALL DISTURBED AREAS ON-SITE AND IN RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED SHALL BE REPLACED INCLUDING ALL LANDSCAPING, CURB, SIDEWALK, PAVEMENT, INC.
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6. ALL EXISTING TREES TO REMAIN AND TO BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED.
7. ALL PAVEMENT STRIPING AND MARKING SHALL BE PAINTED WITH SAFETY YELLOW.

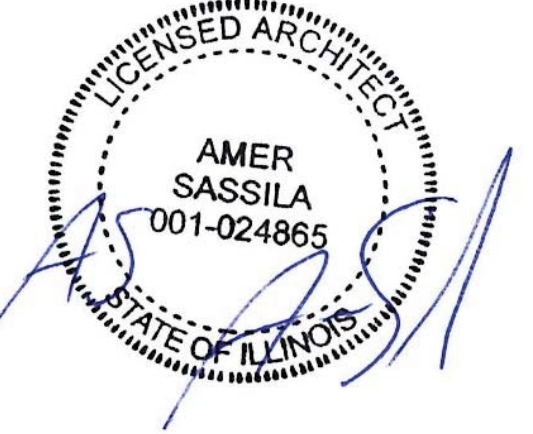


THE **HOH** GROUP, INC.
ARCHITECTS | ENGINEERS
623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

STATEMENT OF COMPLIANCE

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SIGNED: *AS*
ARCHITECT/ENGINEER
ILLINOIS REGISTRATION NO.: 001-024865
DATE: 11/30/2026



3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025
REV. BID/PERMIT 02/14/2025

ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

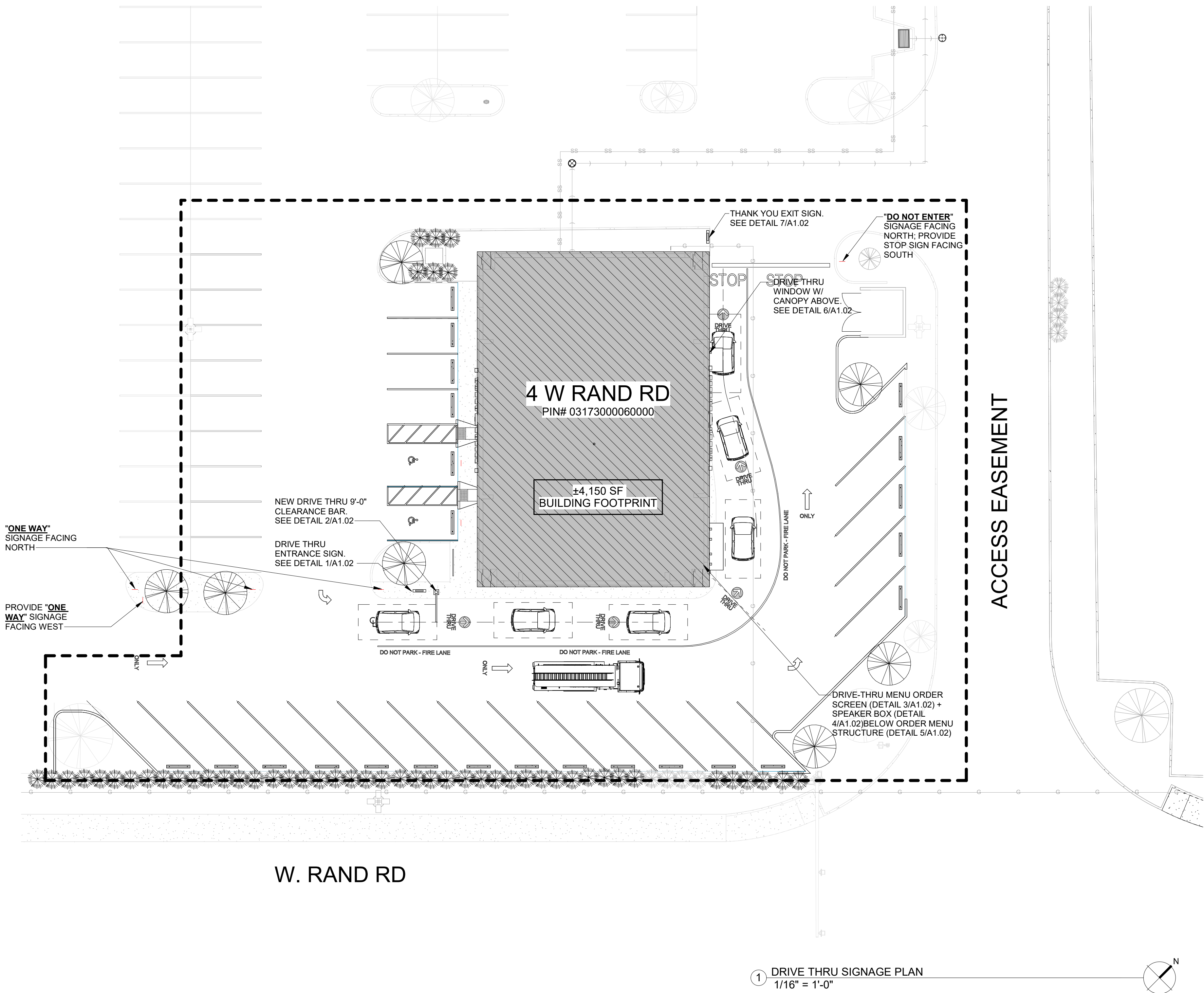
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PROJECT NO. 5892

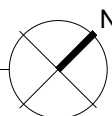
PROPOSED
DRIVE THRU
SIGNAGE PLAN

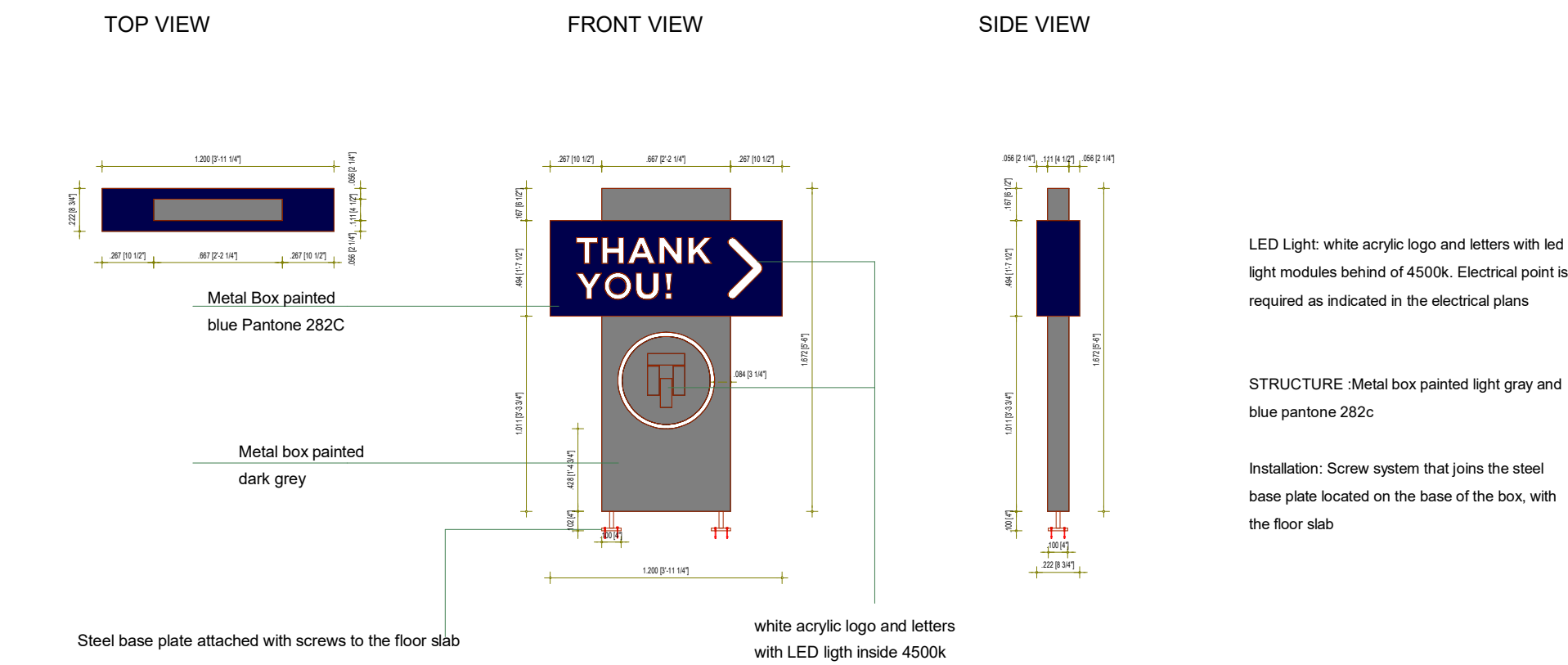
DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

SHEET NO. **A1.01C**

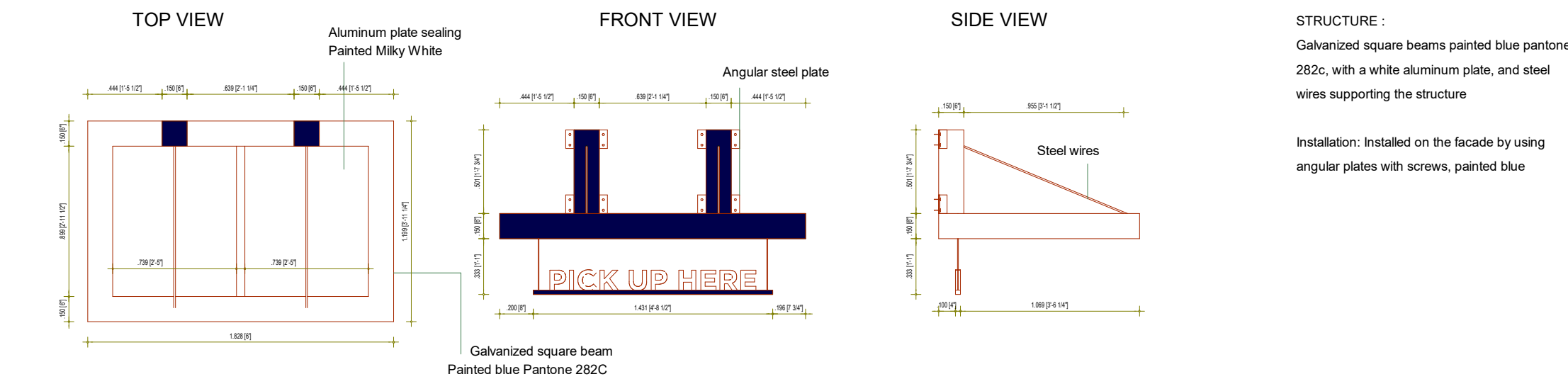


1 DRIVE THRU SIGNAGE PLAN
1/16" = 1'-0"

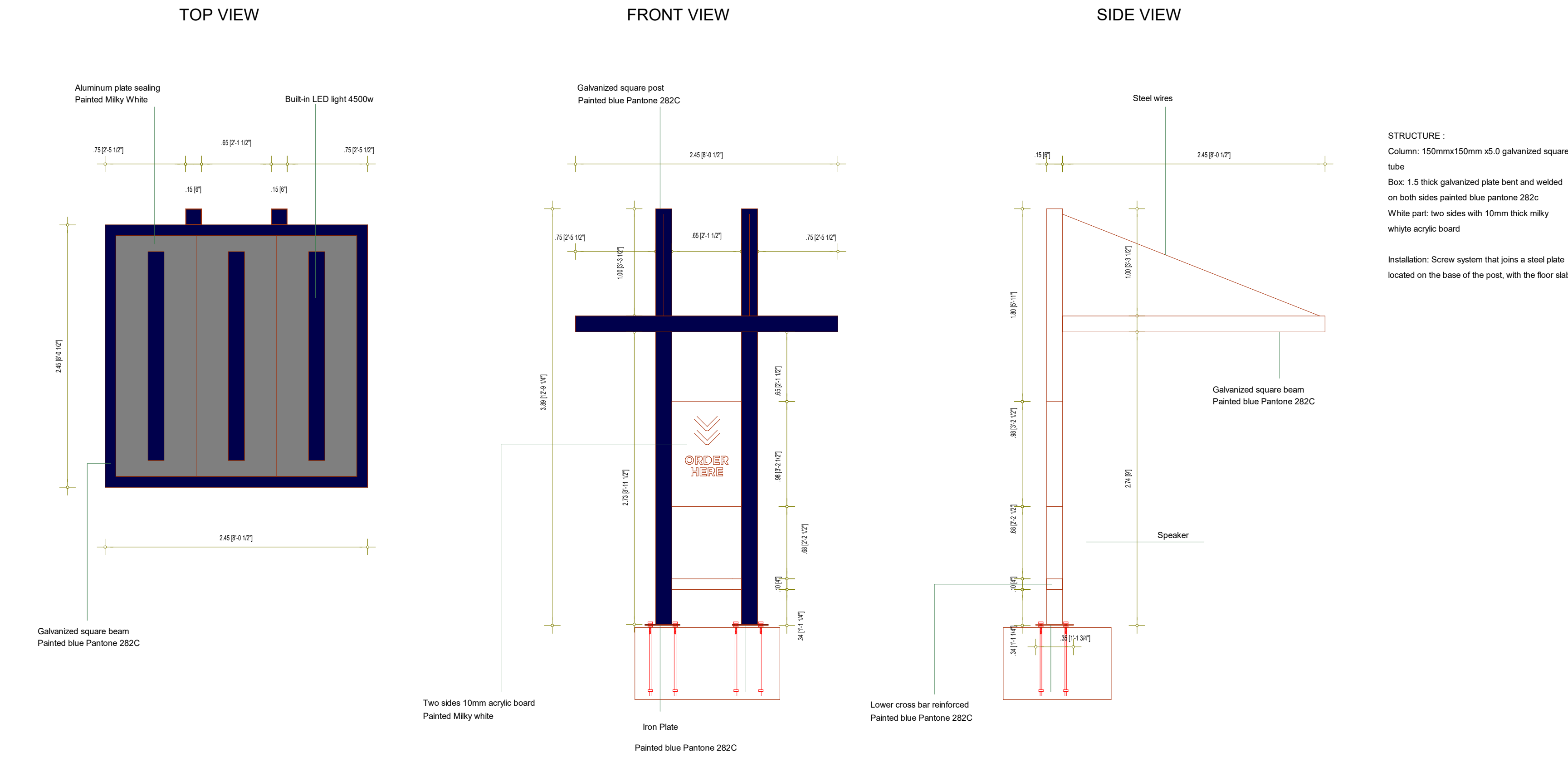




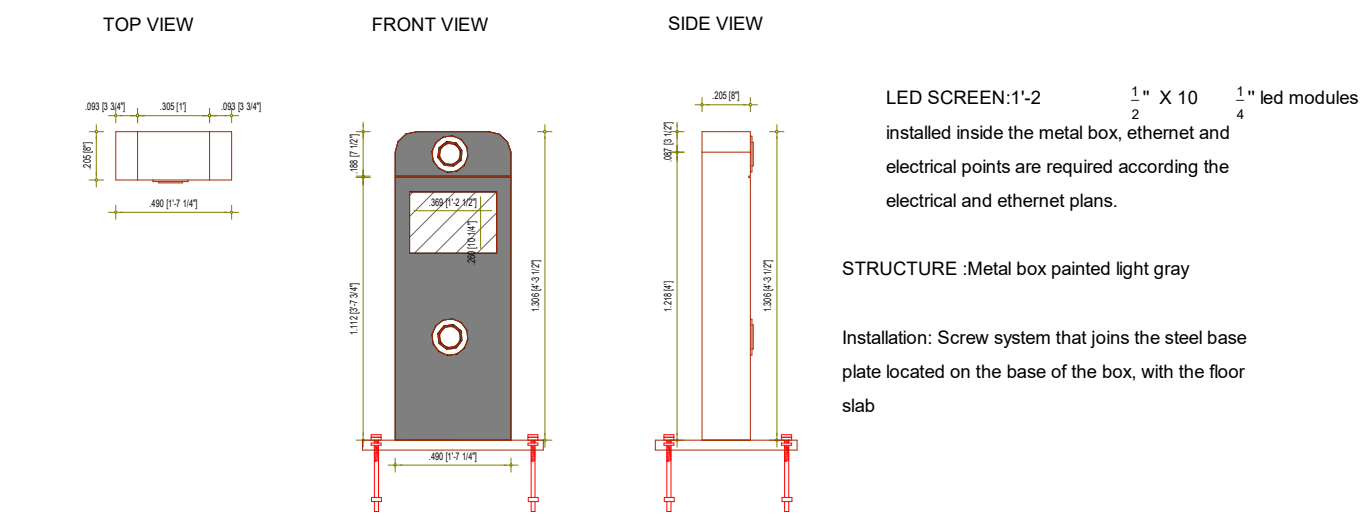
7 DRIVE THRU DETAIL - EXIT SIGNAGE
3/8" = 1'-0"



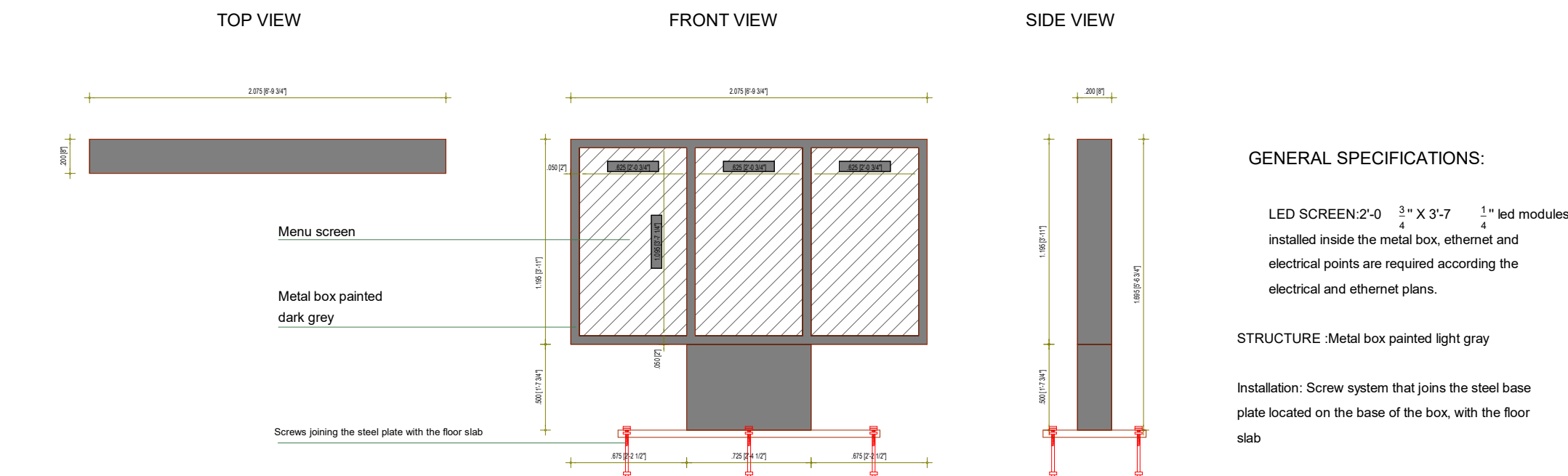
6 DRIVE THRU DETAIL - DRIVE THRU WINDOW CANOPY
3/8" = 1'-0"



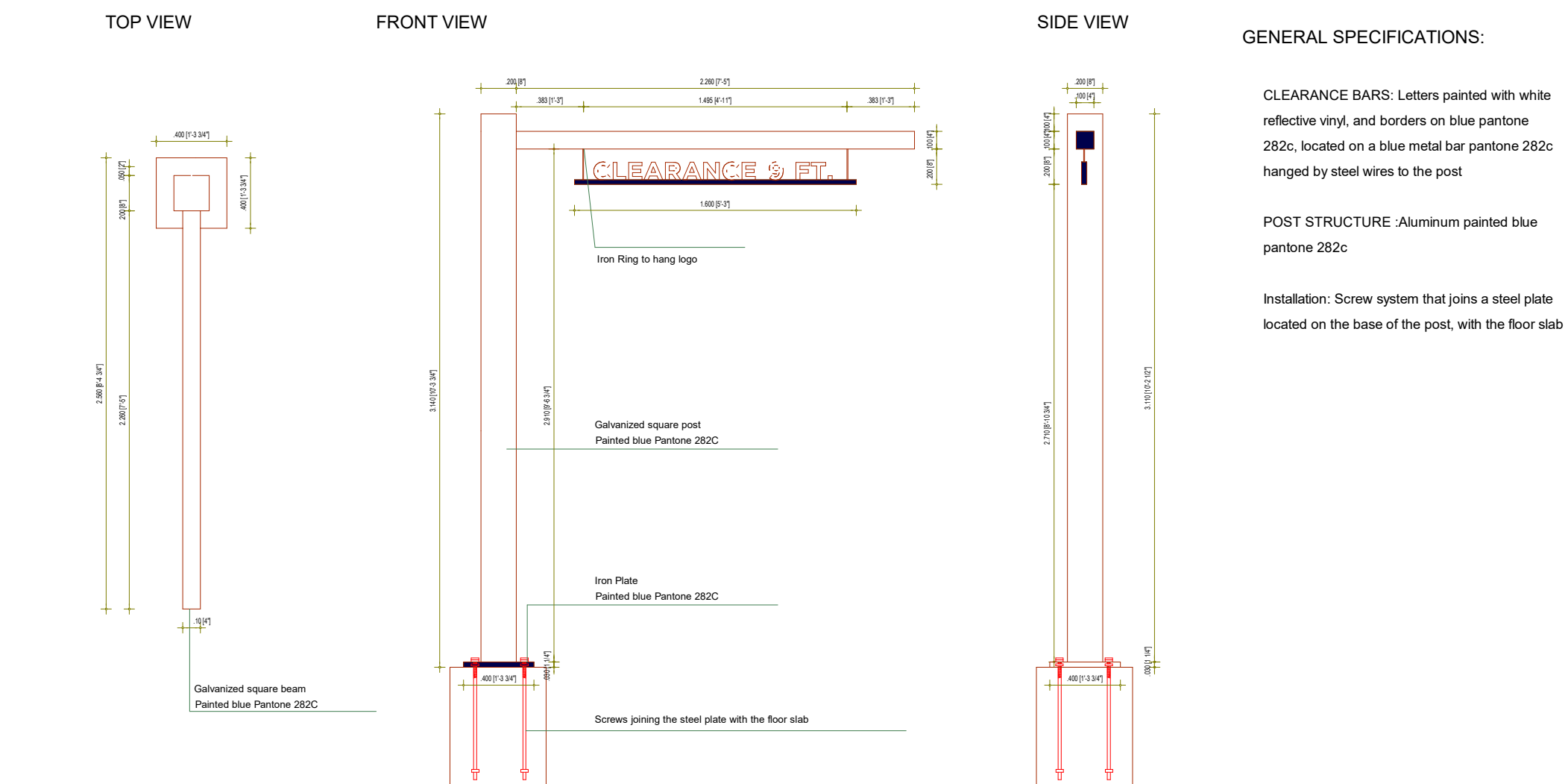
5 DRIVE THRU DETAIL - OVERHEAD ORDER MENU STRUCTURE
3/8" = 1'-0"



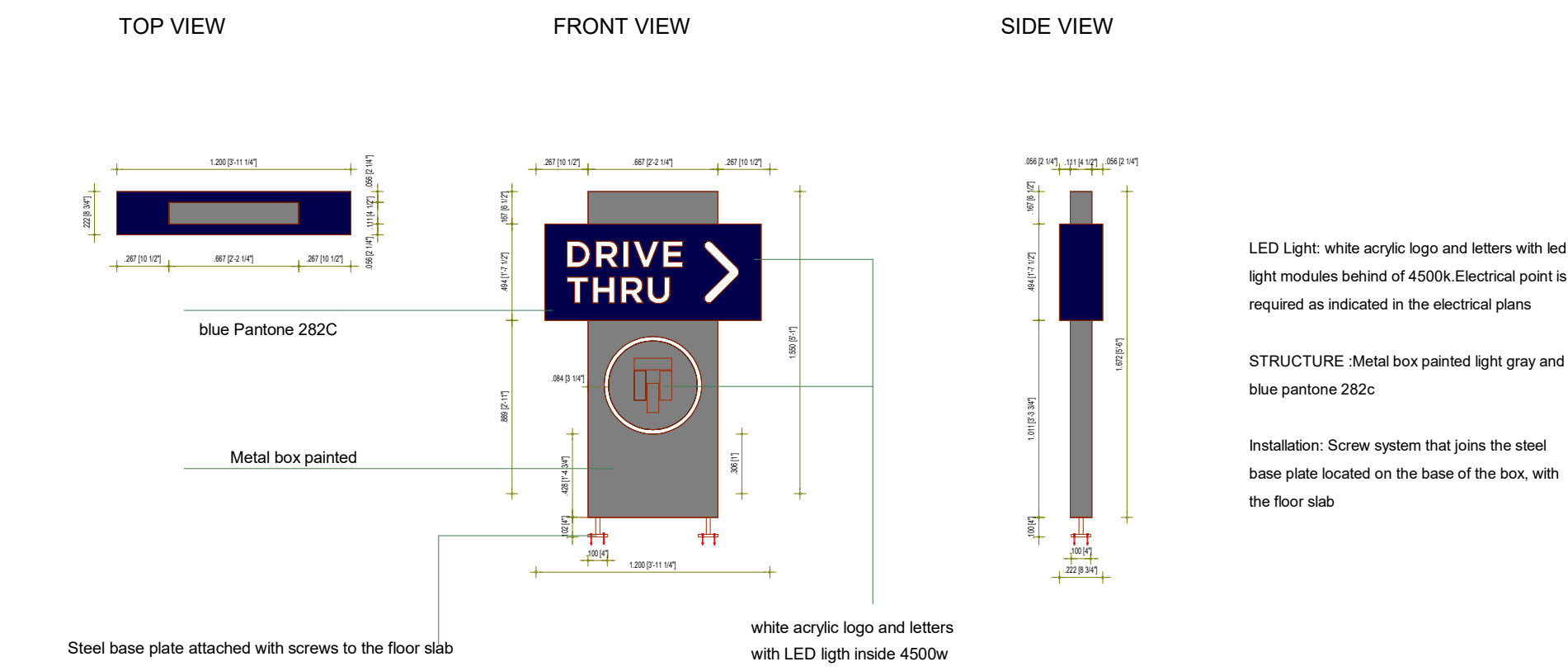
4 DRIVE THRU DETAIL - ORDER SPEAKER BOX
3/8" = 1'-0"



3 DRIVE THRU DETAIL - DRIVE THRU MENU ORDER SCREEN
3/8" = 1'-0"



2 DRIVE THRU DETAIL - CLEARANCE BAR
3/8" = 1'-0"



1 DRIVE THRU DETAIL - ENTRANCE SIGNAGE
3/8" = 1'-0"

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2016 THE ILLINOIS ACCESSIBILITY CODE, 71 IL ADM. CODE 400.

SIGNED: *A.S.*
ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026



1	PERMIT REVIEW RESPONSE #1 BID/PERMIT	04/25/2025 02/14/2025
---	---	--------------------------

REV.	ISSUE DESCRIPTION	DATE
------	-------------------	------

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

DRIVE THRU
SIGNAGE
DETAILS

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

SHEET NO.

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2018 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED: *AS*
ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026



2 PERMIT REVIEW RESPONSE #2 05/07/2025
REV. BID/PERMIT 02/14/2025

ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

FLOOR PLANS

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

SHEET NO.

A2.00

GENERAL NOTES - PLANS

- SEE ELECTRICAL DRAWINGS FOR POWER AND DATA SUPPLY INFORMATION
- SEE MECHANICAL DRAWINGS FOR HVAC & PLUMBING INFORMATION
- IN FILL SLAB AS REQUIRED
- DIMENSIONS NOTED ARE TO THE CENTERLINE OF WALL UNLESS NOTED OTHERWISE
- SEE GENERAL NOTES ON SHEET G-0.01 FOR DEBRIS REMOVAL REQUIREMENTS DURING CONSTRUCTION.

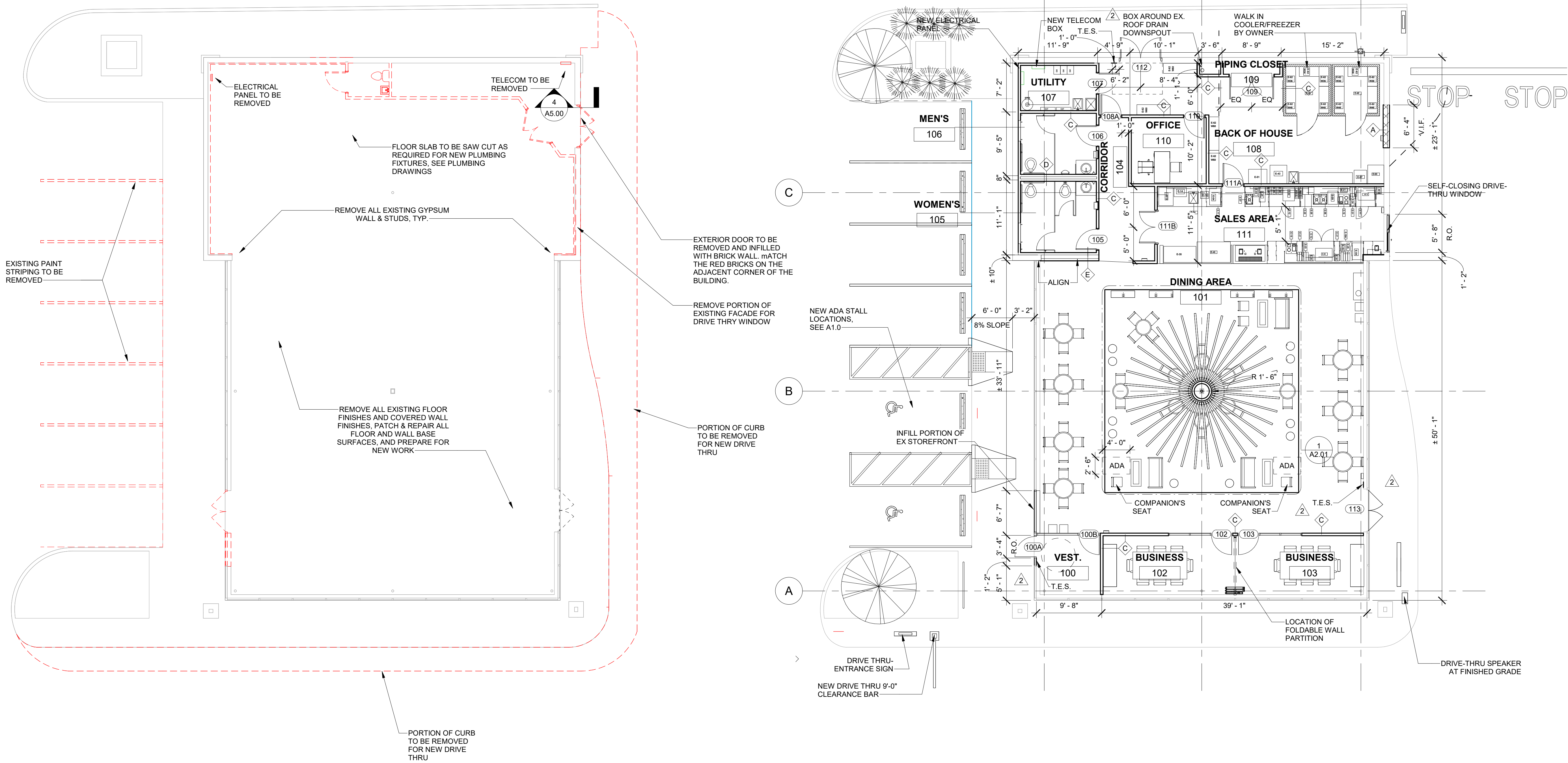
FLOOR PLAN LEGEND

- EXISTING WALL
- NEW GYPSUM BOARD PARTITION
- NEW DOOR/HARDWARE. REFER TO SHEET A8.00 FOR DOOR SCHEDULE
- EXISTING DOOR TO REMAIN. REFER TO SHEET A8.00 FOR DOOR SCHEDULE FOR REQUIRED MODIFICATIONS
- PARTITION TYPE & DETAILS. REFER TO SHEET A8.00
- ALUMINUM STOREFRONT/WINDOW TYPE. REFER TO A8.10 SERIES
- DOOR TAG. REFER TO A8.20 SERIES
- T. E. S. TACTILE EXIT SIGN

DRY STORAGE CALCULATIONS

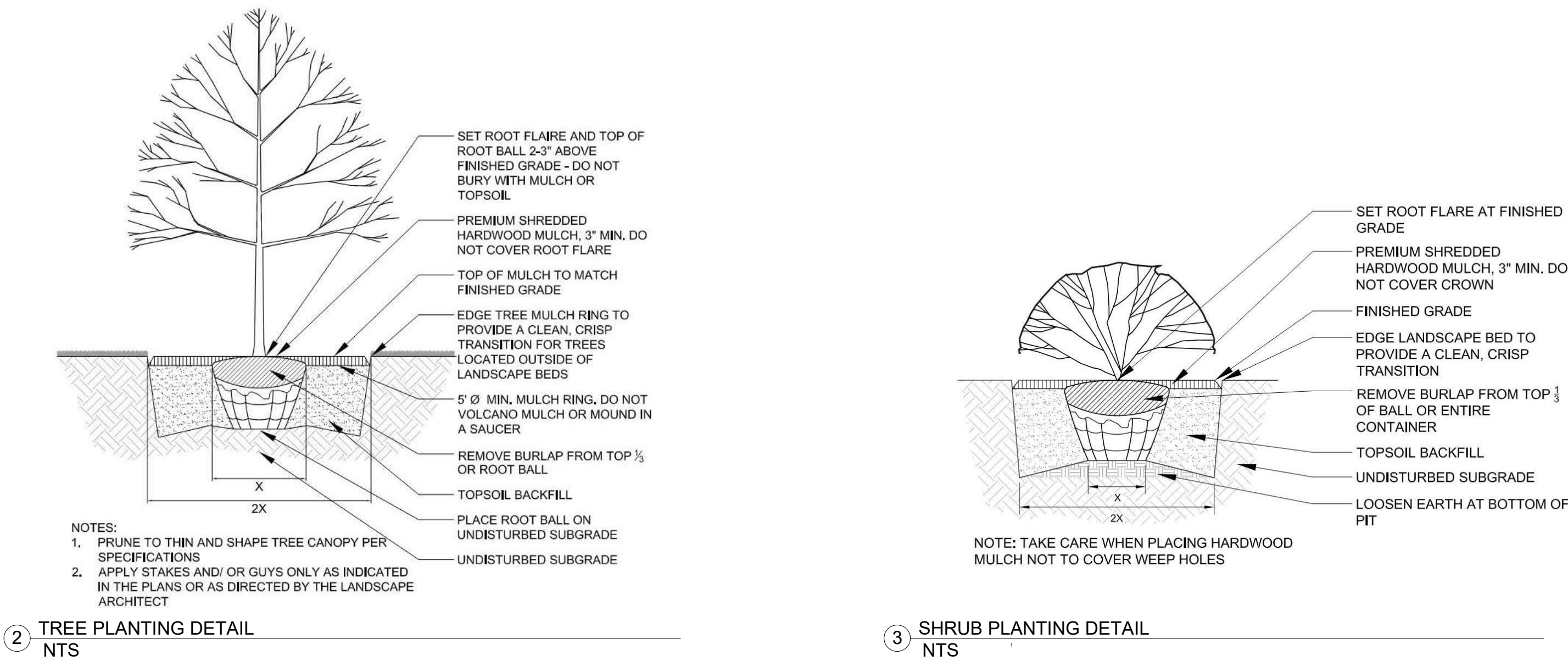
BACK OF HOUSE AREA: 262 SF

25% X 262 = 65.5 SF REQUIRED DRY STORAGE
18" X 60" = 1080 SQ. IN. = 7.5 SF AREA OF EACH TIER
7.5 SF X 4 = 30 SF AREA OF EACH 4-TIER SHELVING
30 SF X 4 = 120 SF PROVIDED DRY STORAGE AREA



1 DEMOLITION FLOOR PLAN
1/8" = 1'-0"

2 RENOVATION FLOOR PLAN
1/8" = 1'-0"



SITE PLAN GENERAL NOTES

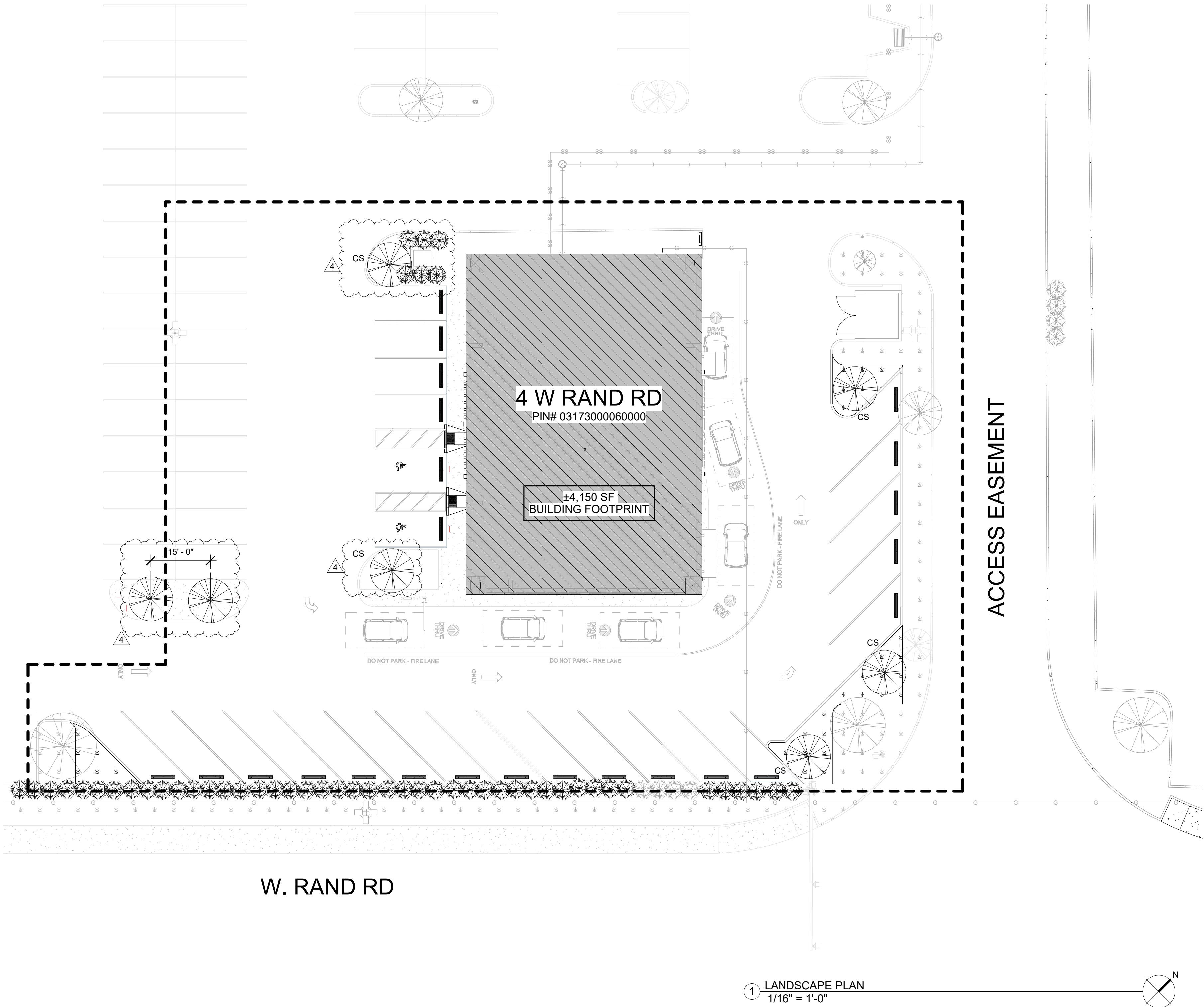
1. ALL EXISTING CURB TO REMAIN UNLESS OTHERWISE SPECIFIED. ANY CURB DAMAGED DURING DEMOLITION SHALL BE REPLACED IN KIND.
2. ALL DISTURBED AREAS ON-SITE AND IN RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED SHALL BE REPLACED INCLUDING ALL LANDSCAPING, CURB, SIDEWALK, PAVEMENT, INC.
3. CONTRACTOR TO PROTECT ALL EXISTING UTILITIES DURING DEMOLITION & CONSTRUCTION ACTIVITIES UNLESS OTHERWISE NOTED OR SPECIFIED.
4. ALL EXISTING SIGNS & LIGHT POLES TO REMAIN AND BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED.
5. ANY UTILITY ADJUSTMENTS, CONFLICTS, RELOCATIONS, ETC. REQUIRED SHALL BE COORDINATED WITH ENGINEER AND UTILITY OWNER/PROVIDER.
6. ALL EXISTING TREES TO REMAIN AND TO BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED
7. ALL PAVEMENT STRIPING AND MARKING SHALL BE PAINTED WITH SAFETY YELLOW.

EXISTING SITE PLAN LEGEND

-
- BUILDING FOOTPRINT
-
- EXISTING GREENSCAPE AREA
-
- PROPOSED GRASS W/ ASSOCIATED TOPSOIL
-
- EXISTING DECIDUOUS TREES
-
- EXISTING 36" SHRUBS
-
- PROPOSED 4" CALIPHER SHADE x5
-
- PROPOSED 36" SALT/DROUGHT TOLERANT SHRUBS

PLANTING NOTES:

1. ALL PLANTINGS SHALL BE PER VILLAGE OF ARLINGTON HEIGHTS ZONING CODE, CHAPTER 28, SECTION 6.15b "TREES AND SHRUBS".
2. NO TREES SHALL BE PLANTED UNDER OVERHEAD WIRES OR WHERE FULL MATURITY WILL IMPEDE OR INFRINGE UPON EXISTING OVERHEAD WIRES.
3. LONG-TERM AND SALT/ DROUGHT SHRUB & FLOWERING PLANTING PLANS ARE ACCEPTIBLE TO ARCHITECT AND OWER. COORDINATE OVERALL FLOWER AND SHRUB BED LAYOUTS IN ADVANCE AND INDICATED ORIGINAL PLANTINGS VS FUTURE NATURAL GROWTH. COORDINATE ALL PLANTINGS WITH VILLAGE OF ARLINGTON HEIGHTS.
4. LANDSCAPER TO PROVIDE OWNER WITH MAINTENANCE MANUAL FOR ALL TREE, SHRUB, FLOWER, AND GRASS SPECIES UTILIZED ON SITE FOR CONTINUED MAINTENANCE. OWNER MANUAL SHALL INCLUDE A MINIMUM OF THE FOLLOWING AND MAY BE SUPPLIER AND/OR INDUSTRY PLANT DATA SHEETS:
 - A. PLANT NAME
 - B. PLANT TYPE
 - C. OVERALL HEIGHT AND WIDTH
 - D. RECOMMENDED PRUNING SCHEDULE
 - E. WATERING AND FERTILIZING REQUIREMENTS
 - F. LIFESPAN AND RESEEDING/RESPAWING REQUIREMENTS
 - G. RECOMMENDED WATER REQUIREMENTS AND SCHEDULE



1 LANDSCAPE PLAN
1/16" = 1'-0"



THE HOH GROUP, INC.

ARCHITECTS | ENGINEERS

623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2018 INTERNATIONAL BUILDING CODE, MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2018 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED: _____ ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026

4	PERMIT REVIEW RESPONSE #4 (SUP)	8/15/2025
3	PERMIT REVIEW RESPONSE #3 (SUP)	06/30/2025
	BID PERMIT	02/14/2025

REV.	ISSUE DESCRIPTION	DATE
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QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

LANDSCAPE
PLAN

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

SHEET NO.

A1.01D

SITE PLAN GENERAL NOTES

- 1. ALL EXISTING CURB TO REMAIN UNLESS OTHERWISE SPECIFIED. ANY CURB DAMAGED DURING DEMOLITION SHALL BE REPLACED IN KIND.
- 2. ALL DISTURBED AREAS ON-SITE AND IN RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED SHALL BE REPLACED INCLUDING ALL LANDSCAPING, CURB, SIDEWALK, PAVEMENT, INC.
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- 6. ALL EXISTING TREES TO REMAIN AND TO BE PROTECTED UNLESS OTHERWISE NOTED OR SPECIFIED.
- 7. ALL PAVEMENT STRIPING AND MARKING SHALL BE PAINTED WITH SAFETY YELLOW.

PARKING DATA

BUILDING AREA: 4,150 SF
DINING AREA: 2,000 SF

DIVIDER VALUE REQUIRED PER CHAPTER 28 SECTION 10.4.4 IN THE VILLAGE OF ARLINGTON HEIGHTS MUNICIPAL CODE = 45

MINIMUM PARKING SPACES REQUIRED (INCLUDING ADA STALLS):

2,000 SF DINING AREA / 45 = **46 PARKING SPACES REQUIRED**

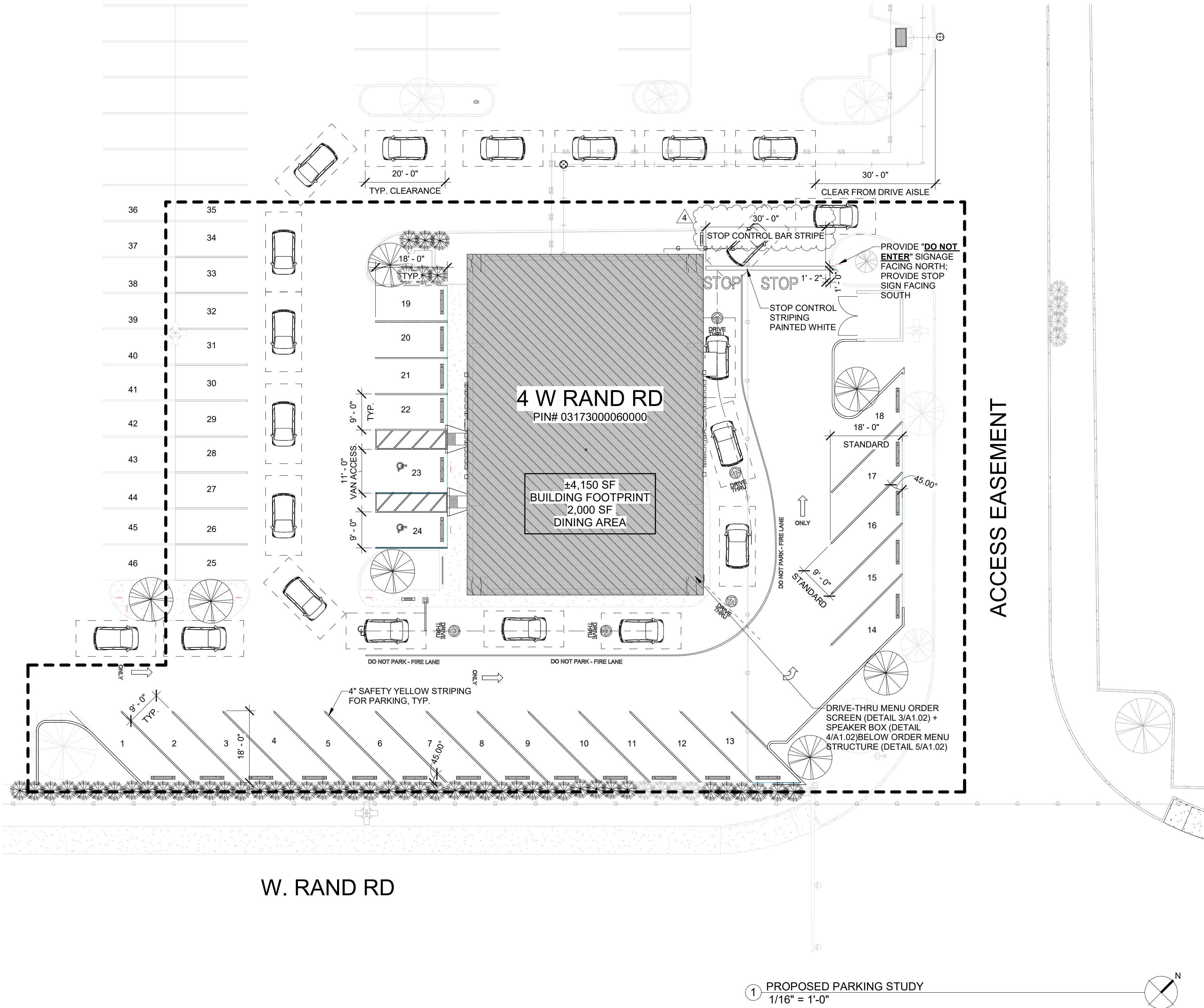
AVAILABLE PARKING SPACES WITHIN TENANT BOUNDARY: **46 PARKING SPACES**

NUMBER OF ADA PARKING SPACES: **2, INCLUDING 1 VAN ACCESSIBLE SPACE**

NOTE: ADDITIONAL PARKING AS REQUIRED IS AVAILABLE OUTSIDE TENANT BOUNDARY WHICH ARE NOT OF CONCERN TO OVERALL PLAZA PROPERTY OWNER.

DRIVE THRU QUEUE INFORMATION

MAXIMUM NUMBER OF VEHICLES IN QUEUE BEHIND ORDER MENU: **14 VEHICLES**



THE HOH GROUP, INC.

ARCHITECTS | ENGINEERS
623 COOPER COURT
SCHAUMBURG, IL 60173
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SIGNED: *AS*
ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026



4	PERMIT REVIEW RESPONSE #4 (SUP)	8/15/2025
3	PERMIT REVIEW RESPONSE #3 (SUP)	06/30/2025
	BO PERMIT	02/14/2025

REV.	ISSUE DESCRIPTION	DATE
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QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

PARKING PLAN

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

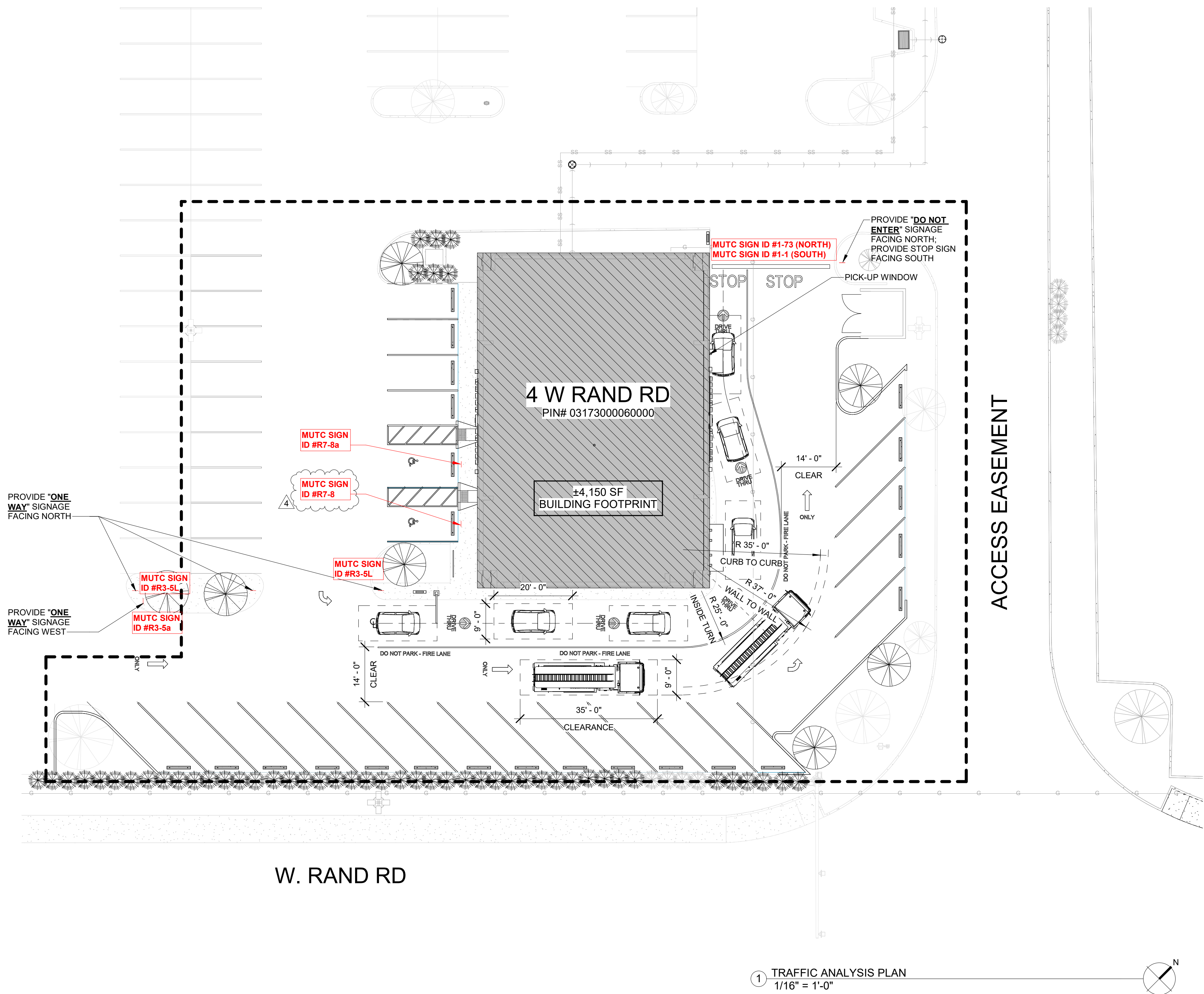
SHEET NO.

A1.01A

SITE PLAN GENERAL NOTES

1. ALL EXISTING CURB TO REMAIN UNLESS OTHERWISE SPECIFIED. ANY CURB DAMAGED DURING DEMOLITION SHALL BE REPLACED IN KIND.
2. ALL DISTURBED AREAS ON-SITE AND IN RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED SHALL BE REPLACED INCLUDING ALL LANDSCAPING, CURB, SIDEWALK, PAVEMENT, INC.
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7. ALL PAVEMENT STRIPING AND MARKING SHALL BE PAINTED WITH SAFETY YELLOW.

SEE SHEET A1.06 FOR MUTCD SIGNAGE SPECIFICATIONS IN REFERENCE TO THE MUTC SIGN ID INDICATED ON THIS PLAN



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SCHAUMBURG, IL 60173
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STATEMENT OF COMPLIANCE

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SIGNED:

ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2025



EXPIRES 11/30/2025

4 PERMIT REVIEW RESPONSE #4 (SUP) 8/15/2025
3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025
2 BID PERMIT 02/14/2025

REV. ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

PROPOSED SITE
PLAN - TRAFFIC
ANALYSIS

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

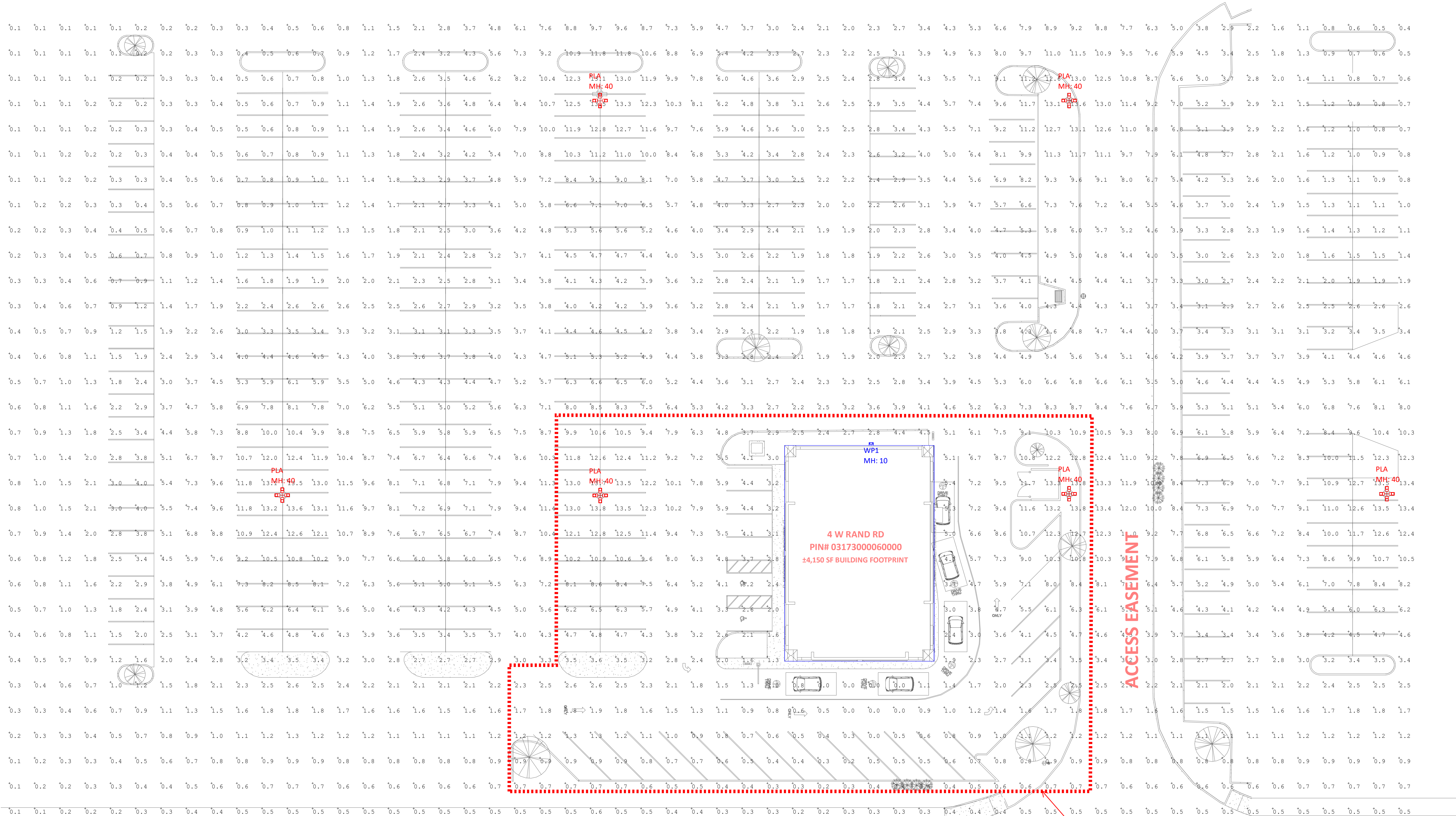
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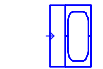
3 A1.01B

JOB NO: Project Number
PA: RT
ISSUE DATE: 08/18/2025

REVISIONS:		
#	DESCRIPTION	DATE

SHEET NUMBER
E1.1
PROPOSED SITE LIGHTING
PHOTOMETRIC



Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Description	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
	6	PLA	4 @ 90 Degrees	KVLMW(240)W50KLv4 (EXISTING PLAZA LIGHTS)	0.912	39109	260	6240
	1	WP1	Single	HLWPC2 P10 50K XX T4M XXXXX 80CRI (PROPOSED)	0.912	2696	28	28

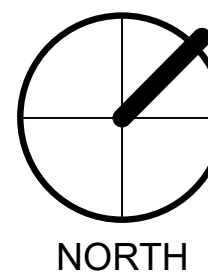
Calculation Summary							
Description	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING AREA_1	Illuminance	Fc	3.97	13.8	0.0	N.A.	N.A.

DESIGN IS BASED ON CURRENT INFORMATION PROVIDED AT THE TIME OF REQUEST.
ANY CHANGES IN MOUNTING HEIGHT OR LOCATION, LAMP WATTAGE, LAMP TYPE, AND EXISTING FIELD CONDITIONS, THAT EFFECT ANY OF THE PREVIOUSLY MENTIONED, WILL VOID CURRENT LAYOUT AND REQUIRE A CHANGE REQUEST AND RECALCULATION.

MOUNTING HEIGHT NEXT TO EACH FIXTURE
PARKING AREA CALCS EVERY 10' ON GROUND.

W. RAND RD

EXTENT OF TENANT
LEASE AREA AND
PROJECT SCOPE



1
E1.1

PROPOSED SITE LIGHTING PHOTOMETRIC
SCALE: 1" = 20'-0"

VELA Wattage Selectable Series
LED AREA LIGHT



Production Description:

Designed to provide one to one replacement or new construction lighting, the Korlite VELA Wattage Selectable Series LED Area light delivers superior illumination, energy savings, and easy installation.

The sleek and modern low profile design combined with it's durable housing makes the VELA Series a top choice for Parking Lots, Campuses, Public Parks, Building Complexes, Arenas, and Roadways. The high performance LEDs and custom optics provide excellent uniformity and efficiency. This unit provides low initial costs, up to 65% energy savings, long service life, and a fast return on investment.

This series replaces: 175W – 1000W HID/HPS
11,200 to 43,400 Lumens

Features:

Construction

IP65 Corrosion proof Die-cast aluminum housing.
Provided in styles: a Dark Bronze Finish or a White Finish.
1.5G Vibration Load per ANSI C136.31

Electric

Operating Temperature: -40°F to 113°F; Universal 120-277V Standard; 347-480V Option Available
1-10V Dimmable Driver; Power Factor >0.95 & THD<20%
10KV Surge Protection
Photocell & Motion Sensor Compatible

Certification

This fixture is UL listed wet location rated.
DesignLights Consortium® (DLC) Premium 5.1 qualified product.

Installation

Korlite VELA series LED Area Light can be mounted directly on round or square pole, wall or surface. Mounting:
- Extrusion Arm/Square & Round Pole Mount (Adjustable & Non-Adjustable Model)
- Yoke/Trunnion Mount
- Slip Fitter
- Universal Mount (All-in-one Slip Fitter & Extrusion Arm)

Optic

The high output LEDs and custom optics provide excellent light distribution with 140 lumens per watt efficiency. UV resistant polycarbonate optical lens.
Type III distribution is standard. Type IV, V upon request 5000K CCT is standard, 4000K upon request, CRI90.

Warranty

Estimated 100,000 hours lifespan based on IES LM-80, 5-Year warranty

Ordering Information				Example: KVLMLW40KLV3EX			
Series	Wattage ¹	CCT	Voltage	Distribution	Mounting		
KVL	LMW=150W (150W default setting, 120W, 100W, 80W)	MC=3000 50K=5000K	LV=120-277V HV=277-480V	3=Type III (Round and Square pole)	EX=Extrusion Arm for Pole Mount		
	MMW=240W (240W default setting, 220W, 200W, 170W)			SF=Slip-Fitter Mount			
	MMW=310W (310W default setting, 280W, 260W, 240W)			YK=Yoke Mount			
				UM=Universal Bracket			
				5=Type V	WM=Wall Mount		
Photo Control ²		Motion Sensor		Finish			
Blank=With Shorting Cap P=NEMA 120-277V Photocell P3=NEMA 347V Photocell P4=NEMA 480V Photocell		Blank=Without Sensor M=With Motion Sensor		Blank=Dark Bronze W=White B=Black			

Notes:
1. The entire Korlite VELA Series Area Light is Wattage Selectable.
2. When Photocell is in use, do not tilt above 45 degrees from horizontal during installation.

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POWER SELECTING AND EQUIVALENTS



Switch for Selecting Wattages

VELA I	Wattage	150W*	120W	100W	80W
	Equal	400W MH	250W MH	200W	175W MH
VELA II	Wattage	240W*	220W	200W	170W
	Equal	750W MH	700W MH	600W MH	500W MH
VELA III	Wattage	310W*	280W	260W	240W
	Equal	1000W MH	900W MH	800W MH	750W MH

*Default Wattage Setting for Each Model

ACCESSORIES



3-pin NEMA Twist Lock 120-277VAC/208-480VAC Photocell

External Half Glare Shield

Glare Shield

External 360 Full View

Square & Round Pole Mount

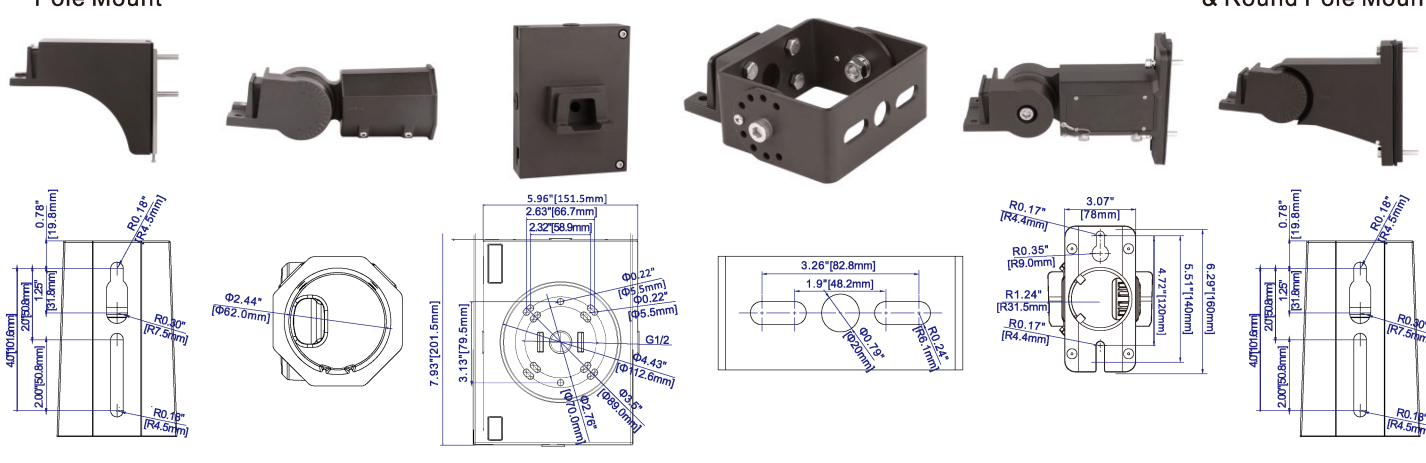
Slip Fitter Mount

Wall Mount

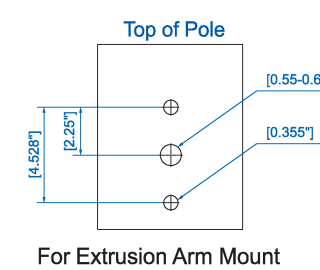
Trunnion Mount

Universal Mount

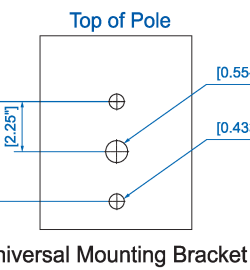
Adjustable Square & Round Pole Mount



Drilling Templates for Poles



For Extrusion Arm Mount



For Universal Mounting Bracket

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PERFORMANCE DATA

Lumens Output and BUG

Lumen values are based on 120V AC input product configuration, contact for performance data on any configurations not shown here.

Wattage	Distribution	4000K						5000K					
		Lumens	B	U	G	LPW		Lumens	B	U	G	LPW	
80W	Type III	12,284	3	2	3	161		12,307	3	2	3	161	
	Type IV	12,325	2	2	2	160		12,372	2	2	2	160	
	Type V	12,405	3	2	1	161		12,428	3	2	1	161	
100W	Type III	15,349	3	2	3	161		15,372	3	2	3	161	
	Type IV	15,436	3	2	2	161		15,482	3	2	2	161	
	Type V	15,506	3	2	1	161		15,552	3	2	1	162	
120W	Type III	18,207	3	2	3	158		18,438	3	2	3	160	
	Type IV	18,523	3	2	3	161		18,569	3	2	3	161	
	Type V	18,607	4	2	2	162		18,654	4	2	2	162	
150W	Type III	23,001	3	2	3	161		23,047	3	2	3	161	
	Type IV	23,142	3	2	3	161		23,212	3	2	3	162	
	Type V	23,247	4	2	2	162		23,317	4	2	2	163	
170W	Type III	24,596	3	2	3	152		24,701	3	2	3	153	
	Type IV	24,855	3	2	3	155		24,890	3	2	3	155	
	Type V	25,237	4	2	2	157		25,723	4	2	2	157	
200W	Type III	29,062	4	2	4	153		29,097	4	2	4	153	
	Type IV	29,243	3	2	4	154		29,278	3	2	4	154	
	Type V	29,658	5	2	2	156		29,693	5	2	2	156	
220W	Type III	31,958	4	2	4	153		31,993	4	2	4	154	
	Type IV	32,157	4	2	4	153		32,192	4	2	4	153	
	Type V	32,652	5	2	2	155		32,687	5	2	2	155	
240W	Type III	34,818	4	2	4	156		34,888	4	2	4	156	
	Type IV	35,036	4	2	4	157		35,106	4	2	4	157	
	Type V	35,575	5	2	2	159		35,646	5	2	2	159	
260W	Type III	39,016	4	2	4	158		39,109	4	2	4	158	
	Type IV	38,790	4	2	4	154		38,836	4	2	4	154	
	Type V	39,072	5	2	2	156		39,165	5	2	2	157	
280W	Type III	42,045	4	2	4	156		42,139	4	2	4	156	
	Type IV	41,753	4	2	4	155		41,799	4	2	4	155	
	Type V	42,106	5	2	2	156		42,199	5	2	2	156	
310W	Type III	46,520	4	2	4	158		46,614	4	2	4	159	
	Type IV	46,150	4	2	4	157		46,289	4	2	4	157	
	Type V	46,587	5	2	2	158		46,681	5	2	2	159	

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Electrical Data

Wattage	AC Input Current(A)					
	120V	208V	240V	277V	347V	480V
80W	0.68	0.38	0.34	0.28	0.25	0.17
100W	0.85	0.48	0.42	0.35	0.31	0.21
120W	1.02	0.58	0.5	0.42	0.38	0.25
150W	1.28	0.72	0.63	0.53	0.47	0.31
170W	1.46	0.84	0.73	0.6	0.5	0.37
200W	1.72	0.99	0.86	0.71	0.59	0.43
220W	1.89	1.09	0.94	0.78	0.65	0.48
240W	2.06	1.19	1.03	0.85	0.71	0.52
260W	2.23	1.29	1.12	0.92	0.77	0.56
280W	2.4	1.39	1.2	0.99	0.83	0.61
310W	2.66	1.54	1.33	1.1	0.92	0.67

Lumen Maintenance

Operating hours	25,000	50,000	75,000	100,000
Lumen Maintenance Factor	>0.95	>0.89	>0.84	>0.79

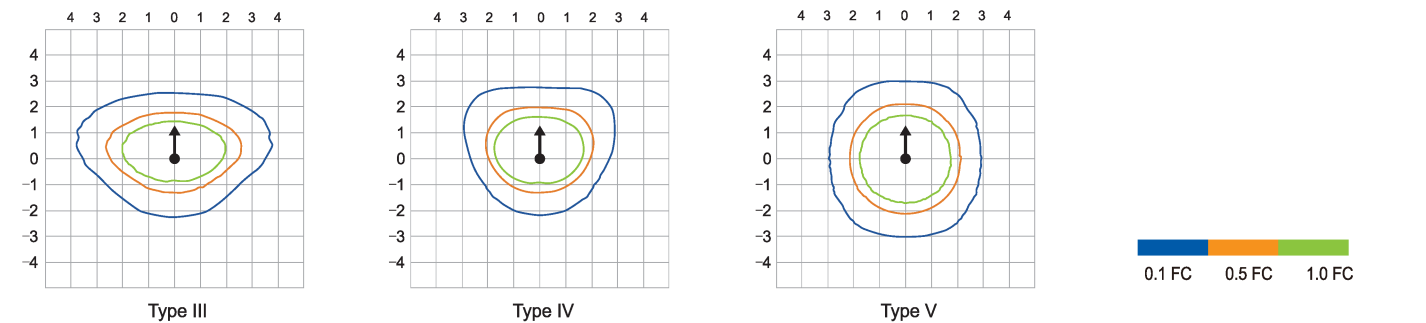
Luminaire EPA

Size	Mounting	Tilt Angle	Beam Spread							
			1	2 @ 90°	2 @ 120°	2 @ 180°	3 @ 90°	3 @ 120°	4 @ 90°	2 side by side
Small Size	Slip-fitter	0°	0.23	0.41	0.41	0.42	0.6	0.54	0.8	0.46
		10°	0.18	0.35	0.36	0.35	0.53	0.46	0.69	0.35
		20°	0.17	0.34	0.35	0.34	0.51	0.44	0.67	0.34
		30°	0.21	0.37	0.38	0.39	0.54	0.48	0.74	0.42
		40°	0.27	0.4	0.41	0.45	0.58	0.55	0.8	0.54
Medium Size	Slip-fitter	45°	0.3	0.42	0.42	0.5	0.6	0.58	0.83	0.61
		0°	0.25	0.44	0.46	0.46	0.65	0.58	0.87	0.5
		10°	0.19	0.38	0.38	0.38	0.57	0.5	0.75	0.38
		20°	0.19	0.37	0.37	0.37	0.55	0.48	0.73	0.37
		30°	0.23	0.4	0.42	0.43	0.59	0.53	0.8	0.46
Large Size	Slip-fitter	40°	0.29	0.44	0.46	0.49	0.63	0.6	0.87	0.59
		45°	0.33	0.45	0.5	0.54	0.66	0.63	0.9	0.66
		0°	0.35	0.62	0.63	0.64	0.91	0.82	1.21	0.69
		10°	0.27	0.54	0.54	0.53	0.8	0.69	1.06	0.54
		20°	0.26	0.52	0.52	0.52	0.77	0.67	1.02	0.52
		30°	0.32	0.56	0.57	0.6	0.83	0.74	1.12	0.64
		40°	0.41	0.61	0.65	0.68	0.88	0.84	1.26	0.82
		45°	0.46	0.63	0.72	0.76	0.92	0.89	1.84	0.92

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PHOTOMETRIC DIAGRAM

Isfootcandle plots for the KVLMLW50KLV3EX (Wattage set on 150W and CCT 5000K). Distances are in units of mounting height (30'). Please download IES files for other products photometric information.



FIXTURE DIMENSIONS AND WEIGHT

unit: inch/mm

80W / 100W / 120W / 150W Without Mounting Bracket	170W / 200W / 220W / 240W	240W / 260W / 280W / 310W
 14.721/374.1mm 11.77/298.0mm 3.127/79.3mm 13.347/338.8mm 2.587/65.6mm Net Weight: 7.2Lbs/3.29kgs	 16.329/414.9mm 11.77/298.0mm 3.127/79.3mm 14.907/378.8mm 2.587/65.6mm Net Weight: 9.1Lbs/4.14kgs	 21.487/545.2mm 11.77/298.0mm 3.127/79.3mm 20.07/508.8mm 2.587/65.6mm Net Weight: 11.3Lbs/5.12kgs
Square & Round Pole Mount		
 21.897/556.1mm 11.77/298.0mm 3.387/86.3mm 14.917/378.8mm 2.587/65.6mm Net Weight: 9.2Lbs/4.19kgs	 21.907/556.4mm 11.77/298.0mm 3.387/86.3mm 14.917/378.8mm 2.587/65.6mm Net Weight: 11.2Lbs/5.08kgs	 27.087/687.3mm 11.77/298.0mm 3.387/86.3mm 20.07/508.8mm 2.587/65.6mm Net Weight: 13.3Lbs/6.06kgs
Slip Fitter Mount		
 22.397/569.8mm 11.77/298.0mm 3.387/86.3mm 13.347/338.8mm 2.587/65.6mm Net Weight: 9.6Lbs/4.39kgs	 23.397/593.9mm 11.77/298.0mm 3.387/86.3mm 14.917/378.8mm 2.587/65.6mm Net Weight: 11.6Lbs/5.24kgs	 29.127/739.8mm 11.77/298.0mm 3.387/86.3mm 20.07/508.8mm 2.587/65.6mm Net Weight: 13.7Lbs/6.22kgs

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2016 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED: *AS*
ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026



3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025
BID/PERMIT 02/14/2025

REV. ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

TRASH
ENCLOSURE
DETAILS

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

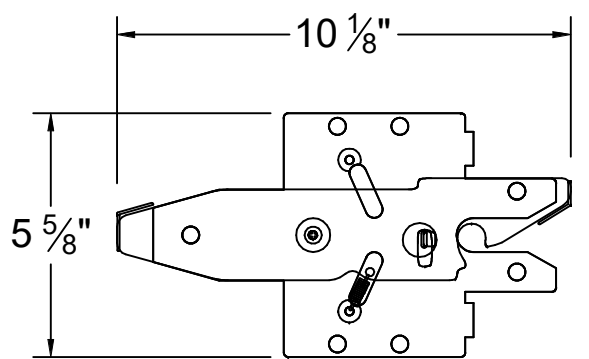
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3
A1.03

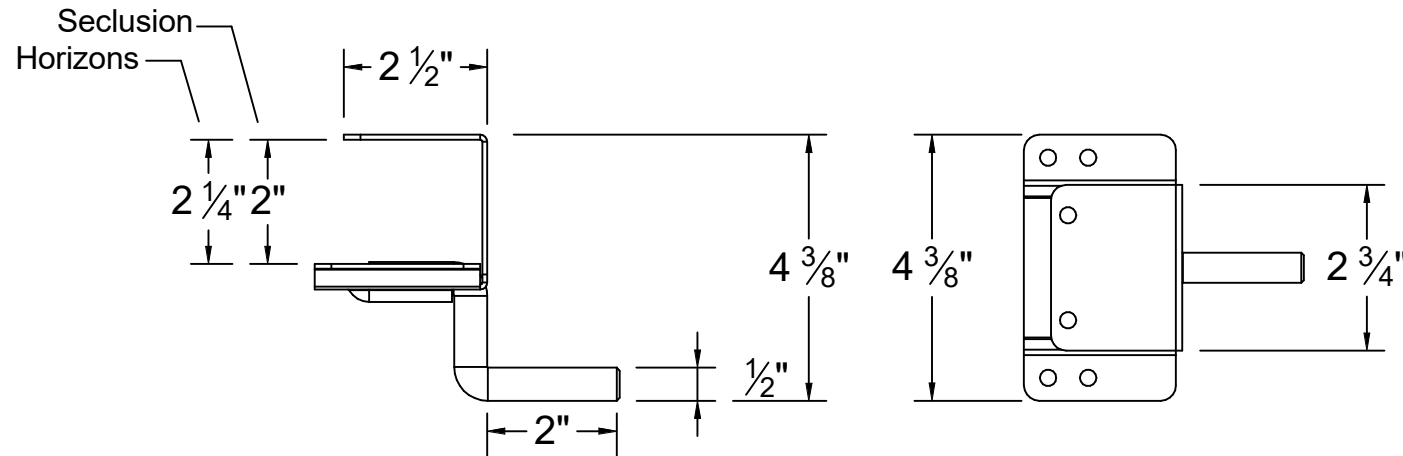
116

Trex® Seclusions®
SYSTEMS

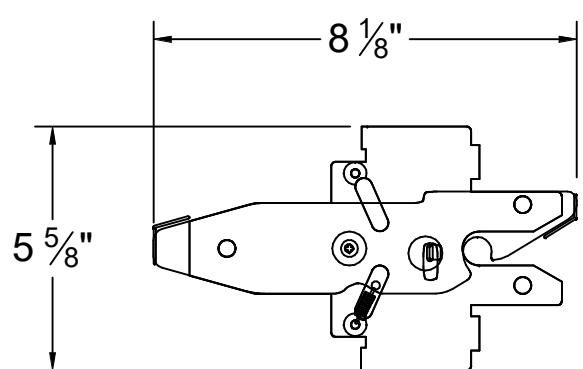
SINGLE GATE LATCH



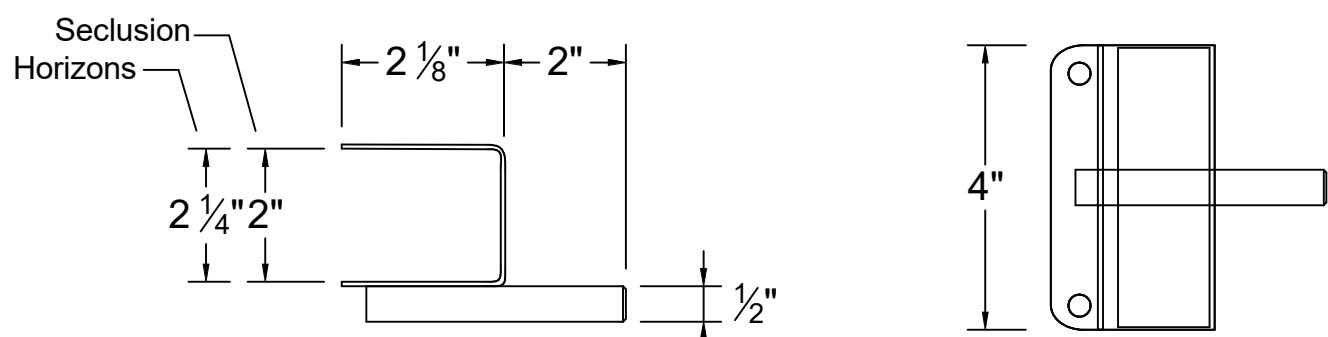
SINGLE GATE STRIKER



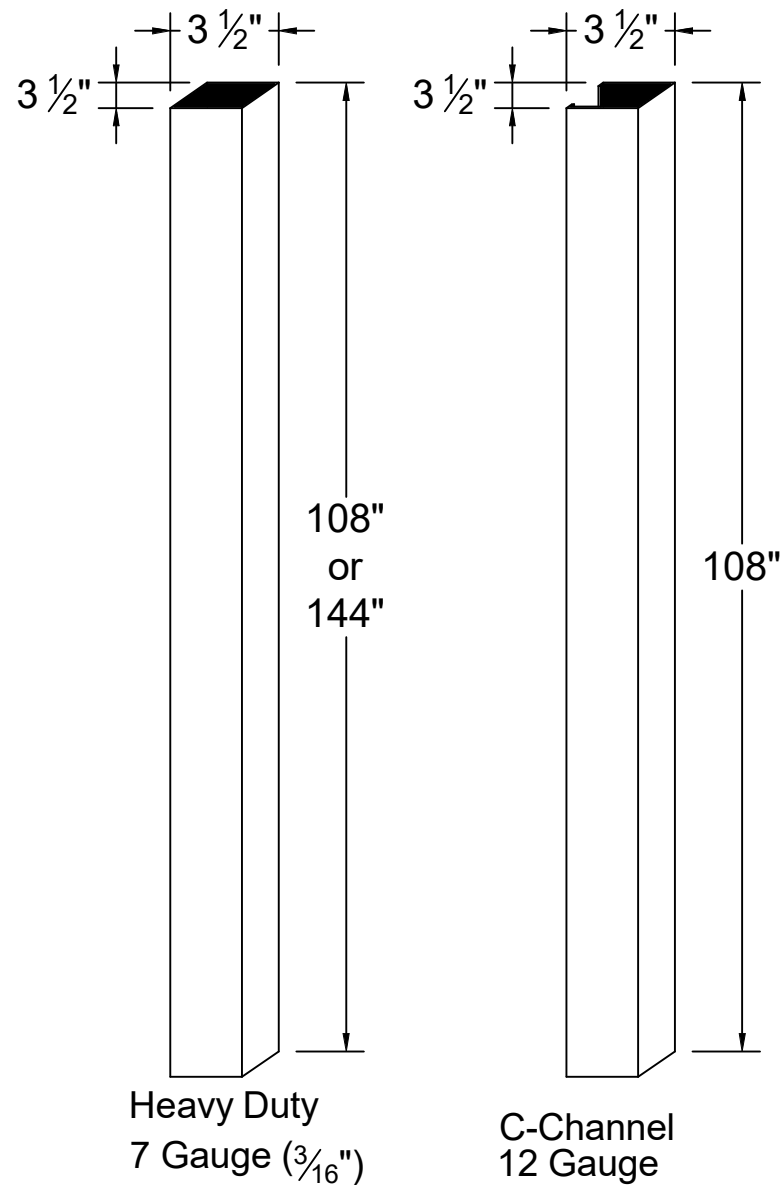
DOUBLE GATE LATCH



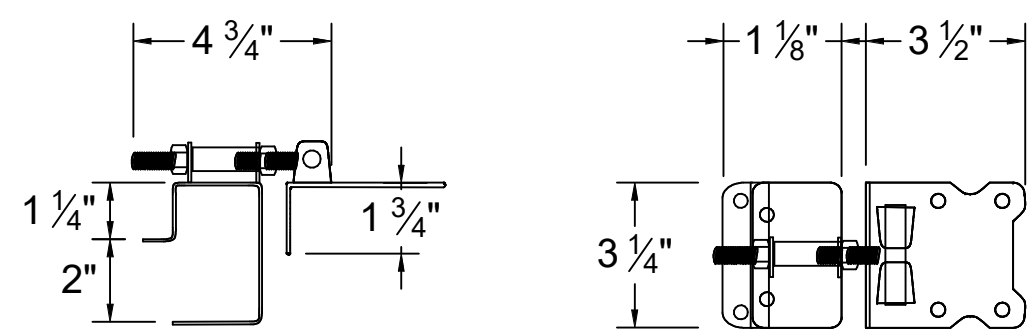
DOUBLE GATE STRIKER



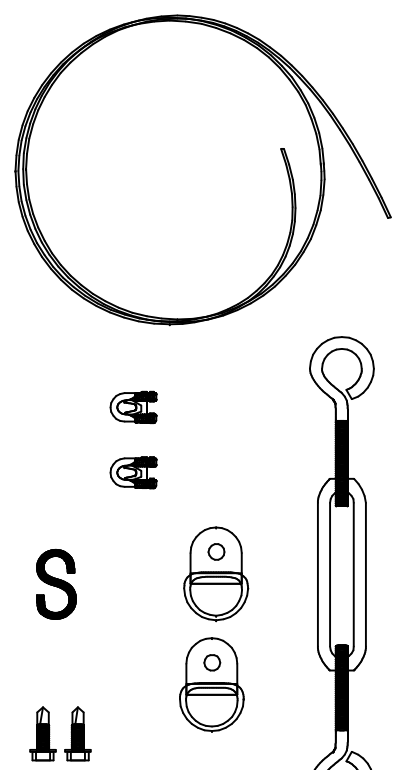
GALVANIZED STEEL GATE
POST STIFFENER



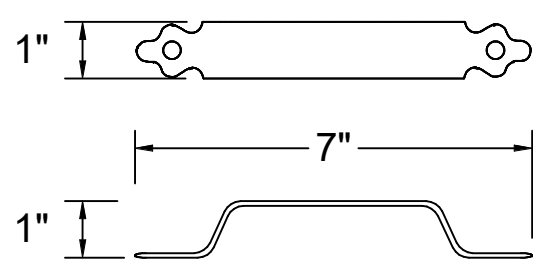
ADJUSTABLE HINGE



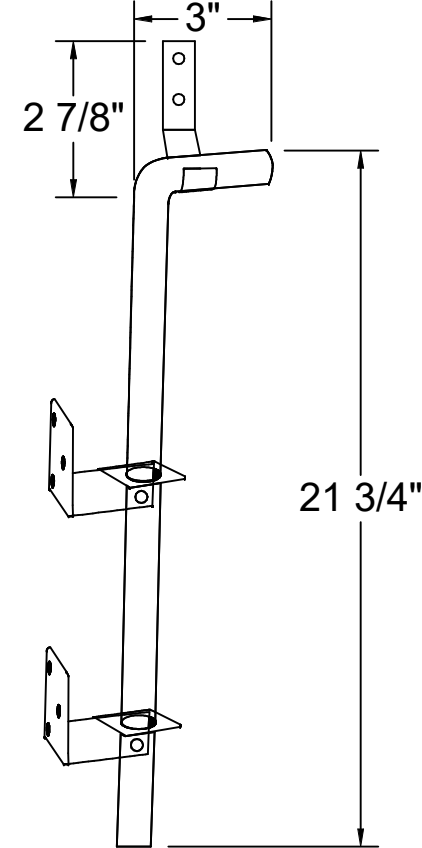
OPTIONAL:
ANTI-SAG CABLE KIT



GATE HANDLE



DROP ROD ASSEMBLY



NOTES:

1. ALL TREX GATE HARDWARE IS BLACK POWDER COATED STAINLESS STEEL.
2. #14 SELF-DRILLING SCREWS ARE INCLUDED WITH HARDWARE.
3. INSTALLATION TO BE COMPLETED PER MANUFACTURER'S SPECIFICATION.
4. REFER TO TrexFencingFDS.com FOR CONSTRUCTION DETAILS AND PRODUCT INFORMATION.
3. DRAWING NOT TO SCALE.

010923

Trex® Fencing
SYSTEMS

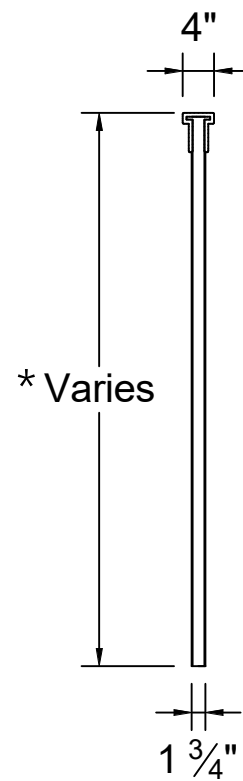
FDS
FENCE
DISTRIBUTORS

543 E. 600 S. Provo, UT 84606
1-877-700-8739 - TrexFencingFDS.com
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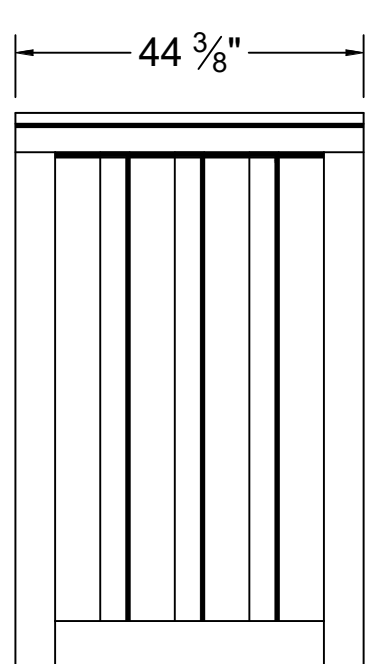
115

Trex® Seclusions®
SYSTEMS

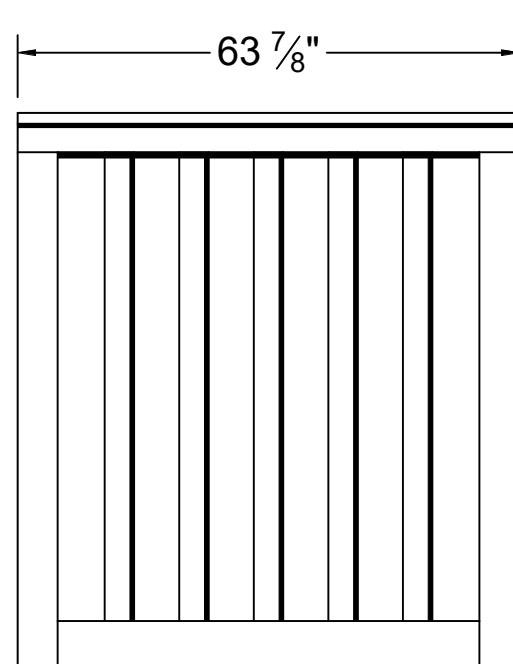
SIDE VIEW



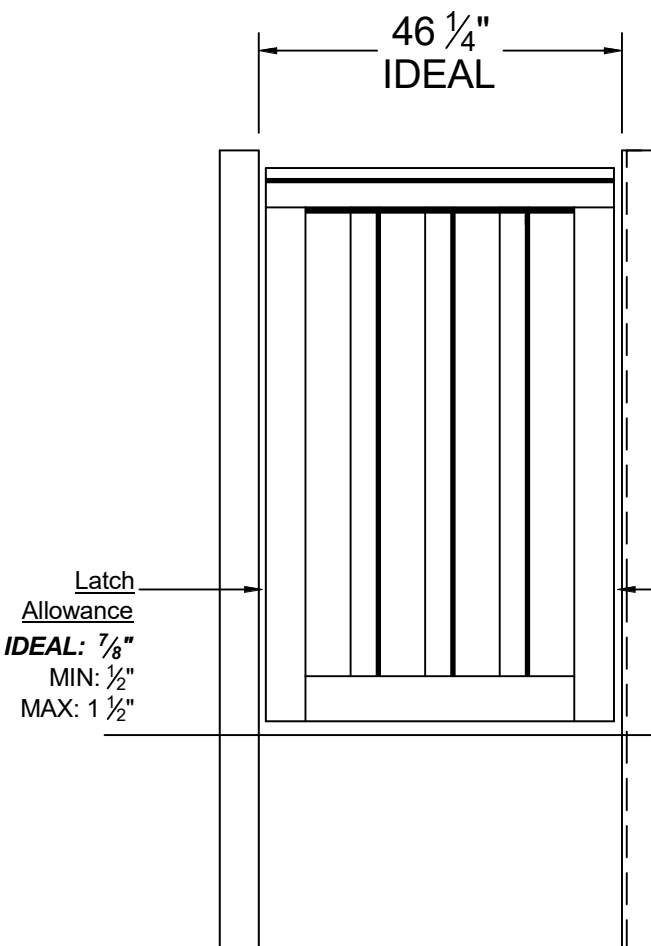
STANDARD PANEL



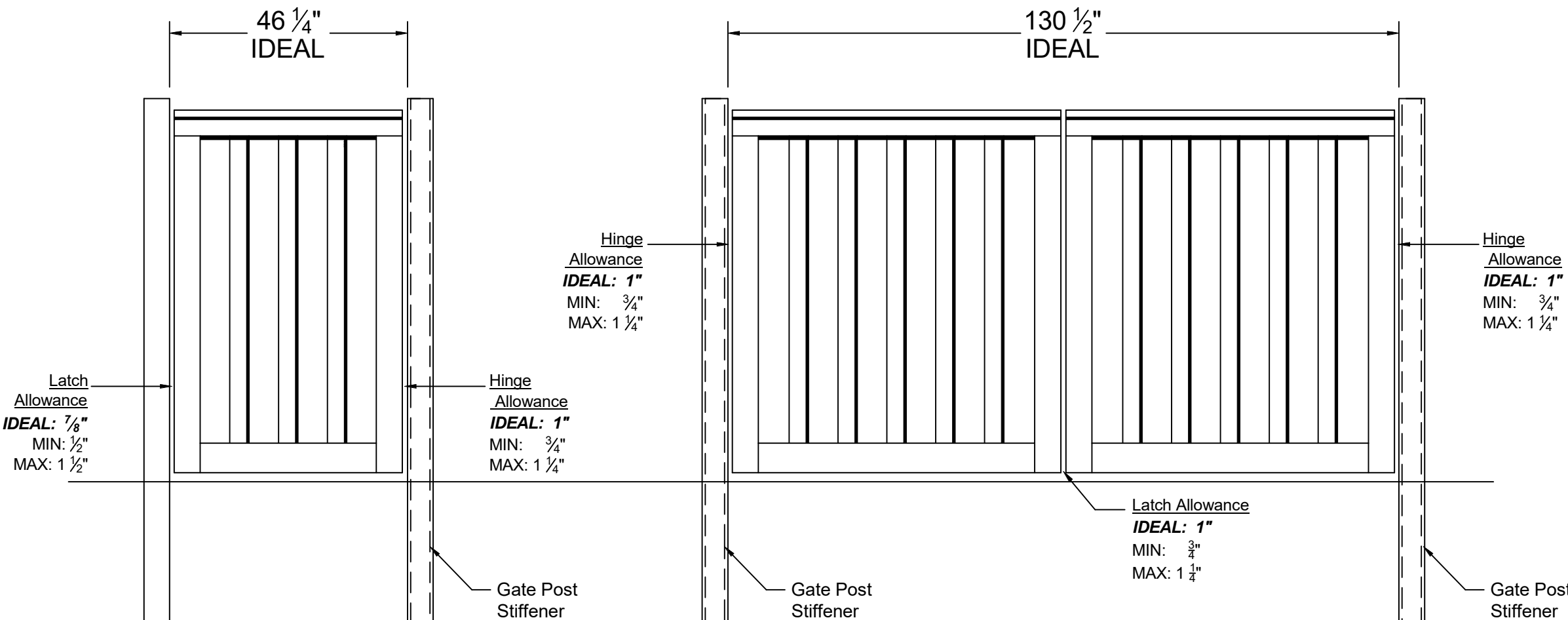
LARGE PANEL



SINGLE GATE OPENING



DOUBLE GATE OPENING



*

3'	34 1/2"
4'	46 1/2"
5'	58 1/2"
6'	70 1/2"
7'	82 1/2"
8'	94 1/2"

NOTES:

1. GATES ARE BUILT WITH A WELDED INTERNAL 1 1/4" SQUARE (16 GA.) GALVANIZED STEEL FRAME.
2. REFER TO TREX FENCING GATE HARDWARE SHEET FOR HARDWARE SPECIFICATIONS.
3. INSTALLATION TO BE COMPLETED PER MANUFACTURER'S SPECIFICATION.
4. REFER TO TrexFencingFDS.com FOR CONSTRUCTION DETAILS AND PRODUCT INFORMATION.
5. DRAWING NOT TO SCALE.

010923

Trex® Fencing
SYSTEMS

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A B C D E F G H I J
K L M N O P Q R S
T U V W X Y Z 1 2
3 4 5 6 7 8 9 0

a

a

a

a

Legend Height

Arrow Size

a

6' (1.8 m)

Small

2.9 (74)

8' (2.4 m)

Large

3.8 (96)

The space between adjacent letters or numerals should be approximately 3 (75) for 6' (1.8 m) legend and 4 (100) for 8' (2.4 m) legend.

LETTER AND ARROW GRID SCALE

TYPICAL PAVEMENT MARKINGS

STANDARD 780001-05

Illinois Department of Transportation

APPROVED January 1, 2015

ENGINEER OF OPERATIONS

APPROVED January 1, 2015

ENGINEER OF DESIGN AND ENVIRONMENT

86-1-1 (02/08)

Direction of View

24' (600)

4' (1.2 m)

10' (3 m)

33' (838)

33' (838)

5'-9" (1.75 m)

8' (2.4 m)

9' (2.7 m)

24' (600)

20'

Edge of Pavement

LANE-REDUCTION ARROW

Right lane-reduction arrow shown.
Use mirror image for left lane.

20' (6 m); urban
50' (15 m); rural
(between arrow and word or between words)

ONLY

8' (1.8 m); urban
8' (2.4 m); rural

WORD AND ARROW LAYOUT

30' (750)

16'-6" (5 m)

8' (240)

10' (3 m)

30' (750)

WRONG WAY ARROW

36' (914)

3'-4" (1.04 m)

INTERNATIONAL SYMBOL OF ACCESSIBILITY

3'-4" (1.0 m)

8'-0" (2.4 m)

3'-4" (1.0 m)

SHARED LANE SYMBOL

8'-0" (2.4 m)

3'-4" (1.0 m)

BIKE SYMBOL
(Arrow is optional.)

TYPICAL PAVEMENT MARKINGS

STANDARD 780001-05

Illinois Department of Transportation

APPROVED January 1, 2015

ENGINEER OF OPERATIONS

APPROVED January 1, 2015

ENGINEER OF DESIGN AND ENVIRONMENT

86-1-1 (02/08)

1 PAVEMENT MARKING DETAILS
1/2" = 1'-0"

QARGO COFFEE

THE HOH GROUP, INC.
ARCHITECTS | ENGINEERS
623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE, MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2016 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED:

ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026

LICENSED ARCHITECT/ENGINEER

AMER SASSILA
001-024865

STATE OF ILLINOIS

ANTHONY A. FITZPATRICK
062-05413
REGISTERED PROFESSIONAL ENGINEER OF ILLINOIS

EXPIRES 11/30/2025

3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025

REV. BID/PERMIT 02/14/2025

ISSUE DESCRIPTION DATE

QARGO COFFEE INTERIOR BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

PAVEMENT STRIPING DETAILS

DESIGN BY: QARGO

DRAWN BY: JT

CHECKED BY: AS

SHEET NO.

3

 A1.04

Page 439 of 525

STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT CODE ENFORCEMENT AND 2018 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED: *AS*
ARCHITECT/ENGINEER
ILLINOIS REGISTRATION NO.: 001-024865
DATE: 11/30/2026



3	PERMIT REVIEW RESPONSE #3 (SUP)	06/30/2025
REV.	BID/PERMIT	02/14/2025
	ISSUE DESCRIPTION	DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

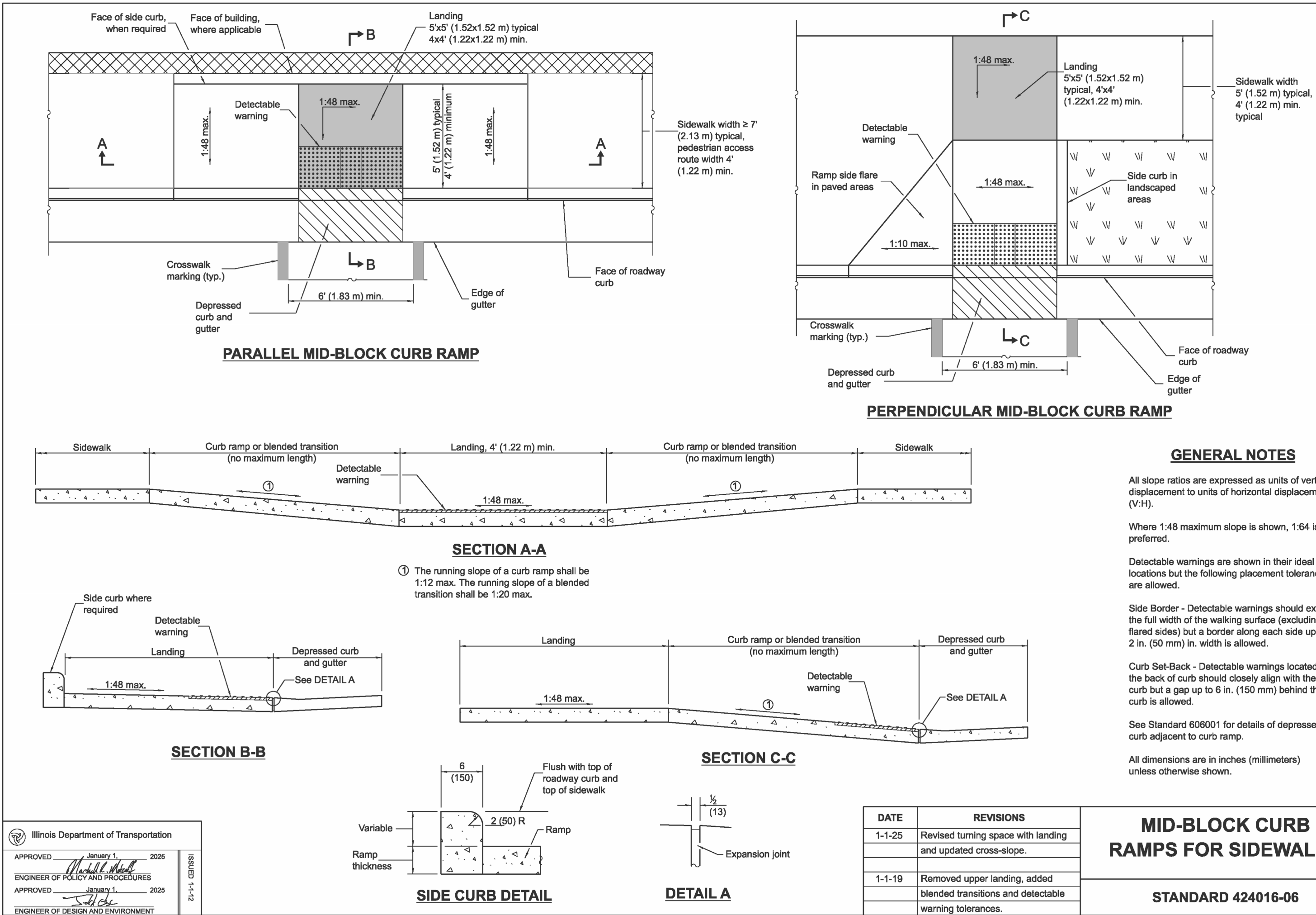
PROJECT NO. 5892

ADA CURB
DETAILS

DESIGN BY: QARGO
DRAWN BY: JT
CHECKED BY: AS

SHEET NO.

3
A1.05



THE HOH GROUP, INC.

ARCHITECTS | ENGINEERS

623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

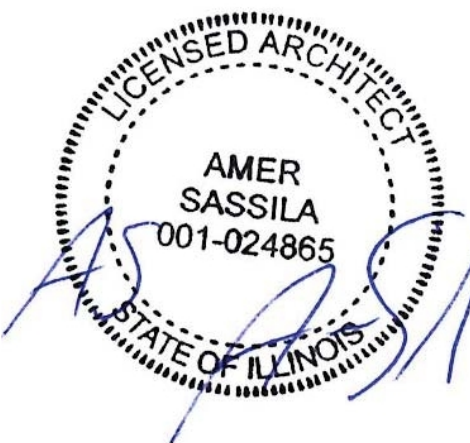
STATEMENT OF COMPLIANCE

I HAVE PREPARED OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS. I STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE 2015 INTERNATIONAL BUILDING CODE, MANDATED BY THE VILLAGE OF ARLINGTON HEIGHTS BUILDING DEPARTMENT, CODE ENFORCEMENT AND 2016 THE ILLINOIS ACCESSIBILITY CODE, 71 ILCS ADM. CODE 400.

SIGNED: *AS*
ARCHITECT/ENGINEER

ILLINOIS REGISTRATION NO.: 001-024865

DATE: 11/30/2026



Anthony A. Fitzpatrick

EXPIRES 11/30/2025

4 PERMIT REVIEW RESPONSE #4 (SUP) 8/15/2025
3 PERMIT REVIEW RESPONSE #3 (SUP) 06/30/2025
RD PERMIT 02/14/2025

REV. ISSUE DESCRIPTION DATE

QARGO COFFEE
INTERIOR
BUILDOUT

4 W RAND RD, ARLINGTON HEIGHTS, IL 60004

PROJECT NO. 5892

MUTC SIGN
DETAILS & ID
DESIGNATION

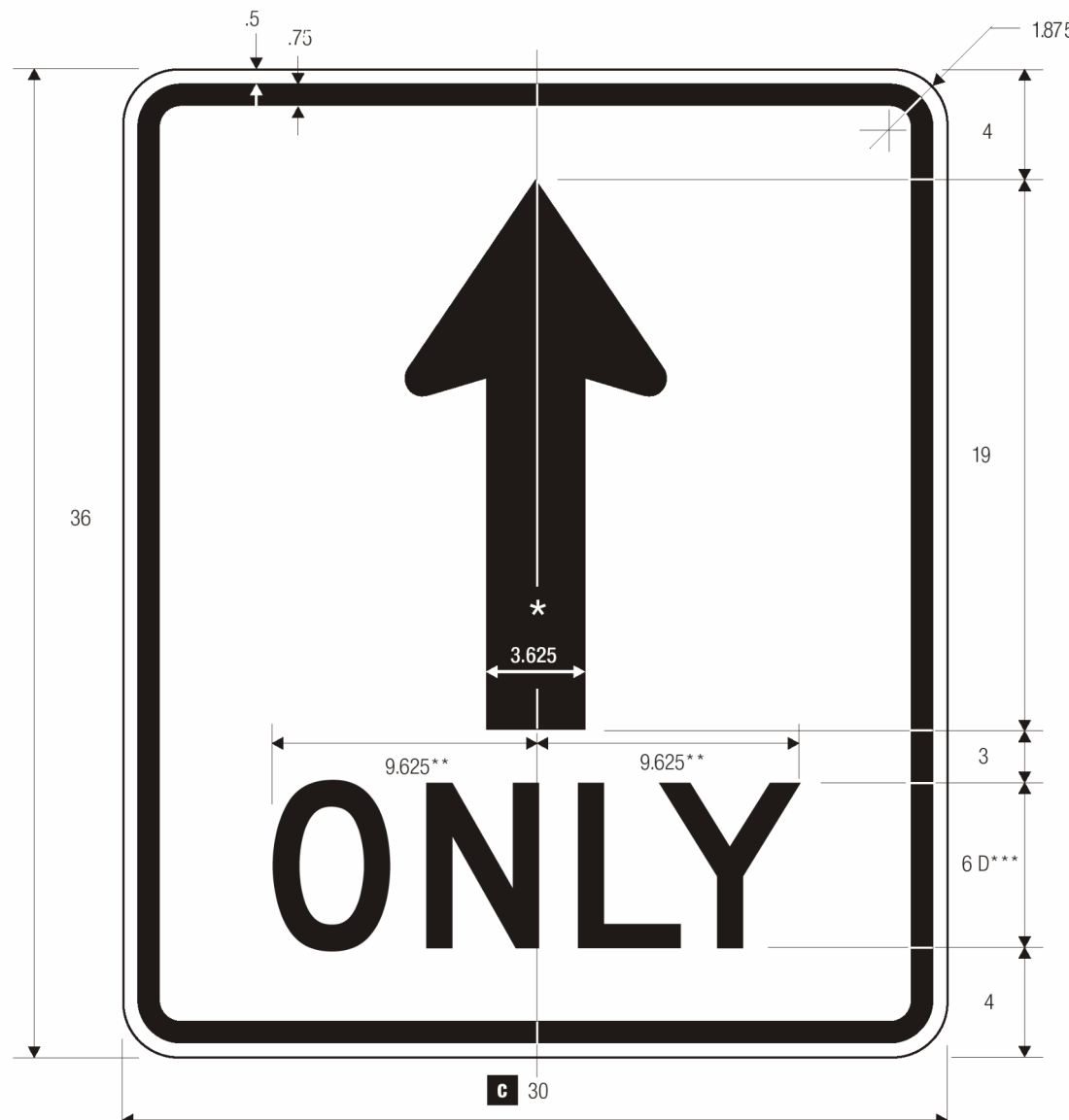
DESIGN BY: QARGO

DRAWN BY: JT

CHECKED BY: AS

SHEET NO.

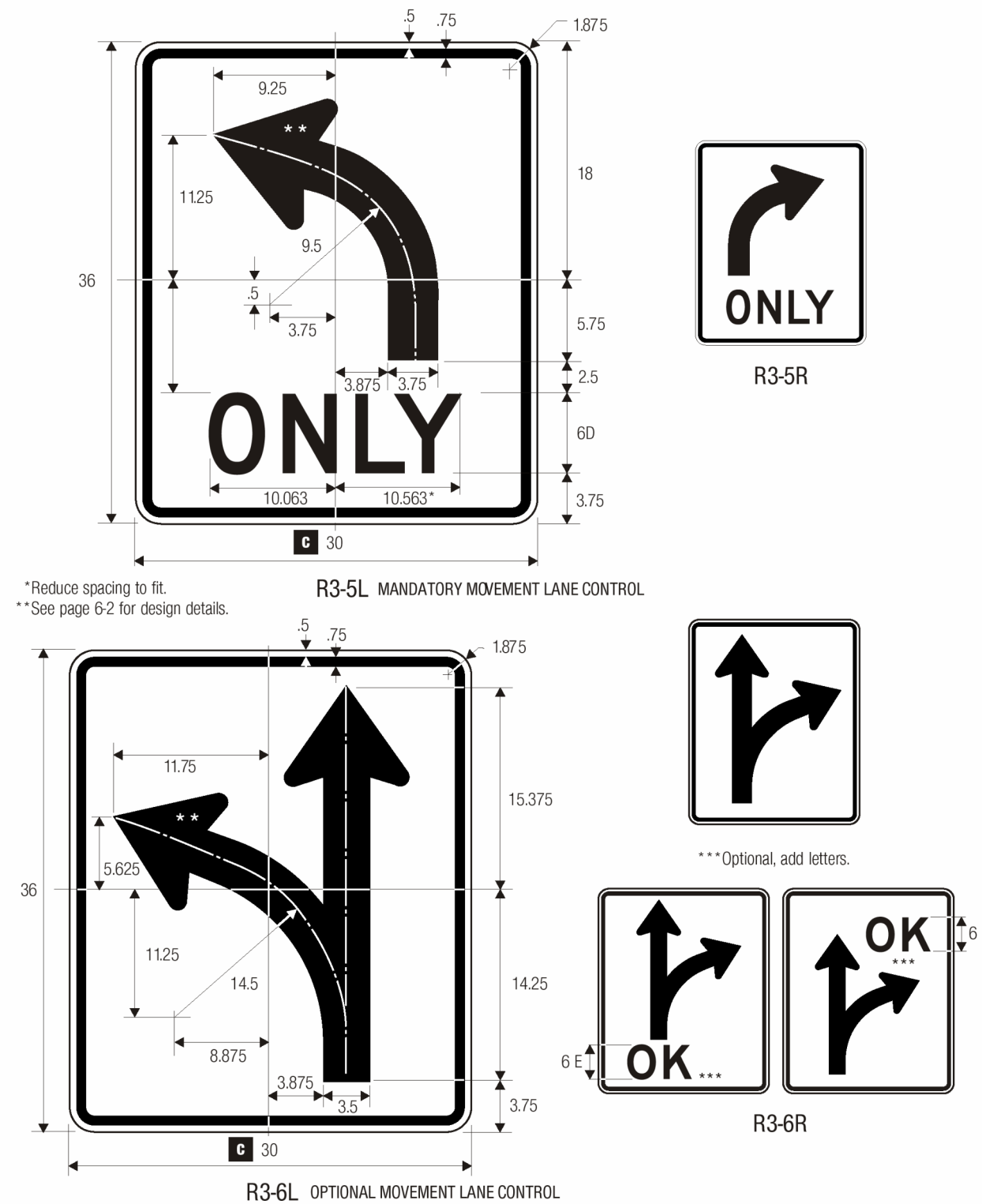
3 A1.06



R3-5a
MANDATORY MOVEMENT LANE CONTROL

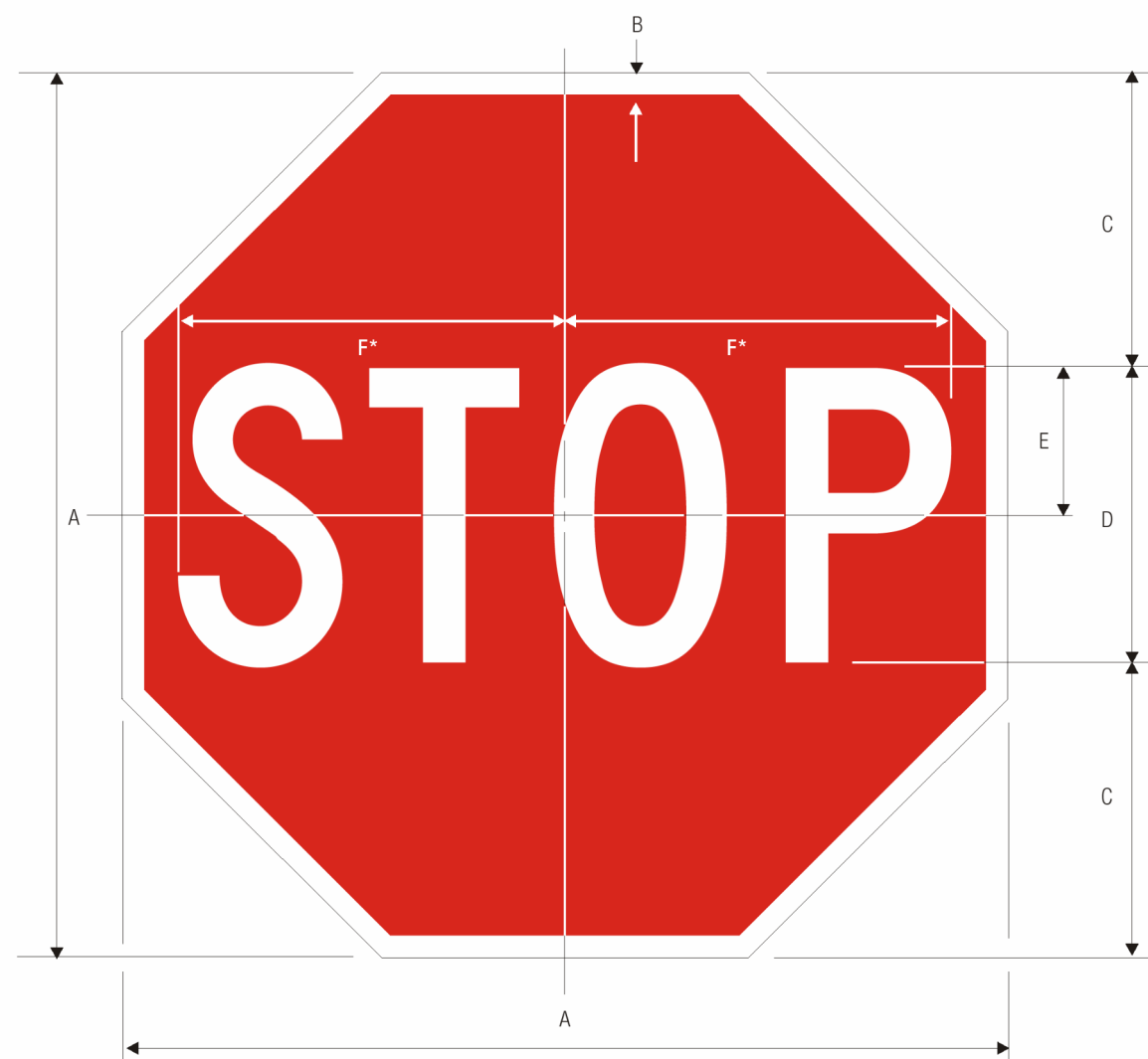
COLORS: LEGEND — BLACK
BACKGROUND — WHITE (RETROREFLECTIVE)

1-28



COLORS: LEGEND — BLACK
BACKGROUND — WHITE (RETROREFLECTIVE)

1-27



R1-1
STOP

A	B	C	D	E	F
18	.375	6	6 C	3	7.75
24	.625	8	8 C	4	10
30	.75	10	10 C	5	12.5
36	.875	12	12 C	6	15
48	1.25	16	16 C	8	20

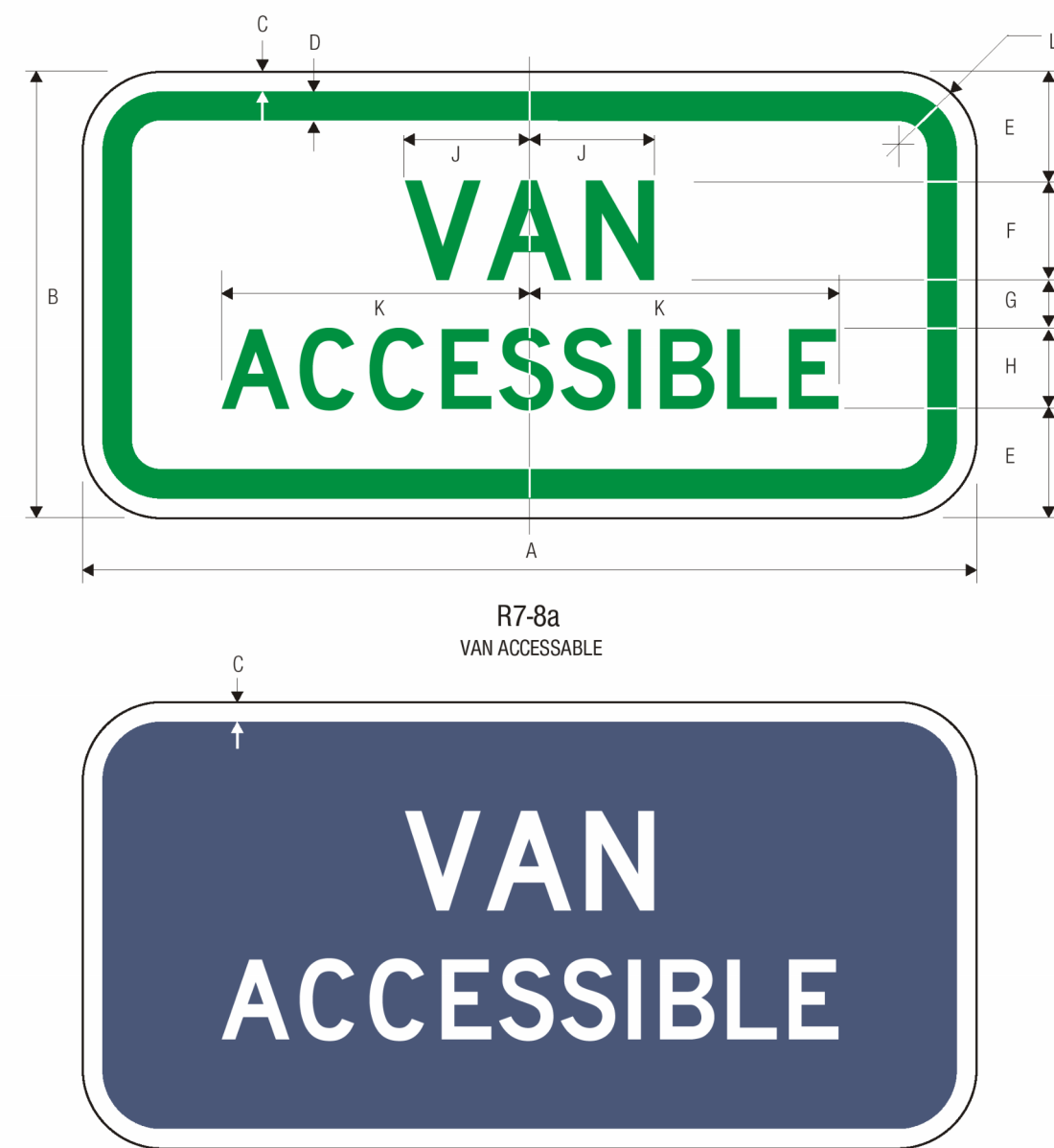
COLORS: LEGEND — WHITE (RETROREFLECTIVE)
BACKGROUND — RED (RETROREFLECTIVE)

1-1



04/14/05

1-92



R7-8b
VAN ACCESSIBLE

A	B	C	D	E	F	G	H	J	K	L
12	6	.375	.438	1.5	1.5 D	.5	1 D	1.871	3.859	1.5
18	9	.375	.438	2.25	2 D	1	1.5 D	2.493	5.784	1.5

PARKING APPLICATION

COLORS: LEGEND — GREEN (RETROREFLECTIVE) OR BLACK
BACKGROUND — WHITE (RETROREFLECTIVE)

DIRECTIONAL APPLICATION

COLORS: LEGEND — WHITE (RETROREFLECTIVE)
BACKGROUND — BLUE (RETROREFLECTIVE)

1-93



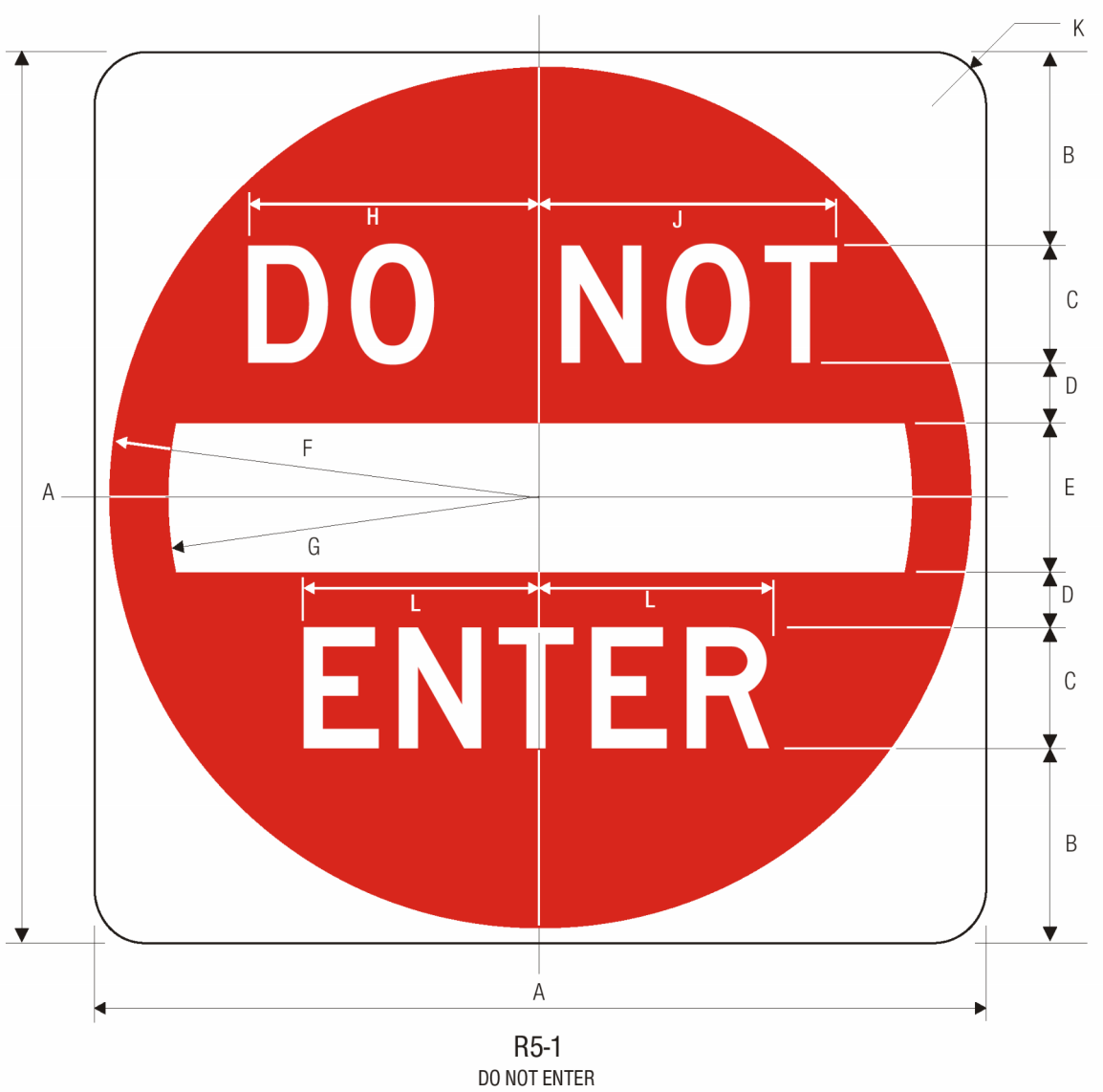
R6-2R
ONE WAY

A	B	C	D	E	F	G	H	J	K	L	M
12	16	.375	.375	2	3 D	1.5	3	3.5	3.722	3.664	3.717
18	24	.375	.625	2.5	5 D	1.5	4.5	5.5	6.244	6.124	6.044
24	30	.375	.625	3	6 D	1.875	6.063	7.063	7.485	7.285	7.325
36	48	.625	.875	4.75	10 D	3.25	9.5	10.5	12.369	12.249	12
48	60	.75	1.25	6	12 D	4	12	14	15	14.571	14.811

N	P	Q	R	S
3.943	3.75	4	1.5	1.5
6.805	6	6.805	2.25	1.5
8.286	8.286	8.926	3	1.5
13.530	13.250	14.290	5	2.25
16.252	16.572	17.853	6	3

COLORS: LEGEND — BLACK
BACKGROUND — WHITE (RETROREFLECTIVE)

1-87

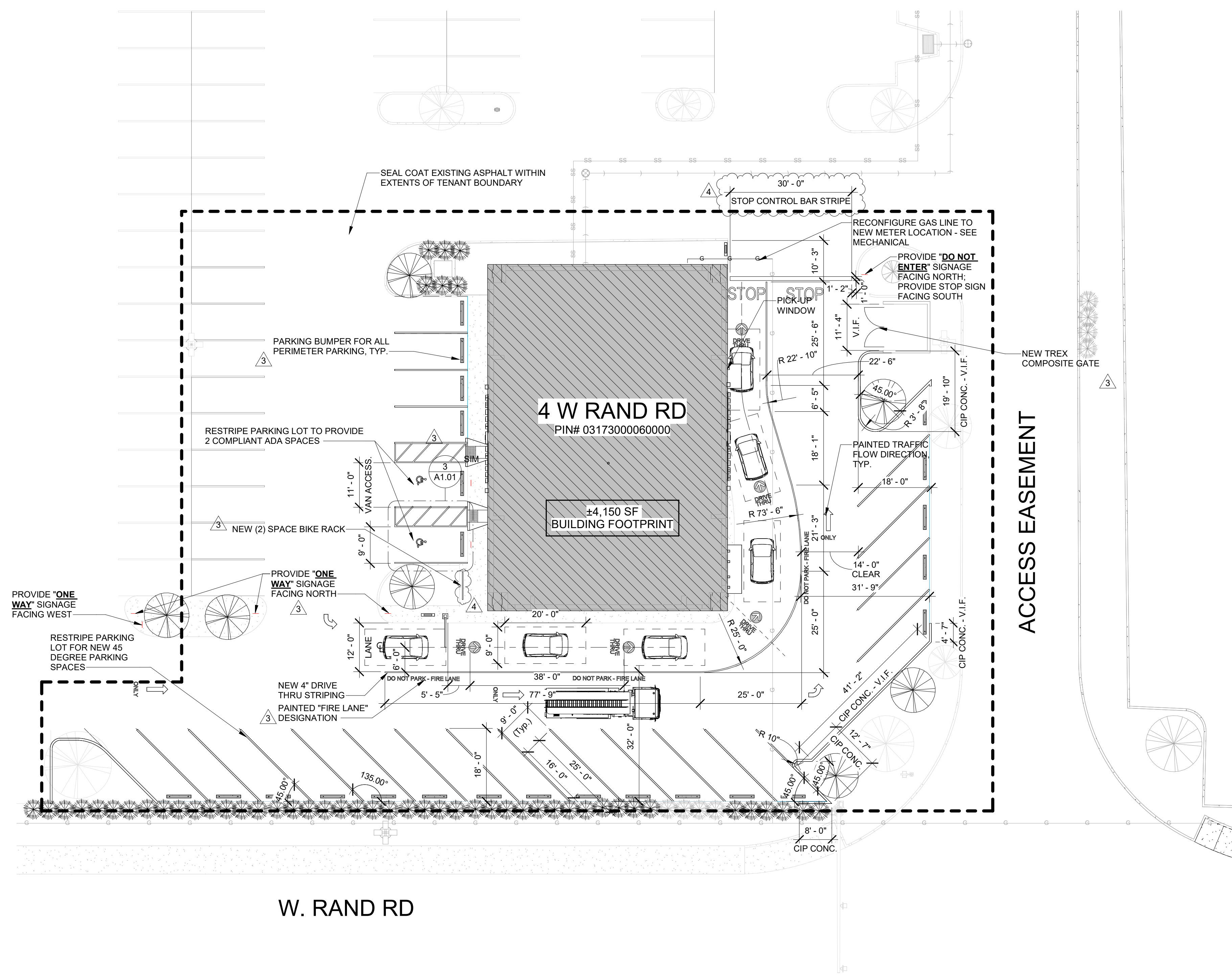
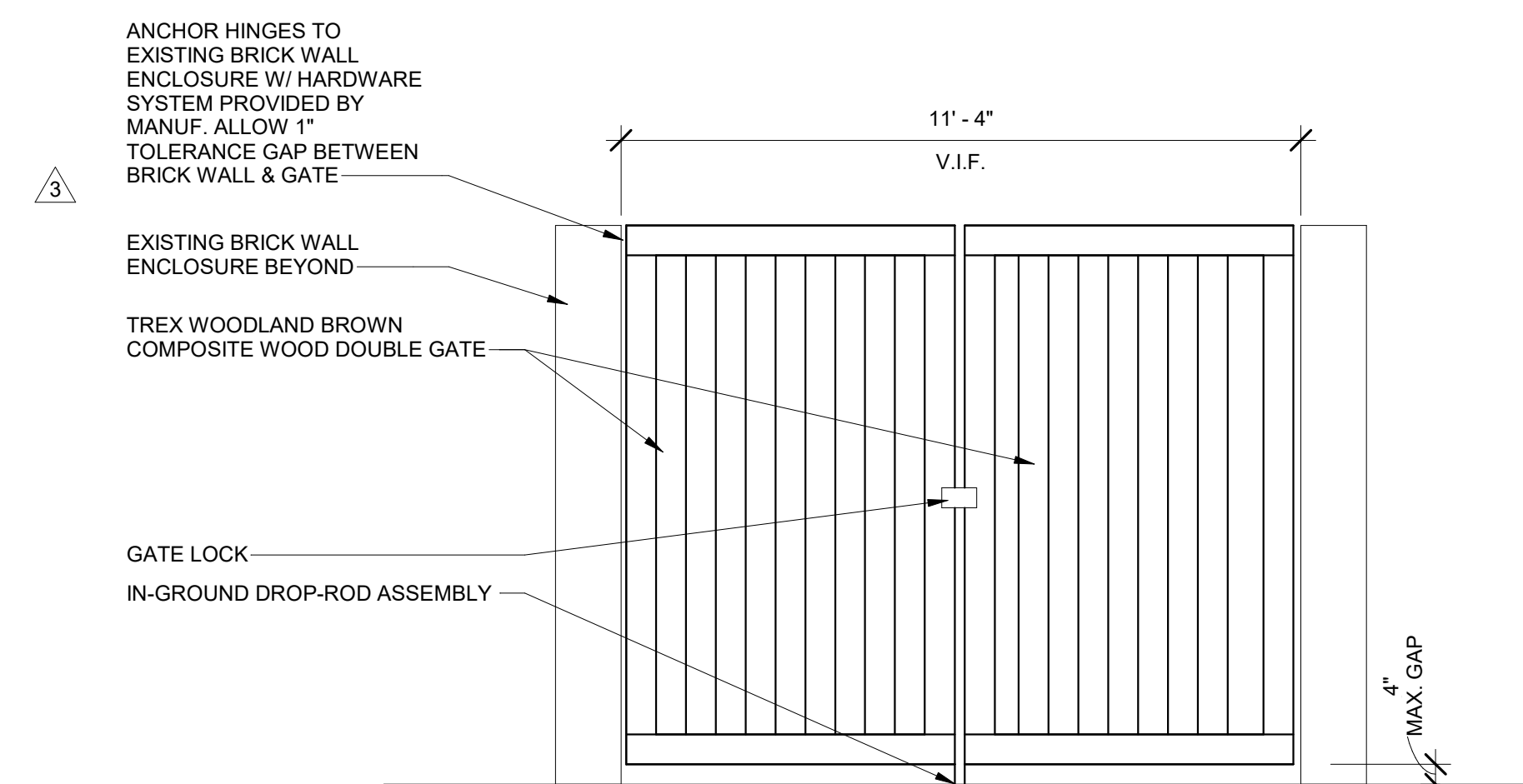
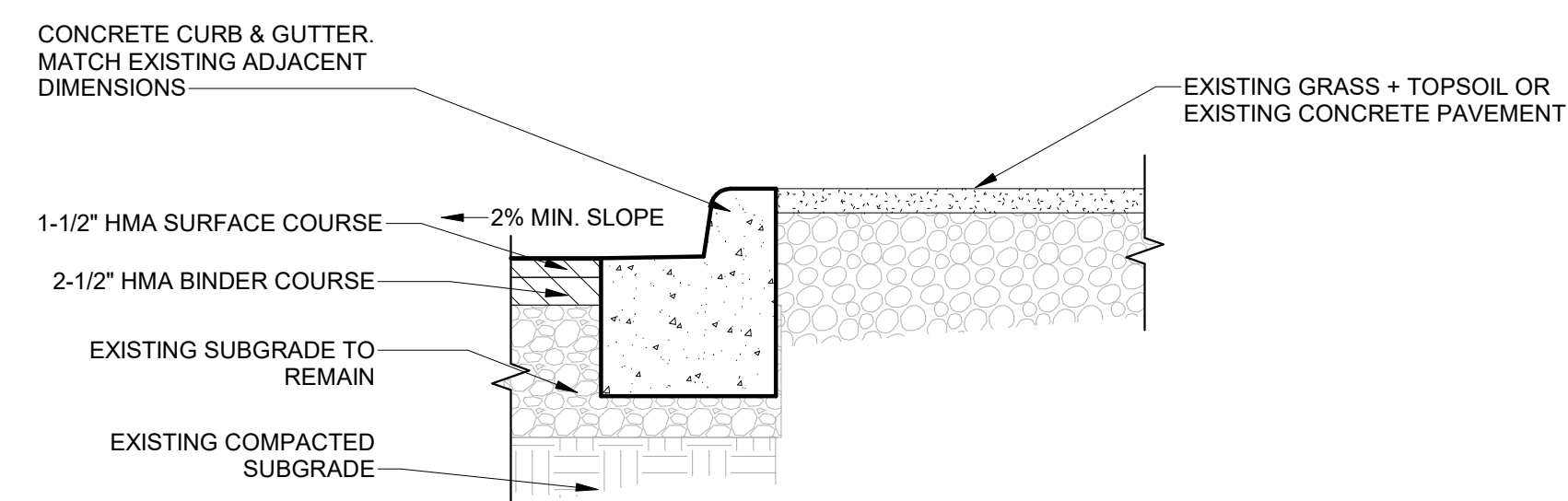
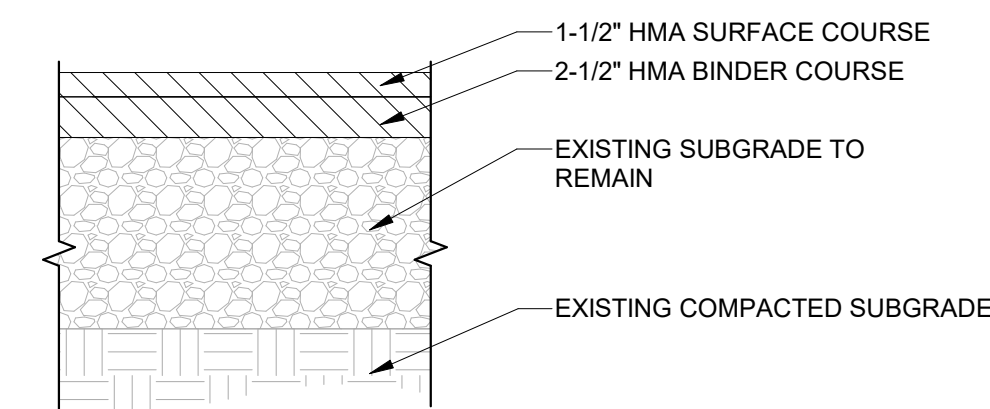
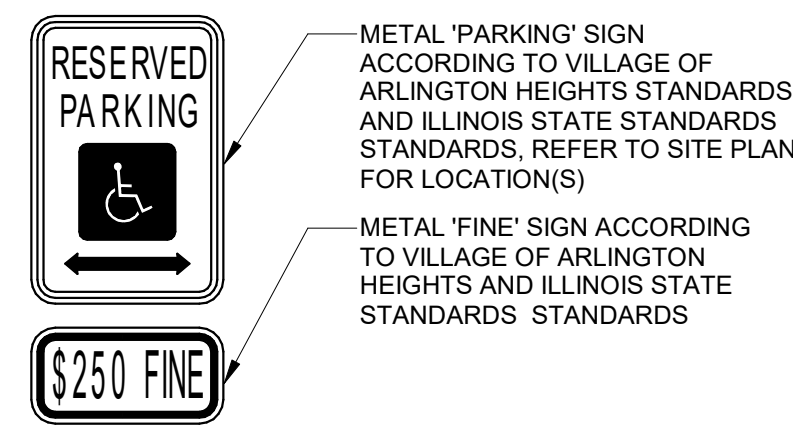
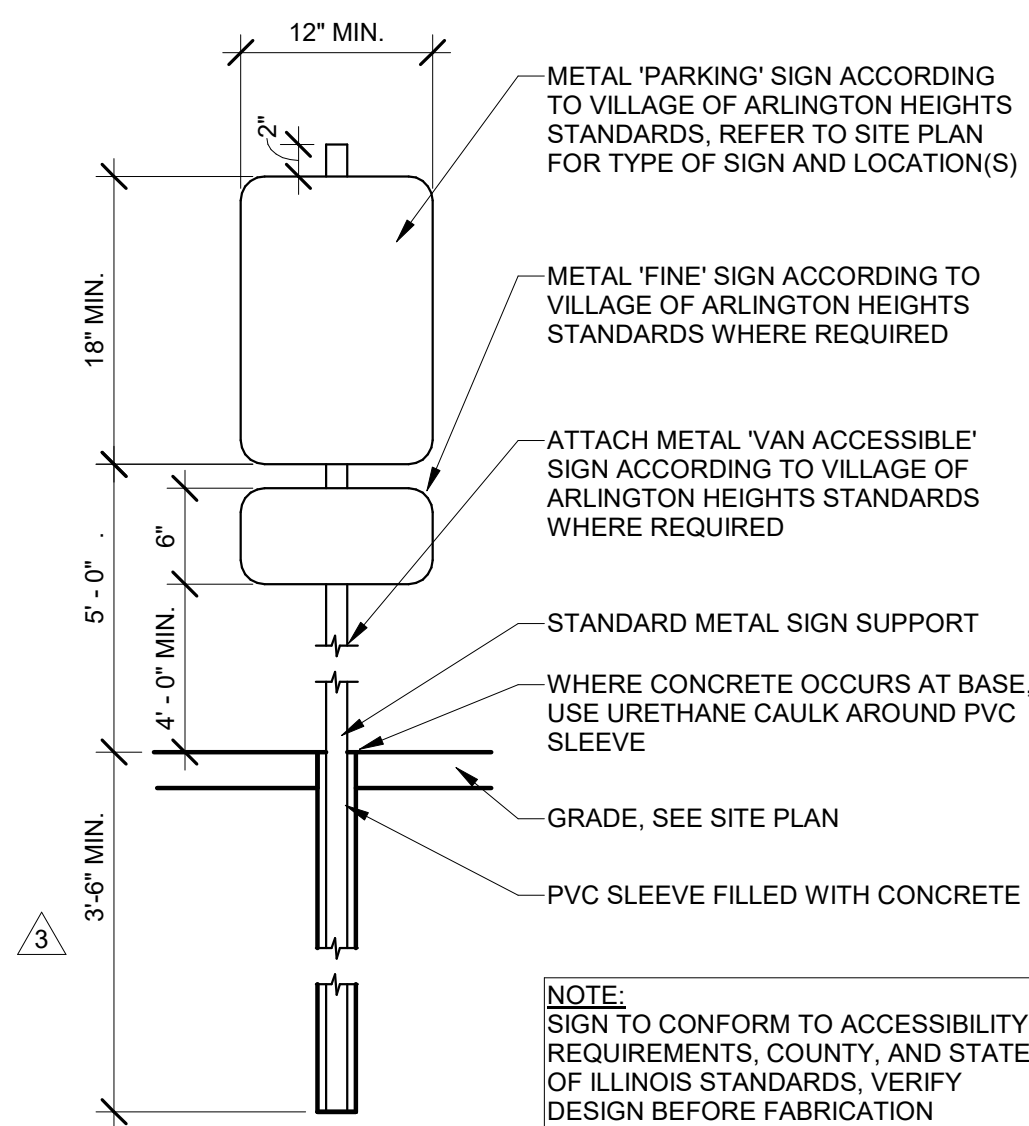
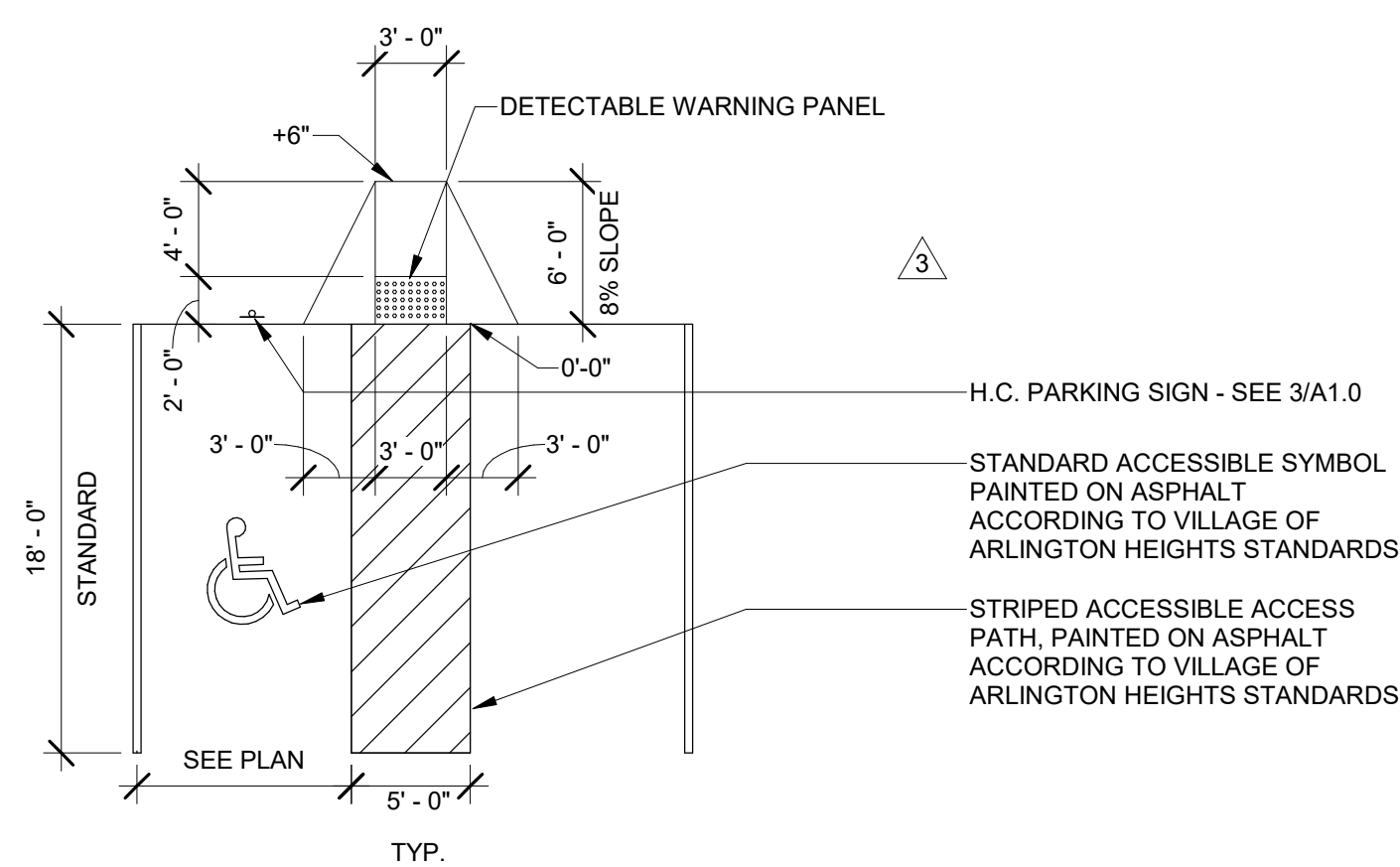


R5-1
DO NOT ENTER

A	B	C	D	E	F	G	H	J	K	L
30	6.5	4 D	2	5	14.5	12.5	9.75	10	1.875	7.875
36	7.5	5 D	2.5	6	17.5	15	12	12.375	2.25	9.813
48	11	6 D	3	8	23.5	20	14.5	15	3	11.75

COLORS: SYMBOL — RED (RETROREFLECTIVE)
LEGEND & BACKGROUND — WHITE (RETROREFLECTIVE)

1-73



Page 442 of 525



Village of Arlington Heights
Interoffice Memorandum

To: Michael Lysicatos, Assistant Director of Planning & Community
From: Ron Weber, AIA, MCP - Director Building & Life Safety
Elliot Eldridge, CBO - Assistant Building Official
Department: Building & Life Safety Department
Project: PCA00023-2024 - Qargo Coffee, 4 W Rand Rd. - PUD
Amendment and Special Use Permit for a restaurant with a
drive-thru
Review Round: Round 1 Review
Date: December 18, 2024

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING?

	YES	NO
1. VILLAGE BUILDING CODE	☒	☐
2. PRESENT ZONING USE	☐	☐
3. REQUESTED ZONING USE	☐	☐
4. SUBDIVISION REQUIRED	☐	☐
5. SIGN CODE	☐	☐

6. GENERAL COMMENTS:

The Building & Life Safety Department has reviewed the Project's Background, the Applicant's Response Letter, the Preliminary Architecture Drawings, and the Renderings dated 11/20/2024, and have no objections to the above referenced PUD Amendment and Special Use Permit for a restaurant with a drive-thru.

Supervisor



-Village of Arlington Heights
Interoffice Memorandum

To: Planning Staff Liaison
From: Nanci Julius, P.E., Senior Civil Engineer
Department: Public Works & Engineering Department
File Number: PCA00023-2024
Project: Qargo Coffee, 4 W Rand Road
Review Round: Round 1
Date: January 6, 2025

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING?

1. PUBLIC IMPROVEMENTS REQUIRED:

	YES	NO	COMMENTS
a. Underground Utilities			
i. Water.....	☐	☒	_____
ii. Sanitary Sewer	☐	☒	_____
iii. Storm Sewer.....	☐	☒	_____
b. Surface Improvement			
i. Pavement	☐	☒	_____
ii. Curb & Gutter.....	☐	☒	_____
iii. Sidewalks.....	☐	☒	_____
iv. Street Lighting.....	☐	☒	_____
c. Easements			
i. Utility & Drainage....	☐	☒	_____
ii. Access.....	☐	☒	_____

2. PERMITS REQUIRED OTHER THAN VILLAGE

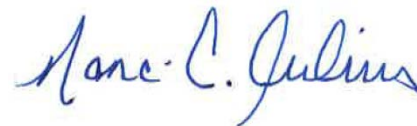
a. MWRDGC.....	☒	d. IEPA.....	☐
b. IDOT.....	☐	e. CCHD.....	☐
c. ARMY CORP...	☐	f. OTHER.....	☐ _____

3. R.O.W. DEDICATIONS..... YES ☐ NO ☒ _____
4. SITE PLAN ACCEPTABLE..... YES ☐ NO ☒ _____
5. PRELIMINARY PLATE ACCEPTABLE..... YES ☐ NO ☐ N/A _____
6. TRAFFIC STUDY ACCEPTABLE..... YES ☒ NO ☐ _____
7. STORMWATER DETENTION REQUIRED..... YES ☐ NO ☒ _____
8. CONTRIBUTION ORDINANCE EXISTING..... YES ☐ NO ☒ _____
9. FLOOD PLAIN OR FLOODWAY EXISTING... YES ☐ NO ☒ _____
10. WETLAND EXISTING..... YES ☐ NO ☒ _____

ADDITIONAL COMMENTS ARE ATTACHED.

PLAN COMMISSION PCA00023-2024
Qargo Coffee
4 W Rand Road
Round 1

11. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
12. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:
- Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection: Transverse_Mercator
False_Easting: 984250.00000000
False_Northing: 0.00000000
Central_Meridian: -88.33333333
Scale_Factor: 0.99997500
Latitude_Of_Origin: 36.66666667
Linear Unit: Foot_US
Geographic Coordinate System: GCS_North_American_1983
Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree
13. When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.
14. Provide an exhibit to engineering scale showing the turning path of the Fire Department's responding vehicle, in this case Engine 114. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.
15. If an exterior grease trap is required for the change in use for the building, an MWRD permit will be required.
16. Staff concurs with KLOA's recommendation to provide:
- a) Wayfinding signage to guide vehicles to the entrance of the drive-through lane.
 - b) Vehicles exiting the drive-through lane should be under stop sign control.
 - c) Provide a "Do Not Enter" sign placed at the exit of the drive-through lane facing north.



Nanci C. Julius, P.E.
Village Engineer

January 6, 2025

Date

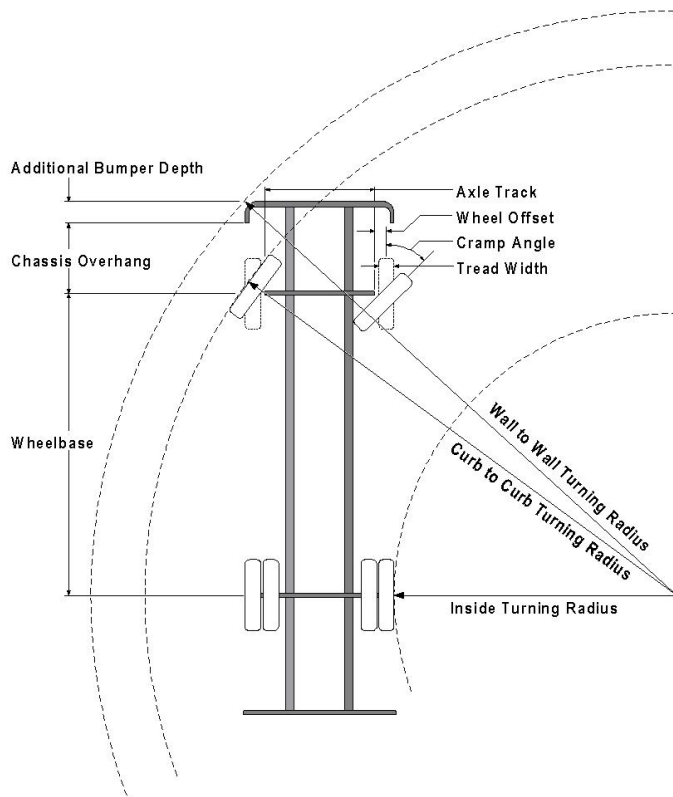


Turning Performance Analysis

01/13/2019

Bid Number: 624
Department: Arlington Heights, IL

Chassis: Velocity Chassis (Big Block), 2010
Body: Pumper, Medium, Aluminum, 2nd Gen



Parameters:

*Inside Cramp Angle:	45°
Axle Track:	81.92 in.
Wheel Offset:	4.68 in.
Tread Width:	17.7 in.
Chassis Overhang:	78 in.
Additional Bumper Depth:	26 in.
Front Overhang:	104 in.
Wheelbase:	201.5 in.

Calculated Turning Radii:

Inside Turn:	15 ft. 6 in.
Curb to curb:	30 ft. 0 in.
Wall to wall:	35 ft. 5 in.

Category	Option	Description
Axle, Front, Custom	0648752	Axle, Front, Dana, D2200, 22,800 lb
Wheels, Front	0019611	Wheels, Front, Alcoa, 22.50" x 12.25", Aluminum, Hub Pilot
Tires, Front	0521238	Tires, Front, Michelin, XFE (wb), 425/65R22.50, 20 ply
Bumpers	0600986	Bumper, 26" Extended, Under Slung, Painted, Xlays/Trays, 12" H, Imp/Vel

Notes:

*Actual Inside cramp angle may be less than shown.

Curb to Curb turning radius calculated for 9.00 inch curb.

Definitions:	
Inside CrampAngle	Maximum turning angle of the front inside fire.
Axle Track	King-pin to King-pin distance of front axle.
Wheel Offset	Offset from the center line of the wheel to the King-pin.
Tread Width	Width of the tire tread.
Chassis Overhang	Distance of the center line of the front axle to the front edge of the cab. This does not include the bumper depth.
Additional Bumper Wheel	Depth that the bumper assembly adds to the front overhang.
Wheelbase	Distance between the center lines of the vehicles front and rear axles.
Inside Turning Radius	Radius of the smallest circle around which the vehicle can turn.
Curb to Curb Turning Radius	Radius of the smallest circle around which the vehicle's tires can turn. This measures assumes a curb height of 9 inches.
Wall to Wall Turning Radius	Radius of the smallest circle around which the vehicle's tires can turn. This measures takes into account any front overhang due to chassis , bumper extensions and or aerial devices.

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-023
Project: Qargo Coffee at Arlington Plaza – 4 W. Rand Rd
Review Round: Round 1
Date: February 14, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☐	☒
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☐	☒

Zoning:

7. The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:
- Planned Unit Development Amendment to add a drive-through lane to the property.
 - Special Use Permit to allow a Restaurant with a drive-through on the property.
 - Additional zoning actions may be identified based on a response to these comments.
8. Specifically list the variation being requested in your Justification Letter. Respond to the four criteria for approval for variations, not the proposed land use. The Justification Letter responds to how Urban Air is consistent with the variation criteria, which is not applicable in this application. Revise the Justification Letter to identify and justify the variation request specifically. The variation identified by staff based on this review are as follows:
- Variation to Chapter 28, Section 10.4-4 to reduce the parking requirement. Parking requirement to be verified with an updated tenant list. The petitioner

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

shall provide information to staff to verify parking requirements (see the Parking section below).

General:

9. Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will review the list of PINs received to comply with public notice requirements for the Plan Commission public hearing.
10. In the Written Justification for SUP, provide a response to how the restaurant and drive-through comply with each individual criterion. (i.e. the Restaurant and Drive-through use is deemed necessary for the public convenience at this location because...). This
11. A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.
12. Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.

Business Operations/Floor Plan:

13. Provide additional business information such as the proposed hours of operation, number of employees, delivery hours & operation, etc. to the Project Narrative.
14. Provide information on trash pick-up. Will the trash enclosure as currently placed be able to function adjacent to a one-way drive?

Building & Design

15. A separate building permit will be required for any associated signage.
16. No action required; please acknowledge this comment: the Design Commission application will run concurrently with this Plan Commission application. Please note that if any site changes occur with the Plan Commission application that significantly impact the design of the building, further Design Commission or Staff review may be required at the discretion of the Village.

Site & Landscaping

17. Provide a detail for the trash enclosure including materials and the replacement gate. The enclosure and gate must be constructed of opaque materials to screen the bins.
18. Provide a landscape & tree preservation plan. The landscape plan needs to show existing and proposed landscaping and call out plantings. The tree preservation plan needs to show existing trees to be protected and existing trees to be removed.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

19. Provide a photometric plan showing existing and proposed site/building lighting and level levels by footcandle. Ensure the accessible route is shown on the photometric plan.
20. Call out the overhead clearance bar and drive-through signage.
21. Per Engineering, provide a stop bar and stop control at the end of the drive-thru.
22. Call out the ordering speaker and menu. Stacking for the drive-through shall be identified from behind this ordering speaker (5 cars).
23. Show one-way striping adjacent to the angled spaces.
24. One-way signage is needed where the drive aisle changes from two-way to one-way.
25. One-way, do not enter signage is required at the end of the one-way drive. See the site plan for details on the locations of one-way signage.

Parking & Traffic

26. The dining area square footage used to calculate the parking requirements for this application is 1,401 s.f. as measured on the scaled floor plan. If this appears incorrect, please provide a response to this comment and staff will re-review.
27. A Traffic Impact Study was provided and reviewed for adequacy. No further changes are required at this time.
28. A Parking Study was not provided and a variation was not requested with this submittal. A Parking Study is required for any application with a drive-thru amendments as discussed in the CPRC Staff Report.
29. The parking requirements for the shopping center are shown below. Note this table has been updated to reflect the recently approved Urban Air land use in unit 11C; however, a variation to reduce the parking requirement is not required. The Urban Air application was approved to reduce the requirement of parking spaces provided by 7*.

Unit	Use	Square Area	Parking Square Footage	Divider	Parking Required
1	L Electronics	900	900	300	3
2	Shiny Nail	900	900	250	4
3	Barks in Style Pet Grooming	1,200	1,200	300	4
4	Lions Tae Kwon Do	3,000	1,500	50	30
5	Foot Nirvana	3,000	3,000	250	12

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

6	Sandra Rossi Beauty School	9,800	9,800	1/emp; 0.5/student	58
7	Community Threads	22,100	22,100	300	74
8	China Buffet	6,750	3,240	45	72
9,10	Treasure Hunt Deals	17,875	17,875	300	60
11A	Planet Fitness	22,002	22,002	250	88
11B	Five Star Furniture and Outlet	45,300	45,300	600	76
11C	Urban Air	66,992	66,992	30% occupancy of Rec facility; 1 space per 45 of restaurant; 1 space per 300 s.f. of amusement device arcade	332
11D	VACANT	26,435	26,435	300	88
12 --21	Harlem Furniture	27,700	27,700	600	46
22	America's Best Vision Center	4,000	4,000	300	13
23	Harvest Fresh Grocery & Café	23,472	23,472	300	78
24	North Arlington Barber Shop	900	900	250	4
25	Fifth Ave. Sushi	2,100	902	45	20
	Village Bank and Trust	7,896	7,896	300	26
28	VACANT	4,000	4,000	300	13
29	VACANT	2,614	2,614	300	9
30	Available (Pad)		0	45	0
31	Qargo Coffee	4,150	1,401	45	31
	TOTAL	303,086			1,147*
	Parking Provided				1,139
	Parking Surplus/(Deficit)				6

30. Bicycle parking spaces are required with this application. Show the location and design of bicycle parking spaces (2 required) with your next submittal. Bicycle parking spaces shall comply with standards set forth in the Association of Pedestrian and Bicycles Professionals Bicycle Parking Guidelines Handbook.



Village of Arlington Heights Interoffice Memorandum

To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning & Community Development Department
File Number: PCA00023-2024
Project: 4 W Rand Road
Review Round: Round 1 Review
Date: January 6, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH TREE PRESERVATION ORDINANCE:	N/A	☐
2. COMPLIES WITH LANDSCAPE PLAN ORDINANCE:	☐	☒
3. PARKWAY TREE FEE REQUIRED:	☐	☒

Landscape Comments

- 1.) Provide a detailed landscape plan.
- 2.) Provide 4 inch caliper shade trees at the ends of all parking rows (Chapter 28, Section 6.15b).
There are islands where the code required tree is absent.
- 3.) Along Rand Road, a three foot high screen is required (Chapter 28, Section 6.15a). Infill in front of the business with salt/drought tolerant landscaping where the plant material is absent.
- 4.) On the landscape plan, identify the brick pavers as shown in the renderings.
- 5.) All mechanical units must be screened with landscaping or other appropriate methods of screening.

Food Establishment Plan Review Manual

2016 Version

As recommended by the Conference for Food
Protection, Plan Review Committee



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PREFACE

The FOOD Establishment Plan Review Manual was developed to assist the REGULATORY AUTHORITY and architects, FOOD consultants and other interested professionals in the plan review process when proposing to build or remodel a FOOD ESTABLISHMENT. However, it does not establish regulatory requirements and the recommendations contained herein are not intended to supplant, or otherwise serve as, the rules and regulations applicable to FOOD ESTABLISHMENTS in a given Federal, State, local, or tribal jurisdiction.

- This Manual is intended as a training tool for individuals responsible for conducting plan reviews and can be used in Food and Drug Administration (FDA)-sponsored training courses on Plan Review.
- Is intended to be consistent with the recommendations of the FDA as contained in the FDA 2013 Food Code. The FDA Food Code contains requirements for safeguarding public health and ensuring FOOD is unadulterated and honestly presented when offered to the consumer. Terminology with respect to the word “shall” is based on the recommendations within the FDA Food Code.
- Was developed by the Conference for Food Protection’s 2014-2016 Plan Review Committee to update the 2008 Plan Review for Food Establishments Document.

INTRODUCTION

The plan review process presents a unique opportunity to discuss and prepare a proper foundation that will enable a FOOD ESTABLISHMENT to be successful, remain in compliance over time, and protect public health. Quality plan review, process improvement and the dedication to providing excellent customer service are high priorities for this Manual. Plan review assists in providing greater uniformity, technical assistance, and is essential for customer success and avoiding future establishment problems. Poor design, repair, and maintenance will compromise the functionality of the PHYSICAL FACILITIES and its operations. Plan review is intended to ensure PHYSICAL FACILITIES and proposed operational processes are properly designed and sanitary practices implemented in order to serve their intended purposes.

The plan review process provides the REGULATORY AUTHORITY with the opportunity to complete an effective evaluation of a FOOD ESTABLISHMENT’s ability to ensure the following:

- Minimum standards are met for the protection of environmental health and safety of the public.
- Prevention of environmental health related illness and promote public health.
- Minimum standards are met for the sanitary design, facility layout, operational and product flow, menus, construction, operation and maintenance of regulated establishments, PREMISES, and surroundings.
- Food Code violations are eliminated prior to construction or implementation.
- Conditions are corrected and prevented that may adversely affect persons utilizing regulated establishments.

- Technical assistance is provided to industry to establish organized and efficient operations.
- Meets consumer expectations for the safe operation of a permitted FOOD ESTABLISHMENT.

No establishment is to be constructed and no major alteration or addition is to be made until detailed plans and specifications for such construction, alteration or addition have been submitted to and APPROVED by the REGULATORY AUTHORITY.

The REGULATORY AUTHORITY may impose specific requirements and provisions in addition to the requirements contained in codes that are authorized by law that are necessary to protect against public health hazards or nuisances. The REGULATORY AUTHORITY shall document the conditions that necessitate the imposition of additional requirements and the underlying public health rationale.

The function of plan review, construction inspections, pre-operational inspections, and the permit approval process is to provide a comprehensive overview of proposed operations with an emphasis on contents of plans, EQUIPMENT specifications, architectural design, and operational procedures. The end goal of the plan review process is to prevent foodborne illness resulting from poor sanitary facility design and/or floor plans, and, where applicable, when the process is based on menu, FOOD preparation, and FOOD product flow.

DEFINITIONS

The following definitions as used in this document are intended to assist in the understanding of this manual.

Definitions found within the FDA Food Code have been identified in CAPS within this document. A link to the FDA Food Code is included for your reference.

<http://www.fda.gov/FOOD/GuidanceRegulation/RetailFOODProtection/FOODCode/ucm374275.htm>

“Easily Disassembled Equipment” means EQUIPMENT that is accessible for cleaning and inspection by:

- (1) Disassembling without the use of tools, or
- (2) Disassembling with the use of handheld tools commonly available to maintenance and cleaning personnel such as screwdrivers, pliers, open-end wrenches, and Allen wrenches.

“Flashing” means an impervious sheet of material placed in construction to prevent water penetration or direct flow of water.

“Service Sink” means a curbed cleaning facility or janitorial sink used for the disposal of mop water and similar liquid wastes.

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

Proper plan review submittal with EQUIPMENT listed and located on floor plans as well as specifications for finish and plumbing schedules will highlight potential problems on paper while allowing for modifications to be made before costly purchases, installations, and construction are performed.

All facilities, systems, processes, and menus, when applicable, will be evaluated to determine minimum operational requirements. Refer to Appendix A for a copy of the Plan Review Application.

The following is a summary of what should be included in the plan submittal:

- Legible plans at minimum of 11 x 14 inches in size drawn to scale (scale - ¼ inch = 1 foot)
- Proposed menu, seating capacity, and projected daily meal volume for the FOOD ESTABLISHMENT.
- Provisions for adequate rapid cooling, including ice baths and refrigeration, and for hot and cold-holding of TIME/TEMPERATURE CONTROL for SAFETY (TCS) FOOD.
- Location of all FOOD EQUIPMENT. Each piece of EQUIPMENT must be clearly labeled, marked, or identified. Provide EQUIPMENT schedule that identifies the make and model numbers and listing of EQUIPMENT that is certified or classified for sanitation by an ANSI accredited certification program (when applicable). Elevation drawings may be requested by the REGULATORY AUTHORITY.
- Location of all required sinks: HANDWASHING SINKS, WAREWASHING sinks, Utility Sink and FOOD preparation sinks (if required).
- Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or FOOD preparation.
- Entrances, exits, loading/unloading areas and delivery docks.
- Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.
- Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating EQUIPMENT with capacity and recovery rate, backflow prevention, and wastewater line connections.
- Location of lighting fixtures.
- Source of water and method of SEWAGE disposal.
- A color coded flow chart may be requested by the REGULATORY AUTHORITY demonstrating flow patterns for:
 - FOOD (receiving, storage, preparation, service);
 - UTENSILS (clean, soiled, cleaning, storage); and
 - REFUSE (service area, holding, storage, and disposal).
- Storage of Employee Personal Items.
- Ventilation.

MENU REVIEW AND FOOD FLOW

The menu review and the flow of FOOD through the FOOD ESTABLISHMENT are integral parts of the plan review process. The menu or a listing of all of the FOOD and beverage items to be offered at the FOOD ESTABLISHMENT must be submitted as part of the plan review application to the REGULATORY AUTHORITY.

As with the inspection process, the plan review process should focus on the FOOD and its flow through receipt, storage, preparation and service. The source and quantity of FOOD to be served should be reviewed along with the preparation and post-preparation operations. It is imperative to have knowledge of this information so that a proper assessment of the PHYSICAL FACILITIES can be made.

The food that flows through retail FOOD ESTABLISHMENT operations can be placed into the 3 following processes:

- **FOOD PROCESSES WITH NO COOK STEP**
 - **Receive – Store - Prepare – Hold – Serve**
(Other processes may occur, but there is **NO cooking step**)
 - Examples: Salads, deli meats, cheeses, sashimi, raw oysters

- **FOOD PREPARATION FOR SAME DAY SERVICE**
 - **Receive – Store - Prepare - Cook – Hold – Serve**
(Other processes may occur, including thawing)
 - Examples: Hamburgers, fried chicken, hot dogs

- **COMPLEX PROCESSES**
 - **Receive – Store - Prepare – Cook – Cool – Reheat – Hot Hold – Serve**
(Other processes may occur, but the key is repeated trips through the temperature danger zone)
 - Examples: Refried beans, leftovers

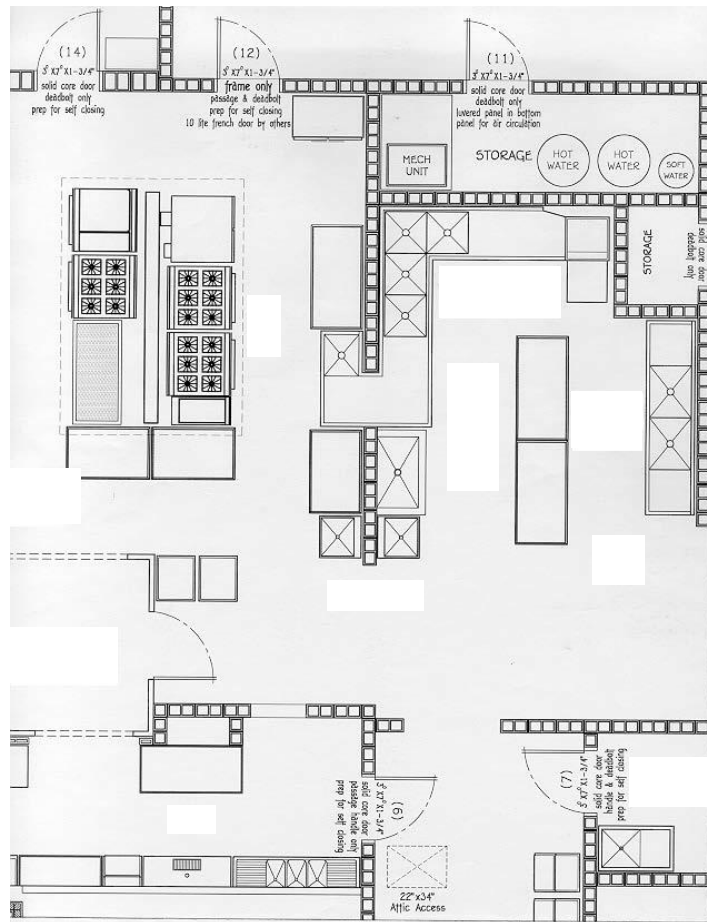
Knowledge of how the FOOD is intended to flow through the FOOD ESTABLISHMENT is very useful since the CRITICAL CONTROL POINTS for each process remain the same regardless of the individual menu ingredients.

Special attention should be given to the review of complex FOOD processes which involve:

- Multiple ingredients being assembled or mixed
- TIME/TEMPERATURE CONTROL FOR SAFETY(TCS) FOODs
- FOODs which will be prepared or held for several hours prior to service
- FOODs requiring cooling and reheating
- Multiple step processing (passing through the Time Temperature Danger Zone,

135°F - 41°F more than once)

The process approach can be described as dividing the many flows in a FOOD ESTABLISHMENT into broad categories, analyzing the risks, and placing manager controls on each grouping of FOOD processes. These groupings will also impact the facility design; FOOD flow; and the numbers, types, function and placement of EQUIPMENT.



The drawing above is an example of a fixture plan submitted for plan review. It is a handy tool when following the FOOD process as described by the FOOD ESTABLISHMENT operator or their representative.

Layout, flow and menu (including FOOD preparation processes) should be major considerations to help facilitate an operator's Active Managerial Control (AMC) of the risk factors for foodborne illness. Strategic layout and placing of facilities and EQUIPMENT will separate different FOOD preparation processes, a major step towards preventing contamination of FOOD that may result from poor personal hygiene, contaminated EQUIPMENT, and improper holding temperatures. Adequate and convenient storage will also enhance operations.

The menu for a FOOD ESTABLISHMENT dictates the space and EQUIPMENT requirements for the safe preparation and service of various FOOD items. The menu will determine if the proposed receiving and delivery areas, storage area, preparation and handling areas, and thawing, cooking and reheating areas are available and adequate to handle the types and volumes of FOODs being prepared and served.

When reviewing the menu, it is important to evaluate the flow patterns for the preparation of the FOOD to be sure that the lay-out of the facility provides an adequate separation of raw ingredients from READY-TO-EAT FOODs, and that the traffic patterns are not crossing paths with waste items and other sources of contamination. Cross contamination can be minimized when the flow of FOOD is considered during plan review.

With a proper understanding of the menu and flow, the plans for FOOD ESTABLISHMENTS can be reviewed to help assure that the FOOD items being considered can be protected during all aspects of the FOOD operation.

FOOD Process and Steps Required

NO COOK

**SAME DAY
SERVICE**

**COMPLEX
PROCESSES**

Receive	Store	Prepare	Cook	Cool	Reheat	Hold	Service
X	X	X				X	X
X	X	X	X				X
X	X	X	X	X	X	X	X
Receive	Store	Prepare	Cook	Cool	Reheat	Hold	Serve
Thermometer	Dry Storage	Preparation Tables	EQUIPMENT	Preparation Sink	Fryers	Refrigerators	Cold Holding Facilities
	Refrigerated Storage	Cutting Boards	Fryer	Ice Bath	Oven	Ice	UTENSILS
	Frozen Storage	UTENSILS	Oven	Blast Chiller	Grills	Cold Holding	Hot Holding Facilities
	Thermometer	Hand wash Sinks	Broiler	Shallow Plans	Burners	Hot Holding	
		Preparation Sinks	Grill	Refrigerators	Griddle	FOOD Warmers	
		Refrigerators	Cook Top	Chill Sticks	Other	Thermometer	
			Griddle	Thermometer	Hand wash Sink	Hand wash Sinks	
			Other	Hand wash Sink			
			Thermometer	Preparation Table			
			Hand wash Sink	Other			

Anticipated EQUIPMENT needs

PREVENTIVE TOOLS FOR THE FOOD ESTABLISHMENT

Active Managerial Control (AMC)

To effectively reduce the occurrence of foodborne illness risk factors, operators of FOOD ESTABLISHMENTS must focus their efforts on achieving active managerial control. The term "active managerial control" is used to describe industry's responsibility for developing and implementing FOOD safety management systems to prevent, eliminate, or reduce the occurrence of foodborne illness risk factors.

Elements of an effective FOOD safety management system may include the following:

- Certified FOOD protection managers who have shown a proficiency in required information by passing a test that is part of an accredited program
- Standard operating procedures (SOPs) for performing critical operational steps in a FOOD preparation process, such as cooling.
- Recipe cards that contain the specific steps for preparing a FOOD item and the FOOD safety critical limits, such as final cooking temperatures, that need to be monitored and verified.
- Purchase specifications

HACCP

Hazard Analysis and Critical Control Points (HACCP) plays a vital role in proper FOOD ESTABLISHMENT design. However, the risk management tool is not considered a "stand-alone" FOOD safety system. Design and construction are essential pre-requisites and must be put in place prior to the implementation and operation of effective FOOD production practices. The purpose of quality plan review is to ensure that FOOD ESTABLISHMENTS are safe, sanitary, and efficient. Proper design, construction, and HACCP principles work to achieve these purposes and minimize the aforementioned hazards.

Effective HACCP principles are essential to a successful FOOD ESTABLISHMENT and begin with the design and layout of the facility, monitoring the FOOD flow throughout the establishment, from delivery, storage, preparation, cooking, service and consumption. A well-designed progressive FOOD flow system will minimize cross-contamination and maximize efficiency in an establishment.

Good manufacturing policies or practices, standard operating procedures (SOPs), and documentation are essential to an establishment's HACCP-based FOOD safety program and control over potential hazards. HACCP policies specifically address requirements set out in the FDA Food Code. Additional standards or good retail practices are required as foundation for FOOD safety and are detailed in the FDA Food Code. Examples include employee hygiene, employee restriction or exclusion, general sanitation, design, etc. HACCP/VARIANCE under the Plan Review & Construction Program is responsible for the review of HACCP procedures and VARIANCE applications in order for establishments to conduct specialized operations.

The FDA Food Code requires an APPROVED HACCP PLAN to be in place for some specialized processes not listed under §3-502.11. A formal HACCP PLAN review is required and needs to be APPROVED prior to conducting these operations. For information on creating a HACCP PLAN, contact the local regulatory plan reviewer or visit one of these informational hyperlinks: [FDA Guidance to Implement HACCP Systems](#) or [USDA HACCP Guidelines](#).

FACILITIES TO MAINTAIN PRODUCT TEMPERATURE

Refrigerators and freezers are required to maintain TCS FOOD at or below 41°F and 0°F (frozen) respectively. It is recommended that refrigerators be maintained between 36°F and 38°F. All refrigeration units must have numerically scaled indicating thermometers accurate to $\pm 3^\circ\text{F}$. Sufficient refrigeration and freezers shall be provided to support the intended menu. Consideration must be taken with the placement and installation of refrigeration units to allow for adequate ventilation. Air circulation within refrigeration and freezer units should not be obstructed and should allow for an even and consistent flow of cold air throughout the units

Refrigeration and freezer storage involves five major areas:

1. Storage for short-term holding of perishable and TCS FOOD.
2. Long-term storage.
3. Storage space for quick chilling of FOODs.
4. Space for assembling and processing of TCS FOOD.
5. Display storage for customer service.

If TCS foods are prepared a day or more in advance of service, a rapid cooling procedure capable of cooling TCS foods from 135°F to 41°F within 6 hours (135°F to 70°F within 2 hrs.) must be provided. The capacity of the rapid cooling facilities must be sufficient to accommodate the volume of food required to be cooled to 41°F within 6 hours. The location of the rapid cooling facilities (e.g., sinks for ice baths, freezer storage for ice wands, blast chillers) must be identified. Refrigerators and freezers at work stations for operations requiring preparation and handling of TCS foods should be considered. For example, it may be necessary to locate a freezer near the fryer where frozen products will be deep-fried. Refrigeration units, unless designed for such use, should not be located directly adjacent to cooking EQUIPMENT or other high heat producing EQUIPMENT which may adversely impact the cooling system's operation.

A. Refrigeration Storage Calculations

Calculating the amount of refrigeration and freezer space should be based on the menu and expected FOOD volume. The amount and location of refrigeration and freezer EQUIPMENT should complement the FOOD flow of the operation from receiving, storage and FOOD processing, to the point of service.

To plan refrigeration storage, the following items should be considered: menu, type of FOOD

operation, number of meals per day, number of deliveries per week, and adequate ventilation in the areas where the refrigeration systems will be located. When assessing the refrigeration needs, shelving space within the refrigeration and freezer units should be designed to prevent the cross-contamination of FOODs. Separating raw meats and poultry from ready-to-eat FOODs such as produce and prepared FOOD items. Thermometers must be conspicuously located in all units. Thermometer sensing elements should be located near the door

Formulas can be used to estimate refrigerated storage space. To calculate, you will need information on number of meals estimated to be served per day, days between deliveries and storage area availability. Links to example calculators can be found in Appendix C.

B. Walk-in Cooler/Freezer Units

Walk-in units should meet an ANSI accredited certification or equivalent, or deemed acceptable by the Regulatory Authority. A walk-in beverage or beer cooler is not recommended for FOOD storage. APPROVED flooring and integral cove bases need to be provided. Quarry tile, ceramic, and galvanized flooring are not recommended flooring materials for walk-in units. All gaps, cracks, penetrations, seams, and plug holes shall be SEALED SMOOTH and flush with the surface material.

Walk-in units should be installed when there is a need for long-term storage of perishable and TCS FOOD or when cooling space is needed for prepared and cooked FOODs. These coolers should be located near delivery or receiving areas. EASILY CLEANABLE curtain strips are recommended at walk-in doors. This not only helps in maintaining the temperature of the walk-in but also leads to an energy cost savings.

Exterior walk-in unit locations shall be properly designed for exterior installation and consideration given varied environmental concerns. Walk-in units should be designed with a roof, APPROVED overhead waterproof protection, and walkways shall be provided for the transportation of FOOD items. Walk-in units shall be APPROVED by the local building official and are evaluated and APPROVED on a case-by-case basis by the REGULATORY AUTHORITY.

If the walk-in floors will be water-flushed for cleaning or receive the discharge of liquid waste or excessive melt water, the floors should be sloped to drain. If the structure of the walk-in is integral with the building, properly installed floor drains may be installed inside the unit.

Each walk-in unit shall be equipped with lighting that provides 10 foot candles of light throughout the unit when it is full of product. Lights must be properly shielded or shatter resistant.

Condensate lines from walk-in units shall drain to APPROVED floor drains or alternative method APPROVED by the REGULATORY AUTHORITY. Without prior approval floor sinks or floor drain sinks shall not be installed in walk-in units. All walk-in units shall be properly

flushed off and SEALED to the ceiling and side walls. Walk-in units are not to be confused with refrigerated FOOD processing rooms. Refer to Item G-Refrigerated Processing Rooms.

C. Reach-in Refrigerators

These units are for short-term storage of perishable and TCS FOODs. These units should be considered to meet the daily storage demands of the kitchen operation. They are to be conveniently located at points of FOOD preparation and FOOD assembly. These units are not to be considered for the quick chilling of cooked and prepared FOODs.

D. Reach-in Freezers

Freezers are for long-term storage. They are not designed to be used as quick-chill units. These units should be located near delivery and DRY STORAGE AREAs.

E. Blast Chillers/Rapid Chill Units

These units are recommended for use when handling large volumes of FOOD that require quick chilling. A blast chiller is an efficient cooling mechanism for any amount of FOOD to be chilled, and where refrigeration cooling space is limited.

F. Refrigerated Worktables

These units are suggested when the menu includes assembling TCS FOODs. These units provide easy access of FOODs from the top of the unit. These units are not designed for long-term storage of FOOD or cooling.

G. Refrigerated Processing Rooms

These areas (e.g. meat cutting rooms) should be considered when there is extensive handling of cold TCS FOOD. APPROVED hand sinks should be located in these areas.

H. Display Storage Refrigerators

These units are designed to display TCS FOOD under refrigeration. Examples of these units are deli display, fresh fish, and meat and poultry cases.

I. Customer Service Display Units/ Cold Buffet Units

These units are designed for holding FOOD under refrigeration for customer access. They are designed for short-term display and are not designed for the cooling of FOOD. Beverage display coolers are not APPROVED for storing open TCS FOODs.

Cold buffets and salad bars are designed for short-term display. They should be mechanically refrigerated, and have APPROVED sneeze guards with side panel protection.

J. Ice Machines

If ice is to be used as a cooling medium for FOOD and beverage items the unit should be adequately designed and sized to meet all operational needs in an APPROVED location. Ice machines designed for outdoor dispensing will need [National Automatic Merchandising Association](#) (NAMA) certification

K. General Cooking and Hot Holding

Cooking and hot holding units are designed to heat FOOD to a required temperature within a required amount of time for FOOD safety. Cooking and reheating temperatures have been determined using scientific analysis. The time and temperature requirements are based on the pathogens that are likely to be present on the product. It is recommended that the units are commercial grade and meet NSF/ANSI standards. Consideration must be taken with the placement and installation of cooking/reheating/hot holding EQUIPMENT to ensure that proper ventilation and sanitation can occur. Construction of these units should be durable and EASILY CLEANABLE

NOTE: The commercial appliances described in this section are placed under a vent hood to evacuate grease, steam, and fumes, which could pose a potential fire or health risk. Refer to the topic on Ventilation of this Manual or your REGULATORY AUTHORITY for specific requirements.

Units used to heat FOOD are divided into two categories:

1. Cooking/Reheating
2. Hot Holding

All units in use must be able to meet the minimum required heated temperatures outlined in the FDA Food Code, Chapter 3-4 Destruction of Organisms of Public Health Concern. <http://www.fda.gov/FOOD/GuidanceRegulation/RetailFOODProtection/FOODCode/default.htm>

L. Stovetops and Grills

Gas, electric, or wood-burning stoves are used to cook and reheat product in pots or pans. A grill is similar to a stove with the ability to place the FOOD directly over the flame.

M. Ovens

Ovens are thermally insulated chambers used for cooking or reheating FOODs. They can be gas, electric, or wood-burning units.

N. Combination Oven/Steamer (Combi Oven)

A Combi oven/steamer is similar to a convection oven with the ability to produce dry heat, moist heat, or a combination of the two.

O. Rice Cooker/Warmer

The unit is an electric appliance that is capable of cooking rice and then hot holding the rice at 135°F or above. Scoops or ladles for serving may be stored in a running dipper well.

P. Kettle

Kettles are cooking pots used to boil large quantities of FOOD products. The units are generally clean-in-place and should have the necessary tools for sanitation. Adequate floor drains must be present for disposal of spent water.

Q. Rotisserie

Rotisseries are self-contained units that include a heat source and racks for skewers or spits. Beef, pork, or poultry is rotated over the fire to cook the FOOD to the required temperature.

R. Small Appliances

Small appliances (table top) include microwaves, Panini press, broilers, and toasters. These units are used to heat FOOD to the required cook or reheat temperature depending on the application.

S. Fryers

Fryers are cooking devices that use oil heated to a high temperature. The hot oil has a flash point that can result in a fire. Follow the manufacturer's instructions for operation, maintenance and cleaning to prevent a fire incident.

T. Hot Tables

Hot tables are gas or electrically heated units that are design to maintain temperature. They should never be used to cook or reheat TCS FOODs. The design should allow for disassembly and deep cleaning of interior surfaces. These units must be able to maintain a minimum temperature of 135°F.

U. Customer Service Display Units/Hot Buffet Units

These are gas or electrically heated units that are designed to maintain temperature. They should never be used to cook or reheat TCS FOODs. They should be constructed of durable and EASILY CLEANABLE materials. The design should allow for disassembly and deep cleaning of interior surfaces. The design should protect FOOD from contamination that could occur from the environment or customers by using sneeze shields or covers. The units must be able to maintain a minimum temperature of 135°F

EQUIPMENT AND INSTALLATION

All EQUIPMENT in a FOOD ESTABLISHMENT must comply with the design and construction standards contained in Chapter 4 of the FDA Food Code. FOOD EQUIPMENT that is certified or classified for sanitation by an ANSI accredited program is deemed to comply with Parts 4-1 and 4-2 of the FDA Food Code.

EQUIPMENT including ice makers and ice storage EQUIPMENT, shall not be located under exposed or unprotected sewer lines, open stairwells or other sources of contamination.

The following EQUIPMENT installation recommendations will help ensure proper spacing and sealing allowing for adequate and easy cleaning.

A. Floor-Mounted Equipment

EQUIPMENT should be mounted on APPROVED lockable casters, gliders or wheels to facilitate easy moving, cleaning, and flexibility of operation whenever possible. Moveable EQUIPMENT requiring utility services such as gas or electrical connections should be provided with easily accessible quick-disconnects or the utility service lines should be flexible and of sufficient length to permit moving the EQUIPMENT for cleaning. If a flexible utility line is used, a safety chain that is shorter than the utility line must be installed. Check with local fire safety and building codes to ensure that such installations are acceptable.

Floor-mounted EQUIPMENT that is not mounted on wheels or casters with the above utility connections should be:

1. Permanently SEALED to the floor around the entire perimeter of the EQUIPMENT. The sealing compound should be pliable and non-shrinking. It should retain its elasticity and provide a water- and vermin-tight joint; or
2. Installed on a solid, SMOOTH, non-absorbent masonry base. Masonry bases and curbs should have a minimum height of 2" and be coved at the junction of the platform and the floor with at least a 1/4" radius. The EQUIPMENT should overhang the base by at least 1" but not more than 4". Spaces between the masonry base and the EQUIPMENT must be SEALED as above; or
3. Elevated on legs to provide at least a 6" clearance between the floor and EQUIPMENT. The legs shall contain no hollow open ends.
4. For EQUIPMENT not readily moveable by one person, spacing between and behind EQUIPMENT must be sufficient to permit cleaning under and around the unit. EQUIPMENT shall be spaced to allow access for cleaning along the sides, behind and above. At least 6" of clear, unobstructed space under each piece of EQUIPMENT must be provided or EQUIPMENT must be SEALED to the floor.
5. If EQUIPMENT is against a wall and is not movable, the EQUIPMENT must be joined to and/or SEALED to the wall in a manner to prevent liquid waste, dust and debris from collecting between the wall and the EQUIPMENT.
6. When EQUIPMENT is joined together, or spreader plates are used between

EQUIPMENT, the resultant joint must be SEALED to prevent liquid waste, dust and debris from collecting between the EQUIPMENT.

Unobstructed and functional aisle and working spaces must be provided. A minimum width of 36" is required by fire and building codes.

All utility and service lines and openings through the floor and walls must be adequately SEALED. Penetrations through walls and floors must be minimized. Exposed vertical and horizontal pipes and lines must be kept to a minimum. The installation of exposed horizontal utility lines and pipes on the floor is prohibited. Any insulation materials used on utility pipes or lines in the FOOD preparation or dishwashing areas must be SMOOTH, non-absorbent, and easy to clean. Electrical units which are installed in areas subject to splash from necessary cleaning operations or FOOD preparation should be water-tight and washable.

B. Counter-Mounted Equipment

COUNTER-MOUNTED EQUIPMENT is defined as EQUIPMENT that is not portable and is designed to be mounted off the floor on a table, counter, or shelf. All COUNTER-MOUNTED EQUIPMENT shall be:

- SEALED to the table or counter; or
- Elevated on APPROVED legs to provide at least a 4" clearance between the table or counter and the EQUIPMENT to facilitate cleaning.

C. Other

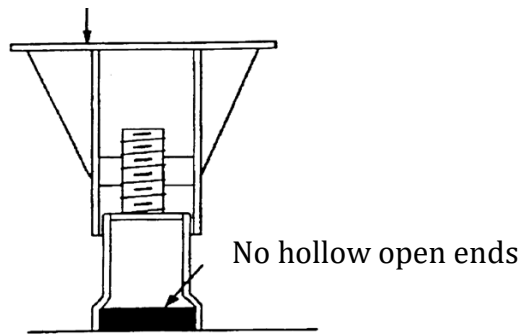
EQUIPMENT that is open underneath, such as drain boards, dish tables, and other tables that are not moveable should be spaced to allow for ease of cleaning or should be SEALED to the wall.

Non-FOOD contact surfaces of EQUIPMENT that are exposed to splash, spillage, or other FOOD soiling or that require frequent cleaning shall be constructed of corrosion-resistant, non-absorbent, and SMOOTH material.

Legs of all EQUIPMENT should not have hollow, open ends.

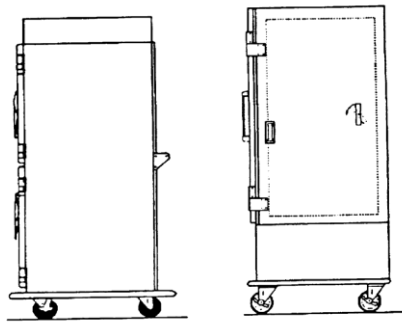
If running water dipper wells are installed, methods for filling and draining the units must be identified.

Equipment sealed to floor



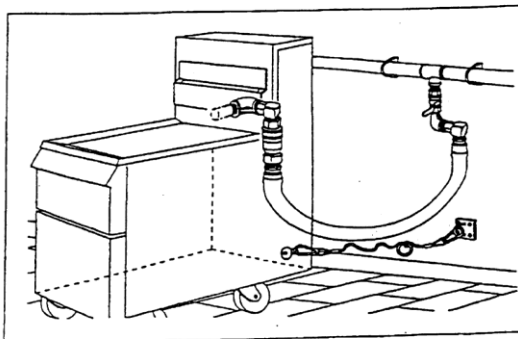
**Elevate
equipment for
effective cleaning.**

**Sanitary Leg
Example**



**Mobile Kitchen
equipment
mounted on
Castor**

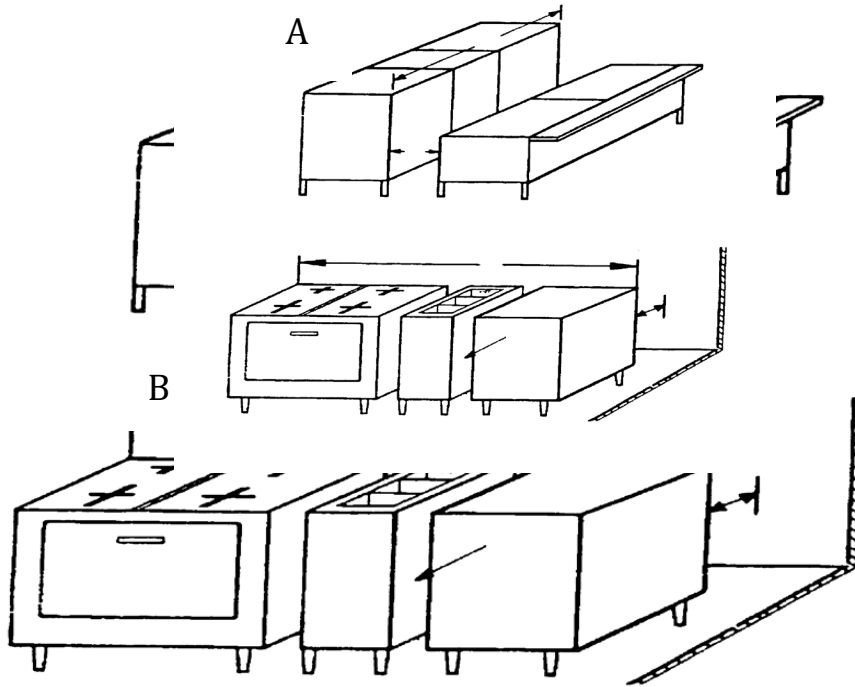
Holding Cabinet & a Reach-in Refrigerator



**Refer to your
Local Regulatory
Authority for Gas
Code
Requirements**

Flexible Gas Connection with Safety Chain

Equipment Spacing



Recommended EQUIPMENT spacing; provided access is available from both ends:

<u>EQUIPMENT Length (A)</u>	<u>Space From Walls and Adjacent EQUIPMENT (B)</u>
4' or less	6"
4' - 8'	12"
8' or more	18"

WAREWASHING FACILITIES

The minimum requirement for WAREWASHING in a FOOD ESTABLISHMENT is a three-compartment sink. A mechanical WAREWASHING machine may be installed in addition to the three-compartment sink.

A. Manual Ware washing

For manual WAREWASHING, a stainless steel sink with no fewer than three compartments must be provided, with the exception that a two-compartment sink may be allowed by the REGULATORY AUTHORITY under certain conditions.

- The sink compartments shall be large enough to completely immerse the largest pot, pan or piece of EQUIPMENT to be used in the establishment that will not be cleaned in-place.
- Each compartment shall be supplied with adequate hot and cold potable running water, temperature of the wash solution shall be maintained at not less than 110°F, or the temperature specified on the cleaning agent manufacturer's label instructions.
- Drain boards, UTENSIL racks or tables large enough to accommodate clean and soiled UTENSILs shall be provided. The drain boards shall be self-draining.
- Adequate facilities for pre-flushing or pre-scrapping EQUIPMENT and UTENSILs must be provided.
- If hot water is used to sanitize EQUIPMENT and UTENSILs, the means for heating the water to 171°F in the 3rd compartment must be identified. The racks for the immersion of EQUIPMENT and UTENSIL must be specified.

B. Mechanical Ware washing

WAREWASHING machines shall be installed in accordance with the manufacturer's recommendations and applicable code requirements. If used, the hot water booster for WAREWASHING machines must be identified during plan review.

Adequate facilities shall be provided to air dry washed EQUIPMENT and UTENSILs. Drain boards, UTENSIL racks or tables must be large enough to allow proper and sufficient air drying of EQUIPMENT and UTENSILs.

Storage facilities shall be provided to store cleaned and sanitized UTENSILs and EQUIPMENT at least 6" above the floor; protected from splash, dust, overhead plumbing or other contamination. The plan must specify the location and facilities used for storing all UTENSILs and EQUIPMENT.

PLUMBING

A. Water Supply

The primary concerns relative to the water supply in a FOOD ESTABLISHMENT are:

1. Ensure the facility is supplied with a safe and adequate water supply, including adequate supply of hot water; and
2. Verify that the water can remain safe while it is in the facility.

Safe Source: Start at the water source. Determine if the water is potable or non-potable. The availability of an APPROVED public water supply must be verified. Any use of a non-public water source (well water) shall comply with local, state, and/or federal laws, and construction and testing standards.

Sufficient potable water: Potable water shall be provided from a source constructed and

operated according to law that meets the peak water demands of the FOOD ESTABLISHMENT.

B. Hot Water Supply:

The hot water supply shall be sufficient to satisfy peak hot water demands of the FOOD ESTABLISHMENT. Hot water for hand washing and most FOOD ESTABLISHMENT uses shall be at least 100°F. Hot water for mechanical WAREWASHING must be boosted up to 150°F-165°F for washing and 165°F-180°F for sanitizing or according to the manufacturer's data plate on the machine. The temperature of the wash solution for spray-type ware washers that use chemicals to sanitize may not be less than 120°F.

The temperature of the wash solution for manual WAREWASHING must be maintained to not be less than 110°F. The water temperature for manual hot water sanitization must be at least 171°F.

Tank less water heaters shall be installed and used in accordance with the manufacturer's recommendations.

For guidance on calculating Hot Water Requirements see Appendix C – Model Calculations

C. Sewage Disposal, Grease Interceptors/Traps

All SEWAGE including liquid waste shall be disposed into a public SEWAGE system or an individual SEWAGE disposal system constructed and operated according to law. Where individual SEWAGE disposal systems are utilized, the location shall be noted on the plans and certification of compliance with state and local regulations shall be provided.

A grease trap/interceptor is a chamber designed for wastewater to pass through and allow any grease to float to the top for retention as the remainder of the wastewater passes through. If used, a grease trap shall be located to be easily accessible for cleaning; FOOD solids entering the grease trap/interceptor should be minimized.

It is recommended that waste water from fixtures or drains which would allow fats, oils, and grease to be discharged be directed to a grease trap/interceptor. Local municipalities/jurisdictions will determine the number and size of grease traps, grease interceptors or catch basins. If installed, grease traps shall be properly spaced so they are easily accessible for servicing and cleaning. Refer to the local municipality/jurisdiction for the installation requirements.

D. Backflow Protection

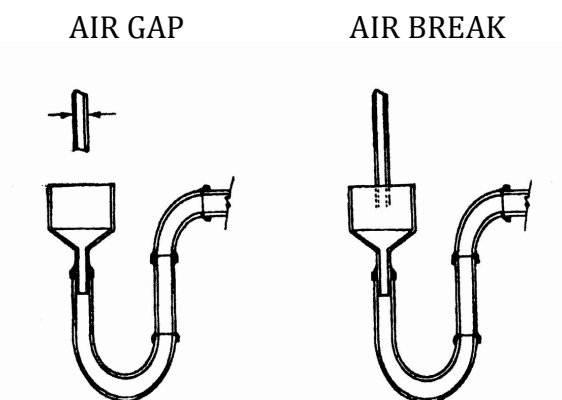
Plumbing shall be sized and installed according to applicable codes. There shall be no cross connections between the potable water supply and any non-potable system or a system of unknown quality. Where non-potable water systems are permitted for purposes such as air conditioning and fire protection, the non-potable water must not contact directly or

indirectly: FOOD, potable water or EQUIPMENT that contacts FOOD or UTENSILS. The piping of any non-potable water system shall be durably identified so that it is readily distinguishable from piping that carries potable water.

A connection to a sewer line may be direct or indirect. A direct connection may not exist between the sewerage system and any drains originating from EQUIPMENT in which FOOD, portable EQUIPMENT, or UTENSILS are placed, except if otherwise required by law. When a WAREWASHING machine is located within 5 feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain trap.

An **indirect connection** may be one of two types, air gap or air break:

1. For a potable water supply, an **air gap** means the unobstructed, vertical air space that separates a potable system from a non-potable system.
2. An **air break** is a waste line from a fixture that discharges used water or liquid waste to a drain where the waste line terminates below flood level.



A connection to a sewer line may be direct or indirect. A direct connection may not exist between the sewerage system and any drains originating from EQUIPMENT in which FOOD, portable EQUIPMENT, or UTENSILS are placed, except if otherwise required by law. When a WAREWASHING machine is located within 5 feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain.

HYGIENE FACILITIES

A. Handwashing

Handwashing is a critical factor to prevent contamination of FOODs. Proper handwashing reduces the amount of pathogens that can be transmitted via cross contamination from raw

FOODs to READY-TO-EAT-FOODS. It is imperative to have adequate numbers and conveniently placed HANDWASHING SINKS to ensure employees are washing hands. It is important that handwashing be done only at properly equipped HANDWASHING SINKS to help ensure that employees effectively clean their hands and minimize contamination of FOOD and FOOD-CONTACT SURFACES.

A HANDWASHING SINK, hand drying device or disposable towels, hand cleanser and waste receptacle shall be located for convenient use by employees who work in FOOD preparation, FOOD dispensing, and WAREWASHING areas.

Nothing must block the approach to a HANDWASHING SINK.

HANDWASHING SINKS must also be located in or immediately adjacent to toilet rooms.

HANDWASHING SINKS shall be of sufficient number and conveniently located for use by all employees in FOOD preparation, FOOD dispensing, and WAREWASHING areas.

HANDWASHING SINKS shall be easily accessible and may not be used for purposes other than handwashing. Sinks used for FOOD preparation, washing EQUIPMENT or UTENSILs, or service (mop) sinks shall not be used for handwashing.

Each handwashing sink shall be provided with hot and cold water tempered by means of a mixing valve or a combination faucet to provide water at a temperature of at least 100°F. If used, self-closing, slow-closing or metering faucets shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet.

Splash from use of a handwashing sink may not contaminate FOOD, FOOD-CONTACT SURFACES, clean EQUIPMENT or UTENSILs. A washable baffle or barrier may be needed if the handwashing sink is located next to a FOOD preparation area, UTENSIL or EQUIPMENT storage, or FOOD-CONTACT SURFACE and if the space between the handwashing sink and FOOD, FOOD preparation, FOOD-CONTACT SURFACES, and clean UTENSILs and EQUIPMENT does not provide adequate protection.

Similarly, the location of soap and paper towel dispensers at HANDWASHING SINKS must be reviewed during plan review so that their use does not contaminate FOOD, FOOD-CONTACT SURFACES, UTENSILs and EQUIPMENT. In addition, the distance that employees would have to reach the faucet handles, soap and paper towels must be reviewed during plan review to assure that they will have proper access to the HANDWASHING SINKS and will not have to reach across dirty surfaces while washing their hands.

B. Toilet Rooms

Properly functioning toilet facilities must be accessible to employees at all times.

If required by federal, state, local or tribal laws and regulations, toilet facilities must be made available to the customers. If the public toilet facilities are used by employees,

separate toilet facilities may not have to be installed for the employees. Toilet facilities must be made accessible in accordance with the Americans with Disabilities Act (ADA) of 1990.

The floors, walls, and ceiling in toilet rooms shall be SMOOTH and EASILY CLEANABLE. The walls around toilets, urinals, toilet paper dispensers, soap dispensers, and paper towel dispensers should be water resistant and durable for frequent cleaning.

The minimum requirements for toilet facilities shall include:

- **Toilet:** At least one toilet and not fewer than the number of toilets required by law shall be provided. If authorized by law, urinals may be substituted for additional toilets in men's toilet rooms.
- **HANDWASHING SINK:** Each HANDWASHING SINK shall be provided with hot and cold water tempered by means of a mixing valve or a combination faucet to provide water at a temperature of at least 100°F. If used, self-closing, slow-closing or metering faucets shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet.
- **Handwashing cleanser:** Each HANDWASHING SINK or group of two adjacent HANDWASHING SINKS shall be provided with hand cleaning liquid, powder, foam or bar soap. A dispenser shall be provided for handwashing cleanser provided in liquid or powder form.
- **Hand drying facility:** Each HANDWASHING SINK or group of adjacent HANDWASHING SINKS shall be provided with individual, disposable towels; a continuous towel system that supplies the user with a clean towel; heated-air hand drying device; or hand drying device with air-knife, high velocity air at ambient temperatures.
- **Toilet paper:** A supply of toilet paper shall be provided in a dispenser at each toilet.
- **Waste receptacle:** If disposable towels are used, a waste receptacle shall be located at each sink or group of sinks. At least one covered waste receptacle shall be provided in toilet rooms used by females.
- **Ventilation:** Toilet rooms must be vented to the outside. Mechanical Ventilation shall be installed in toilet rooms according to law. If allowed by law, operable screened windows may be used in lieu of mechanical ventilation devices.
- **Toilet room doors:** Toilet room doors shall be tight-fitting and self-closing.
- **Lighting:** At least 215 lux (20 foot candles) shall be provided in toilet rooms.

STORAGE

A. Dry Storage-

The dry storage space needed depends on the menu, number of meals served between deliveries, frequency of deliveries, and the amount and type of SINGLE-SERVICE ARTICLES to be stored. The location of dry storage should be adjacent to the FOOD preparation area and convenient to receiving. Adequate ventilation should be provided. FOOD should not be

stored under exposed sewer lines. Similarly, a cabinet that is used for the storage of FOOD, shall not be located under exposed or unprotected sewer lines, open stairwells or other sources of contamination. Stationary shelving needs to have a minimum 6" floor clearance.

Shelving, dollies, racks, pallets and skids shall be corrosion-resistant, non- absorbent and SMOOTH. Pallets, racks and skids used for bulk cased or overwrapped items shall be designed to be moved by hand or by conveniently located hand trucks or forklifts. Shelving, dollies, racks, pallets and skids should be spaced away from walls to allow for cleaning and pest monitoring/inspection.

APPROVED FOOD containers with tight-fitting covers and dollies should be used for storing bulk FOODs such as flour, cornmeal, sugar, dried beans, rice and similar.

B. Dry Storage Calculations

Formulas can be used to estimate the amount of dry storage space that may be needed. To determine, you will need information on number of meals estimated to be served per day, days between deliveries and storage area availability. Links to example calculators can be found in Appendix C.

C. Poisonous or Toxic Materials Storage

Designate an area for POISONOUS OR TOXIC MATERIAL storage that is away from FOOD and clean UTENSILS. These include detergents, sanitizers, related cleaning or drying agents and caustics, acids, polishes and other chemicals. Install cabinets, cages, or physically separate shelves for storing chemicals.

D. Clean Equipment, Utensil and Linen Storage

Designate areas for clean cooking UTENSILS, cutting boards, glassware and dishware. Store them at least 6-inches off the floor in a clean, dry location where they will be protected from dust and splash.

LIGHTING

A. Intensity

The light intensity shall be at least 108 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry FOOD storage areas and rooms during periods of cleaning.

The light intensity shall be at least 215 lux (20 foot candles) at a surface FOOD is provided for consumer self-service such as buffets and salad bars or where fresh product or packaged FOODS are sold or offered for consumption; inside EQUIPMENT such as reach-in

and under-counter refrigerators; at a distance of 75 cm (30 inches) above the floor in areas used for handwashing, WAREWASHING, and UTENSIL storage, and in toilet rooms.

The light intensity shall be at least 540 lux (50 foot candles) at a surface where a FOOD EMPLOYEE is working with FOOD or working with UTENSILs or EQUIPMENT such as knives, slicers, grinders, or saws where employee safety is a factor.

B. Protective Light Shielding

Shielding such as plastic shields, plastic sleeves with end caps, shatterproof bulbs and/or other APPROVED devices shall be provided for all artificial lighting fixtures located in areas where there is exposed FOOD; clean EQUIPMENT, UTENSILs, and LINENS; or unwrapped single-service and single-use articles.

Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

FINISHES

A. Floors

Example floor materials are as follows:

- Quarry tile, ceramic tile
- SEALED curbed concrete
- Seamless poured epoxy minimum 3/16-inch thick.
- Commercial-grade sheet vinyl **(no felt backing)**
- Commercial-grade vinyl composition tile (VCT)

Pre-approval from the REGULATORY AUTHORITY should be obtained prior to use of carpet and/or wood.

B. Walls

Example wall materials are as follows:

- Stainless steel
- Ceramic tile
- Aluminum
- Fiber-glassed reinforced panels (FRP)
- SEALED Concrete blocks or bricks
- Epoxy or glazed drywall

C. Ceilings

Example ceiling materials may include wall finish material listed above along with the following:

- EASILY CLEANABLE, non-absorbent ceiling tiles
- Painted drywall

D. Coving

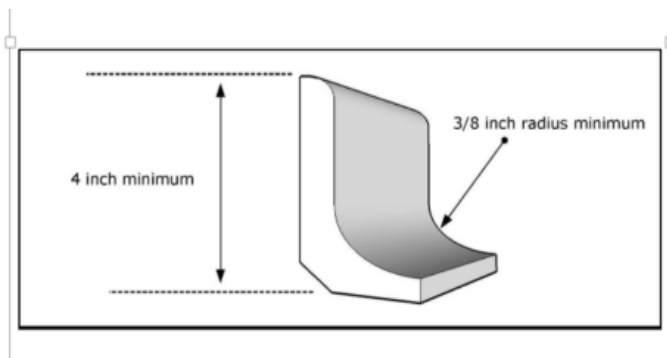
Coving is the floor material found at the base of walls (wall/floor junctures) and is required in most areas of the FOOD ESTABLISHMENT, such as:

FOOD preparation, storage, handling, and packaging areas

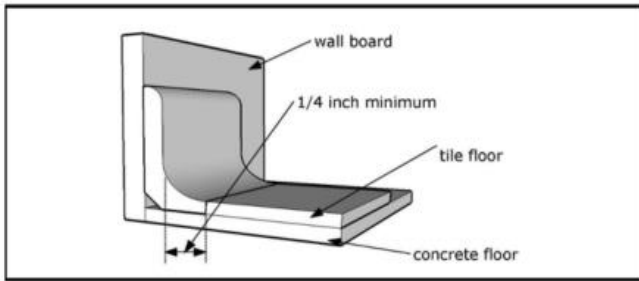
- UTENSIL washing and storage areas
- Interior waste disposal areas (garbage, REFUSE, grease)
- Restrooms
- Hand washing areas
- Janitorial facilities
- Walk-in refrigerator and freezer units (inside and outside)
- Bars (employee side)
- Customer self-serve areas where non-individually prepackaged FOODs or beverages are sold or dispensed (e.g., salad bars, buffets, bulk FOOD sales, beverage stations)
- Employee change and storage areas
- Wait stations

Coved flooring material should extend integrally up the walls. Integral coving is not required in areas used exclusively for dining, point-of-sale, or the storage of UTENSILs or FOODs contained in the original **un-opened** container

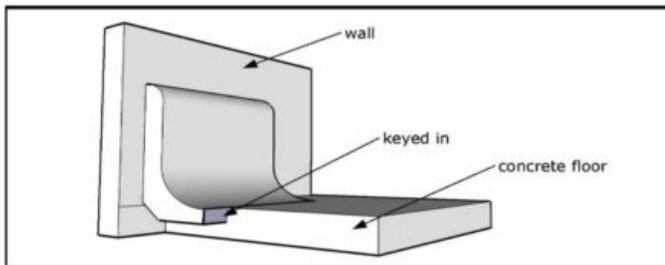
Floor Installation Diagrams



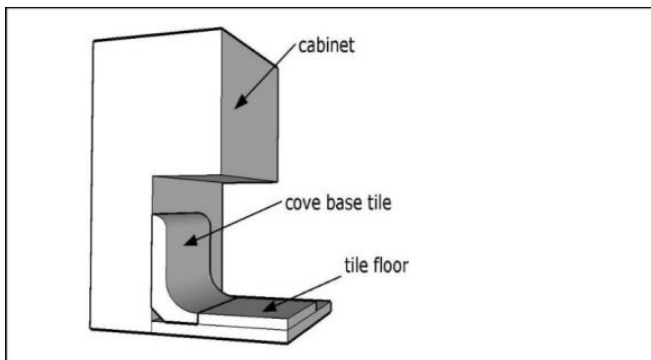
Example of quarry tile cove base.



Example of quarry tile cove base flush with floor.



Example of quarry tile cove base integral to concrete floor.



Example cove base; cabinet toe-kick

PEST CONTROL

All openings to the outside shall be effectively protected against the entrance of insects and rodents. All roller doors, sliding or bi-fold doors, or similar movable wall systems that are not self-closing and create a continuous opening to the exterior must have an effective means of pest control.

Some examples of effective barriers include:

- Solid, tight fitting, self-closing doors.
- Fixed or self-closing screens of #16 mesh or finer.
- Effective air curtains.

Example Air Curtain



This may not apply if a FOOD ESTABLISHMENT opens into a larger completely enclosed structure such as a coliseum, arena, warehouse, shopping mall, superstores, airport, or office building, where the outer openings from the larger structure are protected against the entry of insects and rodents.

A. Building

All masonry or cement foundations must be rodent proof. Seal all openings into the foundation and exterior walls, including openings & penetrations around wall and ceiling penetrations.

Cover all building vents with a minimum #16 mesh screen. Effectively seal all air ducts, skylight, transoms, and other openings to the outside.

B. Windows

Windows that open to the outside must be properly protected with minimum #16 mesh screen, with the exception of service windows.

Drive-thru and walk-up service windows must have effective means to prevent pest entry, to include minimum #16 mesh screens, properly designed and installed air curtains, or other effective means such as self-closing devices (spring-loaded, bump pad, electronic opener, or gravity operated).

C. Delivery, Customer, and Toilet Room Doors

Exterior doors: All outside doors shall be self-closing and tight fitting. Install a door sweep and weather stripping to prevent the entrance of insects and rodents. *Note: Daylight shall not be visible around the perimeter of the door.*

Garage Doors, Roller Doors, and Loading Docks: Garage and roller type delivery doors must be protected against pests. Loading docks shall have properly installed tight fitting dock seals at all loading bays. If the location of one of these doors exposes the kitchen or other FOOD service, air curtains will be required.

Toilet Room (Restroom) doors: All toilet rooms located in or adjacent to a FOOD ESTABLISHMENT shall be provided with tight fitting, self-closing doors. This requirement does not apply to a toilet room that is located outside a FOOD ESTABLISHMENT and does not open directly into the FOOD ESTABLISHMENT such as a toilet room that is provided by the management of a shopping mall.

D. Insect Control Devices, Design and Installation

Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. These devices must not be located above FOOD preparation areas and installed to prevent the contamination of exposed FOOD, clean EQUIPMENT, UTENSILS, and LINENS, from insect fragments

MECHANICAL VENTILATION

A. Mechanical Ventilation Requirements

Commercial cooking or display EQUIPMENT, which produces smoke, steam, grease, mists, particulate matter, condensation, vapors, fumes, odors, or create sanitation or indoor air quality problems, will require a hood.

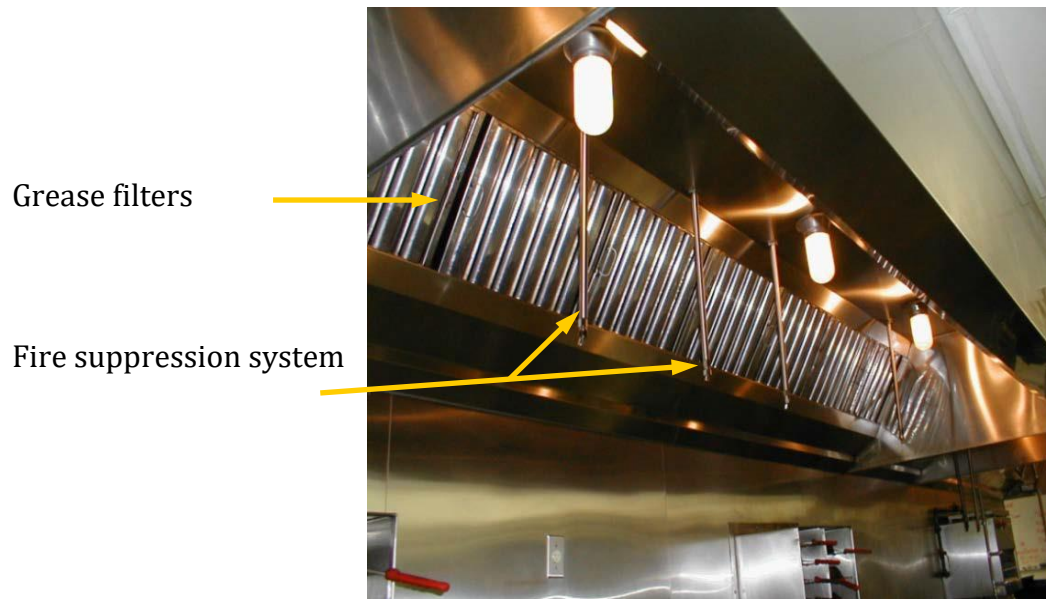
Hoods shall be designed and installed to prevent grease and condensation from collecting on walls, ceilings, and dripping into FOOD or onto FOOD contact surfaces. All hoods should comply with the current International Mechanical Code (IMC) and/or all local building and fire safety codes.

Balancing of the exhaust and make-up air must be ensured so that the system can be operated efficiently.

B. Mechanical Ventilation Hood Systems

Type I hoods are required over EQUIPMENT that produce grease, smoke, excessive steam, heat, condensation, particulate matter, odors, or create indoor sanitation or indoor quality problems. Examples of equipment requiring installation under a hood include: Kettles, pasta cookers, hot plates, salamanders, Mongolian-style grills, gas cooking EQUIPMENT, tableside cooking EQUIPMENT, such as Teppanyaki-style cooking, Tandoori ovens, rotisserie units, Panini grills, etc.

Type I Hood over Cook Line



The National Fire Protection Association provides a resource for FOOD ESTABLISHMENTS to reduce the potential fire hazard of commercial cooking operations. Refer to the NFPA link below or your local/State Fire Protection regulations.

<http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=96>

Type II hoods shall be installed over EQUIPMENT that produce steam, heat, mists, condensation, fumes, vapors, and non-grease laden FOODS.

Type II Hood over WAREWASHING Machine





Vent less Hood Systems or ventilation systems integral to the cooking EQUIPMENT need to be reviewed and APPROVED by the local mechanical code, and other applicable fire safety codes.

Appendix A - MODEL PLAN REVIEW APPLICATION FOR FOOD ESTABLISHMENTS

TYPE OF APPLICATION: ☐ New ☐ Remodel ☐ Conversion		Projected Start Date: _____ Projected Completion Date: _____	
TYPE OF FOOD OPERATION: ☐ Restaurant ☐ Institution ☐ Daycare ☐ Retail food store ☐ Other: _____			
FOOD ESTABLISHMENT INFORMATION			
Name of Establishment: _____			
Establishment Address: _____	City: _____	State: _____	ZIP: _____
OWNERSHIP INFORMATION			
Name of Owner: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Email: _____	Phone Number: _____		
APPLICANT INFORMATION (e.g., ARCHITECT/ENGINEER)			
Applicant Name: _____		Contact Person: _____	
Applicant Mailing Address: _____	City: _____	State: _____	ZIP: _____
Email: _____	Phone Number: _____		
FOOD OPERATION INFORMATION			
Hours/Days of Operation ☐ Sun: _____ ☐ Mon: _____ ☐ Tues: _____ ☐ Wed: _____ ☐ Thurs: _____ ☐ Fri: _____ ☐ Sat: _____	Restaurant Seating Capacity # of Indoor Seats: _____ # of Outdoor Seats: _____ Square Feet of Facility: _____	Type of Service (check all that apply) ☐ On-site consumption ☐ Off-site consumption ☐ Catering ☐ Single-use utensils ☐ Multi-use utensils ☐ Other: _____	Employees Max per shift: _____ Maximum meals to be served ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____
The following documents must be submitted along with this application: ☐ Proposed menu or complete list of food and beverages to be offered (including seasonal, catering and banquet menus) – <i>Standard Operating Procedures or HACCP plans may be required.</i> ☐ Plans must be clearly drawn to scale (minimum 11 x 14 inches in size) and include these items below: - The floor plan must identify: food preparation, serving and seating areas, restrooms, office, employee change room, storage, warewashing, janitorial and trash area. Include location of any outside equipment or facilities (dumpsters, well, septic system-if applicable). - Provide equipment layout and specifications, clearly numbered and cross-keyed with the equipment list. <i>Elevation drawings may be requested by the Regulatory Authority.</i> - Identify handwashing, warewashing and food preparation sinks. - Provide plumbing layout showing the sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer. - Provide exhaust ventilation layout including location of hood and make-up air returns and ducts, if applicable. - Lighting plan, indicating the exact foot candles for each area as required by the FDA Food Code (§6-303.11). - Finish schedule showing floor, coved base, wall and ceilings for each area shown on the plans. <i>Note: A color coded flow chart may be requested by the Regulatory Authority demonstrating flow patterns for: food (receiving, storage, preparation, service); dishes (clean, soiled, cleaning, storage); trash (service area, holding, storage, disposal).</i>			
Signature: _____		Date: _____	
Print Name: _____		Title: _____	

Appendix B – REGULATORY COMPLIANCE REVIEW LIST

FOOD PREPARATION PROCEDURES

FOOD DELIVERY

1. How often will frozen foods be delivered? ☐ Daily ☐ Weekly ☐ Other: _____
2. How often will refrigerated foods be delivered? ☐ Daily ☐ Weekly ☐ Other: _____
3. How often will dry foods or supplies be delivered? ☐ Daily ☐ Weekly ☐ Other: _____

FOOD STORAGE* - Identify amount of space (in cubic feet) allocated for:

Dry Storage _____; Refrigerated Storage (41°F) _____; Frozen Storage _____; Utensil Storage _____

* Identify on plans where storage will be located.

INSTRUCTIONS: Describe the following with as much detail as possible. Indicate Not Applicable (NA) as appropriate.

PROCESS	IDENTIFY FOOD ITEMS	INDICATE LOCATION AND EQUIPMENT	MEETS CRITERIA (RA to circle and Initial)
Washing FDA Food Code §3-302.15			YES/NO
Thawing FDA Food Code §3-501.13			YES/NO
Cooking FDA Food Code §3-401			YES/NO
Hot Holding Hot food maintained at 135°F			YES/NO
Cooling Time/Temperature Control for Safety food will be cooled to 41°F within 6 hours; 135°F to			YES/NO
Reheating Food must be reheated to a temperature of 165° for 15 seconds within 2 hours			YES/NO

FINISH SCHEDULE

INSTRUCTIONS: Indicate which materials (quarry tile, stainless steel, fiberglass reinforced panels (RFP), ceramic tile, 4" plastic coved molding, etc.). Indicate Not Applicable (NA) as appropriate.

ROOM/AREA	FLOOR	FLOOR/WALL JUNCTURE	WALLS	CEILING	MEETS CRITERIA (RA to circle and Initial)
Food Preparation					YES/NO
Dry Food Storage					YES/NO
Warewashing Area					YES/NO
Walk-in Refrigerators and Freezers					YES/NO
Service Sink					YES/NO
Refuse Area					YES/NO
Toilet Rooms and Dressing Rooms					YES/NO
Other: Indicate					YES/NO
Identify the finishes of cabinets, countertops, and shelving:					

PHYSICAL FACILITIES

INSTRUCTIONS: Explain the following with as much detail as possible. Indicate Not Applicable (NA) as appropriate.

TOPIC	MINIMUM CRITERIA	MEETS CRITERIA Circle and Initial)
Handwashing facilities	- Identify number of the handwashing sinks in food preparation and warewashing areas: ____ Food Preparation ____ Warewashing Area - Type of hand drying device? Disposable towels ☐ Hand-drying device ☐	YES/NO
Warewashing Facilities	MANUAL DISHWASHING - Identify the length, width, and depth of the compartments of the 3-compartment sink: _____ - Will the largest pot/ pan fit into each compartment of the 3-compartment sink? ☐ Yes ☐ No If No, what will be the procedure for manual cleaning and sanitizing of items that will not fit into sink compartments? _____ - Describe size, location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space: _____ - What type of sanitizer will be used? ☐ Chemical Type: _____ ☐ Hot Water MECHANICAL DISHWASHING - Identify the make and model of the mechanical dishwasher: _____ - What type of sanitizer will be used? ☐ Chemical Type: _____ ☐ Hot Water - Will ventilation be provided? Yes ☐ No ☐	YES/NO
Water Supply	- Is the water supply public or non-public/private? public ☐ non-public/private ☐ - If private, has source been approved? Yes ☐* No ☐ - Attach copy of written approval and/or permit. - Is ice made on premises or purchased commercially? Made on-site ☐ Purchased ☐ - Will there be an ice bagging operation? Yes ☐ No ☐	YES/NO

Sewage Disposal	- Is the sewage system public or non-public/private? public ☐ non-public/private ☐ If private, has the sewage system been approved? Yes ☐* No ☐ Attach copy of written approval and/or permit. - Will grease traps/interceptors be provided? Yes ☐* No ☐ *Identify location on plan.	YES/NO
Backflow Prevention	- Will all potable water sources be protected for backflow? Yes ☐ No ☐ - Are all floor drains identified on the submit floor plan? Yes ☐ No ☐	YES/NO
Toilet Facilities	- Identify locations and number of toilet facilities: _____ - Hot and cold water provided? Yes ☐ No ☐	YES/NO
Dressing Rooms	- Will dressing rooms be provided? Yes ☐ No ☐ - Describe storage facilities for employee personal belongings _____	YES/NO
Linens	- Will linens be laundered on site? Yes ☐ No ☐ If yes, what will be laundered and where? _____ If no, how and where will linens be cleaned? _____ - Identify location of clean and dirty linen storage: _____ - How often will linens be delivered and picked up?	YES/NO
Poisonous/Cleaning Storage	- Identify the location and storage of poisonous or toxic materials - Where will cleaning and sanitizing solutions be stored at workstations? _____ - How will these items be separated from food and food-contact surfaces? _____	YES/NO

Pest Control	• Will all outside doors be self-closing and rodent proof? ☐ Yes ☐ No ☐ NA • Will screens be provided on all entrances left open to the outside? ☐ Yes ☐ No ☐ NA • Will all openable windows have a minimum #16 mesh screening? ☐ Yes ☐ No ☐ NA • Will insect control devices be used? ☐ Yes ☐ No ☐ NA • Will air curtains be used? If yes, where? _____ Note: All pipes and electrical conduit chases must be sealed to prevent rodent access.	YES/NO
Refuse, Recyclables, and Returnables	• Will refuse/garbage be stored inside? ☐ Yes ☐ No If yes, where _____ • Identify how and where garbage cans and floor mats will be cleaned? _____ • Will a dumpster or a compactor be used? ☐ Dumpster ☐ Compactor • Identify locations of grease storage containers: _____ • Will there be an area to store recyclables? ☐ Yes ☐ No If yes, where _____ • Will there be an area to store returnable damaged goods? ☐ Yes ☐ No If yes, where _____	YES/NO

PLAN REVIEW FORMULAS

WALK-IN REFRIGERATED STORAGE

$$\text{Estimated Space Needed (Cu. ft.)} = \frac{\text{Volume per Meal [Cu. ft.]} \times \text{Number Meals Served between Deliveries}}{0.40}$$

NOTE: Only 40% of any walk-in unit actually provides usable space

$$\frac{\text{Estimated Space (Cu. ft.)}}{\text{Height of Cooler (ft.)}} = \text{Size of Cooler Needed (Sq. ft.)}$$

Examples:

1. The number of meals between deliveries = 1000 (100 meals per day X 10 days between deliveries). Volume per meal = 0.1 cubic feet.

$$0.1 \text{ ft}^3 \text{ vol.} \times 1000 \text{ meals} = 100 \text{ ft}^3$$

$$\frac{100 \text{ ft}^3}{0.40} = 250 \text{ ft}^3 \text{ Usable Space Needed}$$

2. The usable space needed for the walk-in is 250 cubic feet. The cooler has a 6 foot high ceiling.

$$\frac{250 \text{ ft}^3 \text{ usable space needed}}{6 \text{ ft ceiling height}} = 41 \text{ ft}^2 \text{ Sized Cooler Needed}$$

REACH IN REFRIGERATED STORAGE

$$\text{Estimated Space Needed (Cu. ft.)} = \frac{\text{Volume per Meal [Cu. ft.]} \times \text{Number Meals Served between Deliveries}}{0.75}$$

NOTE: Only 75% of any reach-in unit actually provides usable space

Example:

1. The number of meals between deliveries = 1000 (100 meals per day X 10 days between deliveries). Volume per meal = 0.1 cubic feet.

$$0.1 \text{ ft}^3 \text{ vol.} \times 1000 \text{ meals} = 100 \text{ ft}^3$$

$$\frac{100 \text{ ft}^3}{0.75} = 133.3 \text{ ft}^3 \text{ Estimated Space Needed}$$

PLAN REVIEW FORMULAS

HOT WATER DEMAND

Gallons Per Hour (GPH) =

$$\frac{\text{Sink Size in}^3 \times 7.5 \text{ gal/ft}^3 \times (\text{Number of compartments} \times 0.75 \text{ capacity})}{1728 \text{ in}^3/\text{ft}^3}$$

OR

$$\text{Sink Size in}^3 \times \text{Number components} \times 0.003255 \text{ in}^3$$

British Thermal Units (BTU) =

$$\frac{\text{GPH} \times \text{°Rise} \times 8.33 \text{ lb/gal of water}}{\text{Thermal Efficiency}}$$

Kilo-Watt (KW) Input =

$$\frac{\text{GPH} \times \text{°Rise} \times 8.33 \text{ lb/gal of water}}{3412 \text{ BTU per KW}}$$

Example:

1. How many BTU's or KW's will the booster heater need to raise the incoming hot water (140°F) to 180°F for the final rinse temperature if the dishwasher requires 64 GPH?

$$\frac{64 \text{ GPH} \times 40\text{°F Rise} \times 8.33}{0.70 \text{ (operating efficiency)}} = 30,464 \text{ BTU}$$

$$\frac{64 \text{ GPH} \times 40\text{°F Rise} \times 8.33}{3412 \text{ BTU per KW}} = 6.2 \text{ KW}$$

PLAN REVIEW FORMULAS

DRY STORAGE

$$\text{Required Storage Area (sq. ft.)} = \frac{\text{Volume per Meal (0.1 cu. ft.)} \times \text{Number Meals between Deliveries}}{\text{Avg. Height of Area (ft.)} \times \text{Fraction of Usable Floor Area}}$$

Example: 7 ft. high ceiling, shelves 6" off the floor, 18" from ceiling
Usable Height 5 ft.

Usable Floor Space:

Depends on door swings, overhead sewer lines, electrical boxes, etc.

Examples:

1. The number of meals between deliveries = 1,000 (100 meals per day X 10 days between deliveries). A **small fraction (3/10ths) of usable storage space** in a store room that has 5 feet in usable height

$$\frac{0.1 \text{ cu. ft.} \times 1000 \text{ meals}}{5 \text{ ft} \times 0.3} = 66.67 \text{ ft}^2 \text{ Required Storage Area}$$

2. The number of meals between deliveries = 1,000 (100 meals per day X 10 days between deliveries). A **larger fraction (6/10ths) of usable storage space** in a store room that has 5 feet in usable height

$$\frac{0.1 \text{ cu. ft.} \times 1000 \text{ meals}}{5 \text{ ft} \times 0.6} = 33 \text{ ft}^2 \text{ Required Storage Area}$$

LINEAR FEET OF SHELVING

$$\text{Linear Feet of Shelving Required (ft.)} = \frac{\text{Volume per Meal (0.1 cu. ft.)} \times \text{Number Meals between Deliveries}}{D \times H \times C}$$

D = Depth of Shelves (ft.)

H = Clearance between shelves (ft.)

C = 80% effective capacity of shelf height

Examples:

1. Assume 400 meals per day and a 10 day storage between deliveries = 4,000 meals.
Volume of 0.1 cu. Ft. per meal, shelf depth of 18 inches, clearance of **12 inches** between shelves and 80% effective capacity of shelf height

$$\frac{0.1 \text{ cu. ft.} \times 4000 \text{ meals}}{1.5 \text{ ft.} \times 1 \text{ ft.} \times 0.80} = 333 \text{ ft. Shelving Needed}$$

2. Assume 400 meals per day and a 10 day storage between deliveries = 4,000 meals.
Volume of 0.1 cu. Ft. per meal, shelf depth of 18 inches, clearance of **18 inches** between shelves and 80% effective capacity of shelf height

$$\frac{0.1 \text{ cu. ft.} \times 4000 \text{ meals}}{1.5 \text{ ft.} \times 1.5 \text{ ft.} \times 0.80} = 222 \text{ ft. Shelving Needed}$$

Appendix D Plan Review Web Links

These links are examples of resources available to the Food Establishment Applicant. The required plan, specifications and information must be approved by the Regulatory Authority to receive a permit to operate a food establishment.

Michigan Department of Agriculture and Rural Development

http://www.michigan.gov/mdard/0%2c4610%2c7-125-50772_45851-59764--%2c00.html

Wisconsin Department of Safety and Professional Services

<http://www.dsps.wi.gov/Plan-Review>

U.S. Food and Drug Administration Food Establishment Plan Review Guide

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm101639.htm>

North Carolina Public Health, Environmental Health Section

<http://ehs.ncpublichealth.com/faf/food/planreview/app.htm>

Minnesota Department of Agriculture

<http://www.mda.state.mn.us/food/business/plan-review.aspx>

Conference for Food Protection, Plan Review for Food Establishments

<http://www.foodprotect.org/guides-documents/plan-review-for-food-establishments-2008/>

Public Health – Seattle and King County

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/permanent.aspx>

Harris County Public Health and Environmental Services

http://www.hcphe.org/divisions_and_offices/environmental_public_health/training_and_resources/information_for_food_establishments/food_establishment/

Florida Department of Health in Volusia County

<http://volusia.floridahealth.gov/programs-and-services/environmental-health/food-hygiene/food-guide.html>

Dan Osoba
Planner I
Planning & Community Development
33 S Arlington Heights Road
Arlington Heights, IL 60005

Subject: Qargo Coffee Interior Buildout – Special Use Permit Review #2 Response
Permit Number # PCA00023-2024; HOH Project #5892

Dear Mr. Osoba,

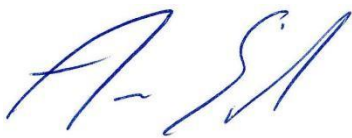
We really appreciate your team's willingness to push this through quicker than the normal turnaround time and we wish to make this process as smooth as possible for your approval.

Please see the following responses to your review comments received on May 29, 2025 regarding the previously submitted drawings by HOH Group, Inc. on May 7, 2025.

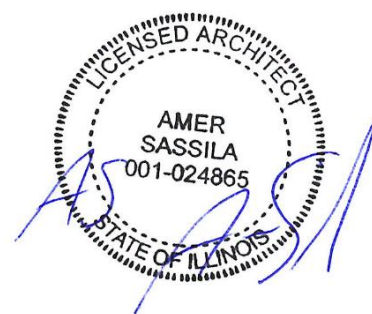
The attached exhibit are the comments from the respective agency reviewers and responses to the comments from HOH. We reviewed and addressed every comment provided by the reviewers to the best of our knowledge in compliance with the codes and regulations set forth by the Village of Arlington Heights.

Please contact me if you have any questions about this. We will do everything in our power to respond and provide responses which will help ease the review process for you.

Sincerely,



Amer Sassila, R.A., LEED AP BD+C
Vice President – Director of A/E Services



THE HOH GROUP, INC.

ARCHITECTS ENGINEERS

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	5/29/2025
Consultant:		HOH		
Comment Response Submitted:		7/15/2025		Response #2
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
Planning & Community Development Review Comments				
		Requires Re-submit		
		All contractors are required to have a portal & VAH contractor license		Acknowledged and will be provided by contractors separately
Building Department		Alex Kang		
1	A1.01	(5/31/2025) 1.At least one van-accessible parking space is required. Section: 2018 IBC 1106.5	Alex Kang	Updated sheet A1.01 to provide 1 van accessible parking
2	A1.01	(5/31/2025) 2.Outdoor signage requiring a foundation must have a minimum depth of 42" due to the frost depth.	Alex Kang	Revised dimension on Detail 3/A1.01
Engineering Commercial		Nanci Julius		
11		11.INCOMPLETE. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.	Nanci Julius	Acknowledged
12		12.INCOMPLETE. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection: Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet Projection:Transverse_Mercator False_Easting: 984250.00000000 False_Northing: 0.00000000 Central_Meridian: -88.33333333 Scale_Factor:0.99997500 Latitude_Of_Origin:36.66666667 Linear Unit:Foot_US Geographic Coordinate System: GCS_North_American_1983 Datum:D_North_American_1983 Prime Meridian: Greenwich Angular Unit: Degree	Nanci Julius	Provided on revised sheet A1.00
13		13.INCOMPLETE. When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.	Nanci Julius	Provided photometric in this submittal response #2 package
14		14.INCOMPLETE. Provide an exhibit to engineering scale showing the turning path of the Fire Department's responding vehicle, in this case Engine 114. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.	Nanci Julius	Provided in new sheet A1.01B labeled TRAFFIC ANALYSIS
15		15.COMPLETE. If an exterior grease trap is required for the change in use for the building, an MWRD permit will be required. The MWRD permit determination letter has been provided, an MWRD permit is not required.	Nanci Julius	Acknowledged.
16		16.ITEMS a & b INCOMPLETE. Staff concurs with KLOA's recommendation to provide: a)Wayfinding signage to guide vehicles to the entrance of the drive-through lane. b)Vehicles exiting the drive-through lane should be under stop sign control. c)Provide a "Do Not Enter" sign placed at the exit of the drive-through lane facing north.	Nanci Julius	Has been previously provided on sheet A1.01 in Response #1. Provided further clarification in revised sheet A1.01. Also provided "One Way" signage at the southwest end just before entering the drive thru.
17		17.Provide a written response to the comments.	Nanci Julius	Provided in this submittal response #2 package
Zoning Review		Requires Re-submit		

THE HOH GROUP, INC.

ARCHITECTS ENGINEERS

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	5/27/2025
Consultant:		HOH		
Comment Response Submitted:		7/15/2025		Response #2
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
7		7.INCOMPLETE: The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter: a.Planned Unit Development Amendment to add a drive-through lane to the property. b.Special Use Permit to allow a Restaurant with a drive-through on the property. c.Additional zoning actions may be identified based on a response to these comments. i. 2ND REVIEW: A comment response letter was not provided with the 2nd submission as instructed. Provide a written response letter that addresses all of the comments within all of the departmental review letters.	Dan Osoba	Acknowledged; Provided in this submittal response #2 package
8		8.INCOMPLETE: Specifically list the variation being requested in your Justification Letter. Respond to the four criteria for approval for variations, not the proposed land use. The Justification Letter responds to how Urban Air is consistent with the variation criteria, which is not applicable in this application. Revise the Justification Letter to identify and justify the variation request specifically. The variation identified by staff based on this review are as follows: a.Variation to Chapter 28, Section 10.4-4 to reduce the parking requirement. Parking requirement to be verified with an updated tenant list. The petitioner shall provide information to staff to verify parking requirements (see the Parking section below). i. 2ND REVIEW: A revised justification letter including the response to the variation criteria was not provided with the 2nd submission as instructed. Provide a written justification letter for the above variation.	Dan Osoba	There is no longer variation as the proposed plan now has the minimum parking requirements per Chapter 28, Section 10.4-4 in Village of Arlington Heights Municipal Code. Therefore, additional justification letter regarding this matter is not provided in this response package.
9		9.INCOMPLETE: Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights- of-way. Staff will review the list of PINs received to comply with public notice requirements for the Plan Commission public hearing. a. 2ND REVIEW: A list of property owners within 250-feet, excluding rights-of- way was not provided with this review. Provide the list of property owners with the next submission.	Dan Osoba	Southwest Across the Street (Plaza): Brixmor Property Group 200 Ridge Pike, Suite 100 - Conshohocken, PA 19428 Northwest Across Street (Sun Shui Asian Kitchen): Long Drive Development Corporation 4768 Wellington Drive - Long Grove, IL 60047 East Corner at Intersection (Village Bank & Trust): Wintrust Financial Corporation 9700 W Higgins Road, Unit S750 - Rosemont, IL 60018
10		10.In the Written Justification for SUP, provide a response to how the restaurant and drive-through comply with each individual criterion. (i.e. the Restaurant and Drive- through use is deemed necessary for the public convenience at this location because...) a. 2ND REVIEW: The exact same justification letter was uploaded for this review (dated December 5, 2024). Update the justification letter as instructed and resubmit.	Dan Osoba	Revised Justification Letter provided in the submittal response #2 package.
11		11.COMPLETE: A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.	Dan Osoba	Acknowledged
12		12.INCOMPLETE: Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded. a. 2ND REVIEW: A response to these comments was not provided for this review and it appears much of the same documentation was provided for this submission as the first submission. Please confirm why documents and plans were not revised as requested, provide a written response to each item in all department review letters and revise plans and documents accordingly.	Dan Osoba	Acknowledged; Provided in this submittal response #2 package
13		13.COMPLETE: Provide additional business information such as the proposed hours of operation, number of employees, delivery hours & operation, etc. to the Project Narrative.	Dan Osoba	Acknowledged

THE HOH GROUP, INC.

ARCHITECTS ENGINEERS

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	5/27/2025
Consultant:		HOH		
Comment Response Submitted:		7/15/2025		Response #2
NO.	DWG NO. / SPEC NO. / SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
14		14.INCOMPLETE: Provide information on trash pick-up. Will the trash enclosure as currently placed be able to function adjacent to a one-way drive? a. 2ND REVIEW: This comment was not addressed in the project description, traffic study or on the site plan. Can trash pick-up operations occur in the current configuration adjacent to a one-way drive? Can a garbage truck make the turn around a 13-foot-wide drive aisle to pick up the trash from the south? Provide information on how trash collection will occur in the project description.	Dan Osoba	Trash pickup is intended to be at 6:00 am, approximately one hour before store operation.
15		15.COMPLETE: A separate building permit will be required for any associated signage.	Dan Osoba	Acknowledged
16		16.COMPLETE: No action required; please acknowledge this comment: the Design Commission application will run concurrently with this Plan Commission application. Please note that if any site changes occur with the Plan Commission application that significantly impact the design of the building, further Design Commission or Staff review may be required at the discretion of the Village.	Dan Osoba	Acknowledged
17		17.INCOMPLETE: Provide a detail for the trash enclosure including materials and the replacement gate. The enclosure and gate must be constructed of opaque materials to screen the bins. a. 2ND REVIEW: A detail of the trash enclosure was not provided. Show the detail on the site plans.	Dan Osoba	Provided in revised sheet A1.01 and new sheet A1.03 labeled TRASH ENCLOSURE DETAILS.
18		18.INCOMPLETE: Provide a landscape & tree preservation plan. The landscape plan needs to show existing and proposed landscaping and call out plantings. The tree preservation plan needs to show existing trees to be protected and existing trees to be removed. a.2ND REVIEW: Landscape & Tree Perseveration plans were not provided. Reference the above comment for details on what needs to be provided for review. b.2ND REVIEW: Provide 4-inch caliper shade trees at the ends of all parking rows per Chapter 28, Section 6.15.b. There are islands where the code required tree is absent. c.2ND REVIEW: Along Rand Road, a three-foot-high screen is required per Chapter 28, Section 6.15.a. Infill in front of the business with salt/drought tolerant landscaping where the plant material is absent. d.2nd REVIEW: On the landscape plan, identify the brick pavers as shown in the renderings. e.2ND REVIEW: All mechanical units must be screened with landscaping or other appropriate methods of screening.	Dan Osoba	There is no landscape in the scope as that is the responsibility of the property owner, not the existing tenant. All existing landscape near the tenant boundary is to remain as is and will NOT be removed. A) See new sheet A1.10D labeled LANDSCAPE PLAN. B) 4" caliper trees provided in new sheet A1.10D labeled LANDSCAPE PLAN. C) 36" salt/drought tolerant shrubs provided in new sheet A1.10D labeled LANDSCAPE PLAN. D) The brick pavers will NOT be implemented for this project as those were shown strictly for visual. There was no intention to actually implement them for this project. E) RTU are already concealed below the existing parapet height of the building.
19		19.INCOMPLETE: Provide a photometric plan showing existing and proposed site/building lighting and level levels by footcandle. Ensure the accessible route is shown on the photometric plan. a. 2ND REVIEW: A photometric plan was not provided.	Dan Osoba	Provided photometric in this submittal response #2 package
20		20.COMPLETE: Call out the overhead clearance bar and drive-through signage.	Dan Osoba	Acknowledged.
21		21.INCOMPLETE: Per Engineering, provide a stop bar and stop control at the end of the drive-thru. a. 2ND REVIEW: Stop bar and stop sign were not provided on site plans.	Dan Osoba	Has been previously provided on sheet A1.01 in Response #1. Clarified plans are provided in sheet A1.01C PROPOSED DRIVE THRU SIGNAGE PLAN.
22		22.INCOMPLETE: Call out the ordering speaker and menu. Stacking for the drive- through shall be identified from behind this ordering speaker (5 cars). a. 2ND REVIEW: Call out specifically where customers will order. The site plan indicates a menu, but it is not clear where ordering will occur. Note that vehicular stacking for drive-thru should be identified behind this order window and reflected in a parking study (see Parking & Traffic below).	Dan Osoba	Has been previously provided on sheet A1.01 in Response #1. Clarified plans are provided in sheet A1.01C PROPOSED DRIVE THRU SIGNAGE PLAN.
23		23.COMPLETE: Show one-way striping adjacent to the angled spaces.	Dan Osoba	Acknowledged.
24		24.INCOMPLETE: One-way signage is needed where the drive aisle changes from two- way to one-way. a. 2ND REVIEW: One-way signage needs to be provided at the southwest corner of the site where the drive aisle changes from two-way to one-way traffic.	Dan Osoba	Provided in revised sheet A1.01.

THE HOH GROUP, INC.

ARCHITECTS ENGINEERS

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	5/27/2025
Consultant:		HOH		
Comment Response Submitted:		7/15/2025		Response #2
NO.	DWG NO. / SPEC NO. / SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
25		25.COMPLETE: One-way, do not enter signage is required at the end of the one-way drive. See the site plan for details on the locations of one-way signage.	Dan Osoba	Has been previously provided on sheet A1.01 in Response #1. Provided further clarification in revised sheet A1.01. Also provided "One Way" signage at the southwest end just before entering the drive thru.
26		26.INCOMPLETE: The dining area square footage used to calculate the parking requirements for this application is 1,401 s.f. as measured on the scaled floor plan. If this appears incorrect, please provide a response to this comment and staff will re- review. a. 2ND REVIEW: Petitioner to verify the dimensions based on the scaled floor plans, which were not provided with this submittal.	Dan Osoba	Dining area is actually 2,000 sf. Therefore, using the divider value of 45 per SF of dining area table provided in the Village comments (from Village municipal code Chapter 28, Section 10.4.4.), we would need 45 parking spaces including ADA parking spaces. Within the tenant boundary on site, there is 46 parking spaces available.
27		27.COMPLETE: A Traffic Impact Study was provided and reviewed for adequacy. No further changes are required at this time.	Dan Osoba	Acknowledged.
28		28.INCOMPLETE: A Parking Study was not provided and a variation was not requested with this submittal. A Parking Study is required for any application with a drive-thru as discussed in the CPRC Staff Report. a. 2ND REVIEW: A Parking Study was not provided and a variation was not requested. A parking study is required for any application with a drive-thru. The parking study shall evaluate the parking demand of the proposal, adequacy of parking in the shopping center, and queuing for the drive-thru behind the ordering window/speaker.	Dan Osoba	See response to comment #26.
29		29.INCOMPLETE: The parking requirements for the shopping center are shown below. Note this table has been updated to reflect the recently approved Urban Air land use in unit 11C; however, a variation to reduce the parking requirement is not required. The Urban Air application was approved to reduce the requirement of parking spaces provided by 7". a. 2ND REVIEW: The Petitioner shall verify the parking square footage based on the scaled floor plans proposed.	Dan Osoba	See response to comment #26.
30		30.INCOMPLETE: Bicycle parking spaces are required with this application. Show the location and design of bicycle parking spaces (2 required) with your next submittal. Bicycle parking spaces shall comply with standards set forth in the Association of Pedestrian and Bicycles Professionals Bicycle Parking Guidelines Handbook. a. 2ND REVIEW: Bicycle racks were not provided or shown on the site plans for this submission.	Dan Osoba	Provided on revised sheet A1.01
END				

Village of Arlington Heights

Interoffice Memorandum



To: <Planning Staff Liaison >
From: <Building Department Staff>
Department: Building Department
File Number: <PCA00023-2024>
Project: <4 W Rand Rd>
Review Round: <Round 2>
Date: <5/13/2025>

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OIF THE FOLLOWING?

	YES	NO
1. VILLAGE BUILDING CODE	☐	☐
2. PRESENT ZONING USE	☐	☐
3. REQUESTED ZONING USE	☐	☐
4. SUBDIVISION REQUIRED	☐	☐
5. SIGN CODE	☐	☐

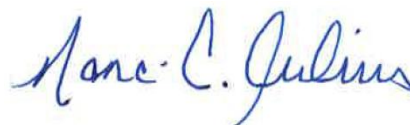
BUILDING PLAN REVIEW COMMENTS:

1. At least one van-accessible parking space is required.
Section: 2018 IBC 1106.5
2. Outdoor signage requiring a foundation must have a minimum depth of 42" due to the frost depth.

PLAN COMMISSION PCA00023-2024

**Qargo Coffee
4 W Rand Road
Round 2**

11. **INCOMPLETE.** The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
12. **INCOMPLETE.** Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:
- Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection: Transverse_Mercator
False_Easting: 984250.00000000
False_Northing: 0.00000000
Central_Meridian: -88.33333333
Scale_Factor: 0.99997500
Latitude_Of_Origin: 36.66666667
Linear Unit: Foot_US
Geographic Coordinate System: GCS_North_American_1983
Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree
13. **INCOMPLETE.** When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.
14. **INCOMPLETE.** Provide an exhibit to engineering scale showing the turning path of the Fire Department's responding vehicle, in this case Engine 114. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.
15. **COMPLETE.** If an exterior grease trap is required for the change in use for the building, an MWRD permit will be required. **The MWRD permit determination letter has been provided, an MWRD permit is not required.**
16. **ITEMS a & b INCOMPLETE.** Staff concurs with KLOA's recommendation to provide:
a) Wayfinding signage to guide vehicles to the entrance of the drive-through lane.
b) Vehicles exiting the drive-through lane should be under stop sign control.
c) Provide a "Do Not Enter" sign placed at the exit of the drive-through lane facing north.
17. Provide a written response to the comments.



Nanci C. Julius, P.E.
Senior Civil Engineer

May 16, 2025

Date

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-023
Project: Qargo Coffee at Arlington Plaza – 4 W. Rand Rd
Review Round: Round 2
Date: May 29, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☐	☒
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☐	☒

Zoning:

7. **INCOMPLETE:** The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:
- Planned Unit Development Amendment to add a drive-through lane to the property.
 - Special Use Permit to allow a Restaurant with a drive-through on the property.
 - Additional zoning actions may be identified based on a response to these comments.
 - 2ND REVIEW:** A comment response letter was not provided with the 2nd submission as instructed. Provide a written response letter that addresses all of the comments within all of the departmental review letters.
8. **INCOMPLETE:** Specifically list the variation being requested in your Justification Letter. Respond to the four criteria for approval for variations, not the proposed land use. The Justification Letter responds to how Urban Air is consistent with the variation criteria, which is not applicable in this application. Revise the Justification

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Letter to identify and justify the variation request specifically. The variation identified by staff based on this review are as follows:

- a. Variation to Chapter 28, Section 10.4-4 to reduce the parking requirement. Parking requirement to be verified with an updated tenant list. The petitioner shall provide information to staff to verify parking requirements (see the Parking section below).
 - i. **2ND REVIEW:** A revised justification letter including the response to the variation criteria was not provided with the 2nd submission as instructed. Provide a written justification letter for the above variation.

General:

9. **INCOMPLETE:** Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will review the list of PINs received to comply with public notice requirements for the Plan Commission public hearing.
 - a. **2ND REVIEW:** A list of property owners within 250-feet, excluding rights-of-way was not provided with this review. Provide the list of property owners with the next submission.
10. In the Written Justification for SUP, provide a response to how the restaurant and drive-through comply with each individual criterion. (i.e. the Restaurant and Drive-through use is deemed necessary for the public convenience at this location because...)
 - a. **2ND REVIEW:** The exact same justification letter was uploaded for this review (dated December 5, 2024). Update the justification letter as instructed and resubmit.
11. **COMPLETE:** A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.
12. **INCOMPLETE:** Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
 - a. **2ND REVIEW:** A response to these comments was not provided for this review and it appears much of the same documentation was provided for this submission as the first submission. Please confirm why documents and plans were not revised as requested, provide a written response to **each** item in all department review letters and revise plans and documents accordingly.

Business Operations/Floor Plan:

13. **COMPLETE:** Provide additional business information such as the proposed hours of operation, number of employees, delivery hours & operation, etc. to the Project Narrative.

14. **INCOMPLETE:** Provide information on trash pick-up. Will the trash enclosure as currently placed be able to function adjacent to a one-way drive?

- a. **2ND REVIEW:** This comment was not addressed in the project description, traffic study or on the site plan. Can trash pick-up operations occur in the current configuration adjacent to a one-way drive? Can a garbage truck make the turn around a 13-foot-wide drive aisle to pick up the trash from the south? Provide information on how trash collection will occur in the project description.

Building & Design

15. **COMPLETE:** A separate building permit will be required for any associated signage.

16. **COMPLETE:** No action required; please acknowledge this comment: the Design Commission application will run concurrently with this Plan Commission application. Please note that if any site changes occur with the Plan Commission application that significantly impact the design of the building, further Design Commission or Staff review may be required at the discretion of the Village.

Site & Landscaping

17. **INCOMPLETE:** Provide a detail for the trash enclosure including materials and the replacement gate. The enclosure and gate must be constructed of opaque materials to screen the bins.

- a. **2ND REVIEW:** A detail of the trash enclosure was not provided. Show the detail on the site plans.

18. **INCOMPLETE:** Provide a landscape & tree preservation plan. The landscape plan needs to show existing and proposed landscaping and call out plantings. The tree preservation plan needs to show existing trees to be protected and existing trees to be removed.

- a. **2ND REVIEW:** Landscape & Tree Perseveration plans were not provided. Reference the above comment for details on what needs to be provided for review.
- b. **2ND REVIEW:** Provide 4-inch caliper shade trees at the ends of all parking rows per Chapter 28, Section 6.15.b. There are islands where the code required tree is absent.
- c. **2ND REVIEW:** Along Rand Road, a three-foot-high screen is required per Chapter 28, Section 6.15.a. Infill in front of the business with salt/drought tolerant landscaping where the plant material is absent.
- d. **2nd REVIEW:** On the landscape plan, identify the brick pavers as shown in the renderings.
- e. **2ND REVIEW:** All mechanical units must be screened with landscaping or other appropriate methods of screening.

19. **INCOMPLETE:** Provide a photometric plan showing existing and proposed site/building lighting and level levels by footcandle. Ensure the accessible route is shown on the photometric plan.

- a. **2ND REVIEW:** A photometric plan was not provided.
- 20. **COMPLETE:** Call out the overhead clearance bar and drive-through signage.
- 21. **INCOMPLETE:** Per Engineering, provide a stop bar and stop control at the end of the drive-thru.
 - a. **2ND REVIEW:** Stop bar and stop sign were not provided on site plans.
- 22. **INCOMPLETE:** Call out the ordering speaker and menu. Stacking for the drive-through shall be identified from behind this ordering speaker (5 cars).
 - a. **2ND REVIEW:** Call out specifically where customers will order. The site plan indicates a menu, but it is not clear where ordering will occur. Note that vehicular stacking for drive-thru should be identified behind this order window and reflected in a parking study (see Parking & Traffic below).
- 23. **COMPLETE:** Show one-way striping adjacent to the angled spaces.
- 24. **INCOMPLETE:** One-way signage is needed where the drive aisle changes from two-way to one-way.
 - a. **2ND REVIEW:** One-way signage needs to be provided at the southwest corner of the site where the drive aisle changes from two-way to one-way traffic.
- 25. **COMPLETE:** One-way, do not enter signage is required at the end of the one-way drive. See the site plan for details on the locations of one-way signage.

Parking & Traffic

- 26. **INCOMPLETE:** The dining area square footage used to calculate the parking requirements for this application is 1,401 s.f. as measured on the scaled floor plan. If this appears incorrect, please provide a response to this comment and staff will re-review.
 - a. **2ND REVIEW:** Petitioner to verify the dimensions based on the scaled floor plans, which were not provided with this submittal.
- 27. **COMPLETE:** A Traffic Impact Study was provided and reviewed for adequacy. No further changes are required at this time.
- 28. **INCOMPLETE:** A Parking Study was not provided and a variation was not requested with this submittal. A Parking Study is required for any application with a drive-thru as discussed in the CPRC Staff Report.
 - a. **2ND REVIEW:** A Parking Study was not provided and a variation was not requested. A parking study is required for any application with a drive-thru. The parking study shall evaluate the parking demand of the proposal, adequacy of parking in the shopping center, and queuing for the drive-thru behind the ordering window/speaker.
- 29. **INCOMPLETE:** The parking requirements for the shopping center are shown below. Note this table has been updated to reflect the recently approved Urban Air land use

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

in unit 11C; however, a variation to reduce the parking requirement is not required. The Urban Air application was approved to reduce the requirement of parking spaces provided by 7*.

- a. **2ND REVIEW:** The Petitioner shall verify the parking square footage based on the scaled floor plans proposed.

Unit	Use	Square Area	Parking Square Footage	Divider	Parking Required
1	L Electronics	900	900	300	3
2	Shiny Nail	900	900	250	4
3	Barks in Style Pet Grooming	1,200	1,200	300	4
4	Lions Tae Kwon Do	3,000	1,500	50	30
5	Foot Nirvana	3,000	3,000	250	12
6	Sandra Rossi Beauty School	9,800	9,800	1/emp; 0.5/student	58
7	Community Threads	22,100	22,100	300	74
8	China Buffet	6,750	3,240	45	72
9,10	Treasure Hunt Deals	17,875	17,875	300	60
11A	Planet Fitness	22,002	22,002	250	88
11B	Five Star Furniture and Outlet	45,300	45,300	600	76
11C	Urban Air	66,992	66,992	30% occupancy of Rec facility; 1 space per 45 of restaurant; 1 space per 300 s.f. of amusement device arcade	332
11D	VACANT	26,435	26,435	300	88
12 --21	Harlem Furniture	27,700	27,700	600	46
22	America's Best Vision Center	4,000	4,000	300	13
23	Harvest Fresh Grocery & Café	23,472	23,472	300	78
24	North Arlington Barber Shop	900	900	250	4
25	Fifth Ave. Sushi	2,100	902	45	20
	Village Bank and Trust	7,896	7,896	300	26
28	VACANT	4,000	4,000	300	13
29	VACANT	2,614	2,614	300	9
30	Available (Pad)		0	45	0
31	Qargo Coffee	4,150	1,401	45	31
	TOTAL	303,086			1,147*
	Parking Provided				1,139
	Parking Surplus/(Deficit)				6

30. **INCOMPLETE:** Bicycle parking spaces are required with this application. Show the location and design of bicycle parking spaces (2 required) with your next submittal.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Bicycle parking spaces shall comply with standards set forth in the Association of Pedestrian and Bicycles Professionals Bicycle Parking Guidelines Handbook.

- a. **2ND REVIEW:** Bicycle racks were not provided or shown on the site plans for this submission.

Dan Osoba
Planner I
Planning & Community Development
33 S Arlington Heights Road
Arlington Heights, IL 60005

Subject: Qargo Coffee Interior Buildout – Special Use Permit Review #3 Response
Permit Number # PCA00023-2024; HOH Project #5892

Dear Mr. Osoba,

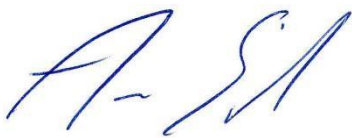
We really appreciate your team's willingness to push this through quicker than the normal turnaround time and we wish to make this process as smooth as possible for your approval.

Please see the following responses to your review comments received on August 4, 2025 regarding the previously submitted drawings by HOH Group, Inc. on July 15, 2025.

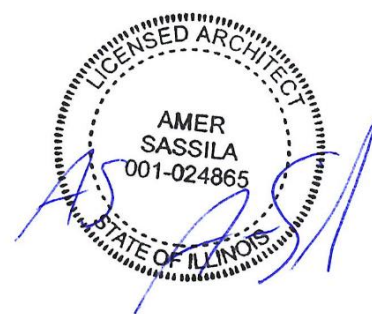
The attached exhibit are the comments from the respective agency reviewers and responses to the comments from HOH. We reviewed and addressed every comment provided by the reviewers to the best of our knowledge in compliance with the codes and regulations set forth by the Village of Arlington Heights.

Please contact me if you have any questions about this. We will do everything in our power to respond and provide responses which will help ease the review process for you.

Sincerely,



Amer Sassila, R.A., LEED AP BD+C
Vice President – Director of A/E Services



PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	8/4/2025
Consultant:		HOH		
Comment Response Submitted:		8/18/2025		Response #4
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
Planning & Community Development Review Comments		Requires Re-submit		
		All contractors are required to have a portal & VAH contractor license		Acknowledged and will be provided by contractors separately
Engineering Commercial		Nanci Julius		
13		13.INCOMPLETE. When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.	Nanci Julius	Updated photometric in this submittal response #3 package. Provides clarity between overall plaza lighting vs added lighting on exterior wall of building.
14		14.INCOMPLETE. Provide an exhibit to engineering scale showing the turning path of the Fire Department's responding vehicle, in this case Engine 114. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.	Nanci Julius	Provided in new sheet A1.01B1 labeled PROPOSED SITE PLAN - AUTOTURN EXHIBIT. This references the use of the largest garbage/waste management truck in the Autoturn plug-in software.
16		16.ITEMS a & b INCOMPLETE. Staff concurs with KLOA's recommendation to provide: a)Wayfinding signage to guide vehicles to the entrance of the drive-through lane. b)Vehicles exiting the drive-through lane should be under stop sign control. c)Provide a "Do Not Enter" sign placed at the exit of the drive-through lane facing north.	Nanci Julius	Parking Study by KLOA has been provided in this submittal response #4 package. In previous response #3 package, the following sheets: A1.01B PROPOSED SITE PLAN - TRAFFIC ANALYSIS A1.06 MUTC SIGN DETAILS & ID DESIGNATIONS were issued respectively which had the MUTCD signs and ID designations indicated on sheet A1.01B and referenced in sheet A1.06 in response to items a) b) and c). A note has been added at top right corner of revised sheet A1.01B and red boxes were added around the MUTC sign ID numbers on plan in sheet A1.01B to refer to sheet A1.06 for MUTCD signage specifications for further clarity. Sheet A1.06 has been revised to include sign ID# R7-8 to ensure all signs on plan are accounted for.
Zoning Review		Requires Re-submit		
8		8.INCOMPLETE: Specifically list the variation being requested in your Justification Letter. Respond to the four criteria for approval for variations, not the proposed land use. The Justification Letter responds to how Urban Air is consistent with the variation criteria, which is not applicable in this application. Revise the Justification Letter to identify and justify the variation request specifically. The variation identified by staff based on this review are as follows: a.Variation to Chapter 28, Section 10.4-4 to reduce the parking requirement. Parking requirement to be verified with an updated tenant list. The petitioner shall provide information to staff to verify parking requirements (see the Parking section below). i.2ND REVIEW: A revised justification letter including the response to the variation criteria was not provided with the 2nd submission as instructed. Provide a written justification letter for the above variation. ii.3RD REVIEW: based on the responses to comments and this 3rd review, a parking variation will still be required. Additionally, and regardless of the need for a parking variation, a parking study is required per code for any use with a drive-through. This was required per comment 28 and 28(a) in the 1st and 2nd Reviews. Please refer to comment 28(b) for further instruction on the expectations to address these comments.	Dan Osoba	Parking Study by KLOA has been provided in this submittal response #4 package.

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	8/4/2025
Consultant:		HOH		
Comment Response Submitted:		8/18/2025		Response #4
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
18		18.INCOMPLETE: Provide a landscape & tree preservation plan. The landscape plan needs to show existing and proposed landscaping and call out plantings. The tree preservation plan needs to show existing trees to be protected and existing trees to be removed. b.2ND REVIEW: Provide 4-inch caliper shade trees at the ends of all parking rows per Chapter 28, Section 6.15.b. There are islands where the code required tree is absent. i.❑3RD REVIEW: the Petitioner did not provide 4-inch caliper shade trees at all ends of parking rows. INCOMPLETE e.2ND REVIEW: All mechanical units must be screened with landscaping or other appropriate methods of screening. i.❑3RD REVIEW: The Petitioner did not provide screening for landscape equipment or units. INCOMPLETE	Dan Osoba	B) Additional 4" calipher trees provided in revised sheet A1.10D labeled LANDSCAPE PLAN at each end west of the building and island further west near edge of tenant lease area. E) Screening provided in revised sheet A1.10D labeled LANDSCAPE PLAN at the transformer at northwest of the building using same shrubs added along Rand Road.
28		28.INCOMPLETE: A Parking Study was not provided and a variation was not requested with this submittal. A Parking Study is required for any application with a drive-thru as discussed in the CPRC Staff Report. a.2ND REVIEW: A Parking Study was not provided and a variation was not requested. A parking study is required for any application with a drive-thru. The parking study shall evaluate the parking demand of the proposal, adequacy of parking in the shopping center, and queuing for the drive-thru behind the ordering window/speaker. b.❑3RD REVIEW: The information provided and labeled parking study on the site plan does not constitute a parking study as required by code. The parking study shall evaluate the demand of the proposal based on code requirements and ITE trip generation; adequacy of parking in the shopping center (which appears deficient based on the Petitioner's response to comment #26); and queuing demand and capacity for the drive-thru behind the ordering window.	Dan Osoba	Parking Study by KLOA has been provided in this submittal response #4 package.
29		29.INCOMPLETE: The parking requirements for the shopping center are shown below. Note this table has been updated to reflect the recently approved Urban Air land use in unit 11C; however, a variation to reduce the parking requirement is not required. The Urban Air application was approved to reduce the requirement of parking spaces provided by 7*. a.2ND REVIEW: The Petitioner shall verify the parking square footage based on the scaled floor plans proposed. b.❑3RD REVIEW: The Petitioner provided an updated square-footage of 2,000 s.f. of seating area:	Dan Osoba	Parking Study by KLOA has been provided in this submittal response #4 package.
30		30.INCOMPLETE: Bicycle parking spaces are required with this application. Show the location and design of bicycle parking spaces (2 required) with your next submittal. Bicycle parking spaces shall comply with standards set forth in the Association of Pedestrian and Bicycles Professionals Bicycle Parking Guidelines Handbook. a.2ND REVIEW: Bicycle racks were not provided or shown on the site plans for this submission. b.❑3RD REVIEW: Bicycle racks were provided with this submittal; however, they inhibit the placement of a required shade tree in a parking lot island on the southwestern corner of the building. Relocate the bicycle racks to accommodate this tree placement (note the trees are required to have a minimum of 4-feet of ground clearance).	Dan Osoba	Bike racks moved closer to building so that the racks are away from added trees at southwest corner. This revision is reflected on all plan sheets in this submittal response #4 package.
Landscape Review		Requires Re-submit		

PROJECT REVIEW

Project Name:		Qargo Coffee Interior Buildout	Reviewing Agencies:	Village of Arlington Heights
Project No.:		5892	Reviewed By:	Various
Milestone:		Issued For Permit Review - Special Use Approval	Date Received:	8/4/2025
Consultant:		HOH		
Comment Response Submitted:		8/18/2025		Response #4
NO.	DWG NO./ SPEC NO./ SECTION NO., ETC.	COMMENTS	REVIEW COMMENT BY:	HOH RESPONSES
1		1.)Provide 4 inch caliper shade trees at the ends of all parking rows (Chapter 28, Section 6.15b). There are three islands where the code required tree is absent.	Derek Mach	Additional 4" calipher trees provided in revised sheet A1.10D labeled LANDSCAPE PLAN at each end west of the building and island further west near edge of tenant lease area.
2		2.)All mechanical units must be screened with landscaping or other appropriate methods of screening.	Derek Mach	Screening provided in revised sheet A1.10D labeled LANDSCAPE PLAN at the transformer at northwest of the building using same shrubs added along Rand Road.
		END		

PLAN COMMISSION PCA00023-2024
Qargo Coffee
4 W Rand Road
Round 3

11. **COMPLETE.** The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
12. **COMPLETE.** Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:

Projected Coordinate System: NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection: Transverse_Mercator
False_Easting: 984250.00000000
False_Northing: 0.00000000
Central_Meridian: -88.33333333
Scale_Factor: 0.99997500
Latitude_Of_Origin: 36.66666667
Linear Unit: Foot_US
Geographic Coordinate System: GCS_North_American_1983
Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree

13. **INCOMPLETE.** When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.

The lighting intensities exceed the allowable limit of 2.0 foot candles for business districts. Provide additional readings to the north, east and west to evaluate where the intensities diminish to 2.0 foot candles, or if the proposed lighting should be shielded.

14. **INCOMPLETE.** Provide an exhibit to engineering scale showing the turning path of the Fire Department's responding vehicle, in this case Engine 114. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.

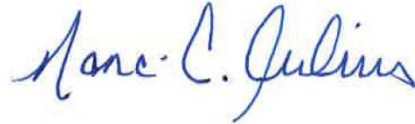
The exhibit provided is not an Autoturn exhibit.

15. **COMPLETE.** If an exterior grease trap is required for the change in use for the building, an MWRD permit will be required. **The MWRD permit determination letter has been provided, an MWRD permit is not required.**

16. **ITEMS a & b INCOMPLETE.** Staff concurs with KLOA's recommendation to provide:
- a) Wayfinding signage to guide vehicles to the entrance of the drive-through lane.
 - b) Vehicles exiting the drive-through lane should be under stop sign control.
 - c) Provide a "Do Not Enter" sign placed at the exit of the drive-through lane facing north.

Provide the MUTCD specifications for the signs, provide a stop bar for the drive-through exit, and provide the wayfinding signage to guide vehicles to the entrance of the drive-through lane.

17. **COMPLETE.** Provide a written response to the comments.



Nanci C. Julius, P.E.
Senior Civil Engineer

August 4, 2025
Date

Village of Arlington Heights

Interoffice Memorandum



From: Dan Osoba
Department: Planning & Community Development
File Number: PC24-023
Project: Qargo Coffee at Arlington Plaza – 4 W. Rand Rd
Review Round: Round 2
Date: August 1, 2025

COMPLETE: no further action is required

NOTED: partially complete, missing information, or clarification required

INCOMPLETE: not addressed, revisions are required

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	☒	☐
2. COMPLIES WITH THOROUGHFARE PLAN:	☒	☐
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	☒	☐
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	☐	☒
5. SUBDIVISION REQUIRED:	☐	☒
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	☐	☒

Zoning:

7. **COMPLETE:** The following zoning approvals have been requested based on a review of the plans. Please acknowledge these in your response to comments letter:
- Planned Unit Development Amendment to add a drive-through lane to the property.
 - Special Use Permit to allow a Restaurant with a drive-through on the property.
 - Additional zoning actions may be identified based on a response to these comments.
 - 2ND REVIEW:** A comment response letter was not provided with the 2nd submission as instructed. Provide a written response letter that addresses all of the comments within all of the departmental review letters.

- ii. **3RD REVIEW:** the Petitioner provided a response to comments with an acknowledgement of these zoning actions.
8. **INCOMPLETE:** Specifically list the variation being requested in your Justification Letter. Respond to the four criteria for approval for variations, not the proposed land use. The Justification Letter responds to how Urban Air is consistent with the variation criteria, which is not applicable in this application. Revise the Justification Letter to identify and justify the variation request specifically. The variation identified by staff based on this review are as follows:
- a. Variation to Chapter 28, Section 10.4-4 to reduce the parking requirement. Parking requirement to be verified with an updated tenant list. The petitioner shall provide information to staff to verify parking requirements (see the Parking section below).
 - i. **2ND REVIEW:** A revised justification letter including the response to the variation criteria was not provided with the 2nd submission as instructed. Provide a written justification letter for the above variation.
 - ii. **3RD REVIEW:** based on the responses to comments and this 3rd review, a parking variation will still be required. Additionally, and regardless of the need for a parking variation, a parking study is required per code for any use with a drive-through. This was required per comment 28 and 28(a) in the 1st and 2nd Reviews. Please refer to comment 28(b) for further instruction on the expectations to address these comments.

General:

9. **COMPLETE:** Per the Petitioner's Checklist, please provide a list of property owners within 250-feet of the property lines of this development, which excludes the rights-of-way. Staff will review the list of PINs received to comply with public notice requirements for the Plan Commission public hearing.
- a. **2ND REVIEW:** A list of property owners within 250-feet, excluding rights-of-way was not provided with this review. Provide the list of property owners with the next submission.
 - b. **3RD REVIEW:** The Petitioner has provided an updated property owners list. Staff will provide further instructions on public notice when the Plan Commission hearing is scheduled.
10. **COMPLETE:** In the Written Justification for SUP, provide a response to how the restaurant and drive-through comply with each individual criterion. (i.e. the Restaurant and Drive-through use is deemed necessary for the public convenience at this location because...).
- a. **2ND REVIEW:** The exact same justification letter was uploaded for this review (dated December 5, 2024). Update the justification letter as instructed and resubmit.
 - b. **3RD REVIEW:** The Petitioner provided an updated SUP justification letter.
11. **COMPLETE:** A Plan Commission application fee will be invoiced after this review is sent and must be paid prior to acceptance of the second review.

12. **NOTED:** Your response to these comments must be uploaded to the CSS portal, along with all the revised plans. Once the entire resubmittal has been uploaded, please email Dan Osoba at dosoba@vah.com to notify that a resubmittal has been uploaded.
- a. **2ND REVIEW:** A response to these comments was not provided for this review and it appears much of the same documentation was provided for this submission as the first submission. Please confirm why documents and plans were not revised as requested, provide a written response to ***each*** item in all department review letters and revise plans and documents accordingly.
 - b. **3RD REVIEW:** A response to comments was submitted for this review. Please continue to provide responses to comments on any subsequent review to all review comments.

Business Operations/Floor Plan:

13. **COMPLETE:** Provide additional business information such as the proposed hours of operation, number of employees, delivery hours & operation, etc. to the Project Narrative.
14. **COMPLETE:** Provide information on trash pick-up. Will the trash enclosure as currently placed be able to function adjacent to a one-way drive?
- a. **2ND REVIEW:** This comment was not addressed in the project description, traffic study or on the site plan. Can trash pick-up operations occur in the current configuration adjacent to a one-way drive? Can a garbage truck make the turn around a 13-foot-wide drive aisle to pick up the trash from the south? Provide information on how trash collection will occur in the project description.
 - b. **3RD REVIEW:** The Petitioner has addressed this comment. Trash pickup will occur before business hours at 6:00am.

Building & Design

15. **COMPLETE:** A separate building permit will be required for any associated signage.
16. **COMPLETE:** No action required; please acknowledge this comment: the Design Commission application will run concurrently with this Plan Commission application. Please note that if any site changes occur with the Plan Commission application that significantly impact the design of the building, further Design Commission or Staff review may be required at the discretion of the Village.

Site & Landscaping

17. **COMPLETE:** Provide a detail for the trash enclosure including materials and the replacement gate. The enclosure and gate must be constructed of opaque materials to screen the bins.
- a. **2ND REVIEW:** A detail of the trash enclosure was not provided. Show the detail on the site plans.

- b. **3RD REVIEW:** The Petitioner provided details for the enclosure and gate on A1.01.
18. **INCOMPLETE:** Provide a landscape & tree preservation plan. The landscape plan needs to show existing and proposed landscaping and call out plantings. The tree preservation plan needs to show existing trees to be protected and existing trees to be removed.
- a. **2ND REVIEW:** Landscape & Tree Perseveration plans were not provided. Reference the above comment for details on what needs to be provided for review.
 - i. **3RD REVIEW:** the Petitioner provided a landscape and tree preservation plan. **COMPLETE**
 - b. **2ND REVIEW:** Provide 4-inch caliper shade trees at the ends of all parking rows per Chapter 28, Section 6.15.b. There are islands where the code required tree is absent.
 - i. **3RD REVIEW:** the Petitioner did not provide 4-inch caliper shade trees at all ends of parking rows. **INCOMPLETE**
 - c. **2ND REVIEW:** Along Rand Road, a three-foot-high screen is required per Chapter 28, Section 6.15.a. Infill in front of the business with salt/drought tolerant landscaping where the plant material is absent.
 - i. **3RD REVIEW:** The Petitioner provided landscaping screening along Rand Road. **COMPLETE**
 - d. **2ND REVIEW:** On the landscape plan, identify the brick pavers as shown in the renderings.
 - i. **3RD REVIEW:** The Petitioner indicated that the brick pavers on the renderings were not intended to be constructed and were only for the renderings. They have been removed from the plans. **COMPLETE**
 - e. **2ND REVIEW:** All mechanical units must be screened with landscaping or other appropriate methods of screening.
 - i. **3RD REVIEW:** The Petitioner did not provide screening for landscape equipment or units. **INCOMPLETE**
19. **COMPLETE:** Provide a photometric plan showing existing and proposed site/building lighting and level levels by footcandle. Ensure the accessible route is shown on the photometric plan.
- a. **2ND REVIEW:** A photometric plan was not provided.
 - b. **3RD REVIEW:** The Petitioner provided a photometric plan in compliance with code.
20. **COMPLETE:** Call out the overhead clearance bar and drive-through signage.
21. **COMPLETE:** Per Engineering, provide a stop bar and stop control at the end of the drive-thru.
- a. **2ND REVIEW:** Stop bar and stop sign were not provided on site plans.
 - b. **3RD REVIEW:** The Petitioner has provided
22. **COMPLETE:** Call out the ordering speaker and menu. Stacking for the drive-through shall be identified from behind this ordering speaker (5 cars).

- a. **2ND REVIEW:** Call out specifically where customers will order. The site plan indicates a menu, but it is not clear where ordering will occur. Note that vehicular stacking for drive-thru should be identified behind this order window and reflected in a parking study (see Parking & Traffic below).
 - b. **3RD REVIEW:** The Petitioner provided the menu board and order window location at the south corner of the building.
23. **COMPLETE:** Show one-way striping adjacent to the angled spaces.
24. **COMPLETE:** One-way signage is needed where the drive aisle changes from two-way to one-way.
- a. **2ND REVIEW:** One-way signage needs to be provided at the southwest corner of the site where the drive aisle changes from two-way to one-way traffic.
25. **COMPLETE:** One-way, do not enter signage is required at the end of the one-way drive. See the site plan for details on the locations of one-way signage.

Parking & Traffic

26. **COMPLETE:** The dining area square footage used to calculate the parking requirements for this application is 1,401 s.f. as measured on the scaled floor plan. If this appears incorrect, please provide a response to this comment and staff will re-review.
- a. **2ND REVIEW:** Petitioner to verify the dimensions based on the scaled floor plans, which were not provided with this submittal.
 - b. **3RD REVIEW:** The Petitioner verified the seating area to be 2,000 square-feet, which has been updated on the parking table in comment 29 below.
27. **COMPLETE:** A Traffic Impact Study was provided and reviewed for adequacy. No further changes are required at this time.
28. **INCOMPLETE:** A Parking Study was not provided and a variation was not requested with this submittal. A Parking Study is required for any application with a drive-thru as discussed in the CPRC Staff Report.
- a. **2ND REVIEW:** A Parking Study was not provided and a variation was not requested. A parking study is required for any application with a drive-thru. The parking study shall evaluate the parking demand of the proposal, adequacy of parking in the shopping center, and queuing for the drive-thru behind the ordering window/speaker.
 - b. **3RD REVIEW:** The information provided and labeled parking study on the site plan does not constitute a parking study as required by code. The parking study shall evaluate the demand of the proposal based on code requirements and ITE trip generation; adequacy of parking in the shopping center (which appears deficient based on the Petitioner's response to comment #26); and queuing demand and capacity for the drive-thru behind the ordering window.
29. **INCOMPLETE:** The parking requirements for the shopping center are shown below.

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

- a. **2ND REVIEW:** The Petitioner shall verify the parking square footage based on the scaled floor plans proposed.
- b. **3RD REVIEW:** The Petitioner provided an updated square-footage of 2,000 s.f. of seating area:

Unit	Use	Square Area	Parking Square Footage	Divider	Parking Required
1	L Electronics	900	900	300	3
2	Shiny Nail	900	900	250	4
3	Barks in Style Pet Grooming	1,200	1,200	300	4
4	Lions Tae Kwon Do	3,000	1,500	50	30
5	Foot Nirvana	3,000	3,000	250	12
6	Sandra Rossi Beauty School	9,800	9,800	1/emp; 0.5/student	58
7	Community Threads	22,100	22,100	300	74
8	China Buffet	6,750	3,240	45	72
9,10	Treasure Hunt Deals	17,875	17,875	300	60
11A	Planet Fitness	22,002	22,002	250	88
11B	Five Star Furniture and Outlet	45,300	45,300	600	76
11C	Urban Air	66,992	66,992	30% occupancy of Rec facility; 1 space per 45 of restaurant; 1 space per 300 s.f. of amusement device arcade	332
11D	VACANT	26,435	26,435	300	88
12 --21	Harlem Furniture	27,700	27,700	600	46
22	America's Best Vision Center	4,000	4,000	300	13
23	Harvest Fresh Grocery & Café	23,472	23,472	300	78
24	North Arlington Barber Shop	900	900	250	4
25	Fifth Ave. Sushi	2,100	902	45	20
	Village Bank and Trust	7,896	7,896	300	26
28	VACANT	4,000	4,000	300	13
29	VACANT	2,614	2,614	300	9
30	Available (Pad)		0	45	0
31	Qargo Coffee	4,150	2,000	45	44
	TOTAL	303,086			1,154
	Parking Provided (Previous Variance Approved per Ord. 25- 010)				1,139
	Parking Surplus/(Deficit)				(15)

30. **NOTED:** Bicycle parking spaces are required with this application. Show the location and design of bicycle parking spaces (2 required) with your next submittal. Bicycle

PLAN COMMISSION REVIEW
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

parking spaces shall comply with standards set forth in the Association of Pedestrian and Bicycles Professionals Bicycle Parking Guidelines Handbook.

- a. **2ND REVIEW:** Bicycle racks were not provided or shown on the site plans for this submission.
- b. **3RD REVIEW:** Bicycle racks were provided with this submittal; however, they inhibit the placement of a required shade tree in a parking lot island on the southwestern corner of the building. Relocate the bicycle racks to accommodate this tree placement (note the trees are required to have a minimum of 4-feet of ground clearance).

Village of Arlington Heights
Interoffice Memorandum



To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning & Community Development Department
File Number: PCA00023-2024
Project: 4 W Rand Road
Review Round: Round 3 Review
Date: August 1, 2025

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH TREE PRESERVATION ORDINANCE:	N/A	☐
2. COMPLIES WITH LANDSCAPE PLAN ORDINANCE:	☐	☒
3. PARKWAY TREE FEE REQUIRED:	☐	☒

Landscape Comments

- 1.) Provide 4 inch caliper shade trees at the ends of all parking rows (Chapter 28, Section 6.15b).
There are three islands where the code required tree is absent.
- 2.) All mechanical units must be screened with landscaping or other appropriate methods of screening.

Suggested Motion for Village Board Meeting – 10/20/2025

X.C. 4 W. Rand Road – Qargo Coffee – PC24-023

Trustee _____ moved to Direct Staff and the Village Attorney to prepare final documents granting the zoning relief for consideration at a future Board meeting for PC#24-023, a PUD Amendment and Special Use Permit for a restaurant with a drive-through, and the zoning variance requested, and subject to the recommended conditions all as set forth in the agenda for tonight's Board Meeting.

Trustee _____ seconded.