



AGENDA  
CONCEPTUAL PLAN REVIEW COMMITTEE  
Community Room, 3rd Floor  
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.  
Arlington Heights IL 60005  
June 24, 2026  
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
  - A. Minutes 4-8-26
- IV. OLD BUSINESS
- V. NEW BUSINESS
  - A. 316 W. University Dr. - T1909  
Planned Unit Development, Lot Consolidation
- VI. OTHER BUSINESS
- VII. PUBLIC COMMENT

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

- VIII. ADJOURNMENT

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# DRAFT

## MINUTES OF THE MEETING OF CONCEPTUAL PLAN REVIEW COMMITTEE COMMUNITY ROOM, VILLAGE OF ARLINGTON HEIGHTS APRIL 8, 2026 AT 6:45 P.M.

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### MEMBERS PRESENT:

Bruce Green, Chairman  
Kristen Schurtz  
John Sigalos

### MEMBERS ABSENT:

Jay Cherwin

**STAFF PRESENT:** Daniel Osoba & Rachel Hitzemann

**ALSO PRESENT:** Katarina Karac, Attorney & Laura Bonfante, representative with Autistic Care Therapy

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### **Call to Order**

Chairman Green called the meeting to order at 6:45 p.m.

### **Approval of Minutes**

The meeting minutes of February 11, 2026 meeting were reviewed.

**SIGALOS MOVED AND SCHURTZ SECONDED A MOTION TO APPROVE THE FEBRUARY 11, 2026 MEETING MINUTES. MINUTES WERE APPROVED 3-0.**

### **NEW BUSINESS**

#### 3385 N. Arlington Heights Road – Arlington Childcare, LLC - T1899

The petitioner is proposing to construct an interior tenant space at 3385 N. Arlington Heights, Suite L for a day care center. The existing building is part of the Arlington Office Complex PUD. The tenant space is adjacent to the existing business, Autism Care Therapy, which is the same owner and operator as the proposed Arlington Day Care. The site is zoned M-1 Research, Development & Light Manufacturing District and designated as appropriate for R&D, Manufacturing and Warehouse land uses in the Comprehensive Plan Future Land Use Map.

This proposed program will serve children under the age of six and older than three. The petitioner provided correspondence that clarifies this age range, which is updated from the Business Operations Summary that indicated the day care would serve children up to age 12 (reference Correspondence & Business Operations Summary in the CPRC agenda packet). The interior renovations are proposed in three phases to create separate spaces for children of different ages and provide an array of developmentally appropriate activities. Phase one includes two interior room expansions totaling approximately 563 square-feet to accommodate 15 children. Additionally, a 421 square-foot indoor playroom is included in phase one. Phase two includes two more interior rooms totaling 450 square-feet to serve 16 to 18 children. Lastly, phase three includes future renovations of phase one improvements to include existing lobby space in the day care rooms and add 563 square-feet of space to accommodate 16 children. At full buildout, the space proposed would have a maximum enrollment of 34 children served by three to four staff members across all shifts. For the purpose of this application, staff is reviewing the request at full buildout.

A 1,250 square-foot outdoor play area is proposed to the north of the tenant space in between the building at 3385 & 3395 N. Arlington Heights Road. The maximum number of children in the outdoor play area at any given time is five. The petitioner indicates the center will operate between 7:00 am and 7:00 pm, Monday through Friday. Drop-offs will occur between 7:00

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am and 9:00 am, and pick-ups will occur between 3:00 pm and 7:00 pm.

**Ms. Karac** explained that the plans are to offer quality inclusive childcare in a safe thoughtfully planned environment. The facility consists of a lobby, classrooms, offices, storage, staff break room, and an indoor playroom. There is a hallway, kitchen, vestibule, and four bathrooms. The facility is designed to support phased growth. We have had discussions with staff and after initial submission of our application, it has been decided to offer services for ages 3 to up to 5, but under the code it is under 6, so that is the proposal that is before the Conceptual Plan Committee. The center will be built out in phases, and during phase one there will be two rooms, 263 square feet and will accommodate up to 7 children and a 300 square foot room for another 8 children, plus the indoor play room. Phase two will add two additional rooms with 452 square feet, for 16-18 children. We are looking to grow, so this application is phased to accommodate our growth.

This daycare is different with the Autism Care Therapy next door, a very unique type of a daycare they can accommodate all children. The children will be assessed to ensure developmental needs are met. The staff is equipped, they're trained they know how to work with the children and prepare IP plans when appropriate. An outdoor play area may be provided, still figuring out the details. A maximum of 5 children will be using that outdoor space at a time. That outdoor space will be shared with the adjacent autism care therapy business. The daycare will employ approximately 3 to 4 staff members across all shifts and during phase one staffing will include a director who is also a teacher and they will work from the opening hours which are at 7:00 AM to 4:00 PM and then the assistant director and teacher will be working. Closing hours from 8:30 AM to 7:00 PM and there will be 2 teacher assistants working shifts to support meals and class classroom operations as needed. The center will be open Monday through Friday 7:00 AM to 7:00 PM. There are no changes proposed to the curb cuts for the parking layout. There will be one bike rack provided and the classroom staff will supervise children during drop off and pick up. Congestion is not anticipated with the staggered times. Parents will walk the child in and they will be brought to the teachers. Parking is sufficient.

**Mr. Osoba** presented the staff report.

**Commissioner Schurtz** inquired about the two separate business.

**Ms. Bonfante** stated yes, two completely separate entities. Our staff draws clients from families who have multiple children and have different needs, almost like a one stop shop.

**Commissioner Sigalos** inquired about the construction phases; how can you build-out with children present in the building for your future phases.

**Ms. Bonfante** explained that these phases will be built out on evenings and weekends when we are closed and will not interfere with our operations. One phase a year is their current timeline over 3 years.

**Commissioner Sigalos** wanted to make sure that the playground next to the parking lot is secure from cars driving into the playground.

**Mr. Osoba** stated that the building department reviewed this proposal and indicated that there's a couple of different ways that they can secure that space, whether the actual fence posts themselves are reinforced in a way that they can make sure that there's no vehicles that could potentially go through, perhaps a bollard or something similar. This will be something we would review as part of their application.

## **DRAFT**

**Commissioner Green** shared that this is a great use for this space. There is a shortage of quality care and parents will appreciate your services. Please move forward with your project.

### **PUBLIC COMMENT**

Mr. Moens asked that public comment be taken during agenda items and not just at the designated part of the agenda. He stated that asking for it at the end is a moot point, as the applicant has already received direction from the committee.

### **Adjournment**

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

The meeting adjourned at 7:11 p.m.

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



**6/24/2026**

**Item:** 316 W. University Dr. - T1909  
Planned Unit Development, Lot Consolidation  
**Department:** Planning & Community Development

**Item Description:**  
**Requested Action**

1. Planned Unit Development (PUD) for a development with a 2<sup>nd</sup> principal building on a lot of more than 4 acres in the M-1 Zoning District.
2. Plat of Subdivision to Consolidate 7 lots into 1.

**Variations Required**

1. A variance from Chapter 28, Section 6.17-2 B (ii)C.1 for more than 14 ground solar systems.
2. A variance from Chapter 28, Section 6.17-2 B (ii)C.3 for 1067 square feet of surface area for each ground-based solar system where the maximum allowed is 200 square feet per system.
3. A variance from Chapter 28, Section 6.17-2 B (ii)C.4 for a 13.0-foot setback for a ground-based solar system along W. University Drive and Campus Drive where a 15-foot setback is required.
4. A 3-foot variation from Chapter 28, Section 6.13-3 (Location of Fences) and Chapter 28, Section 6.13-3a (Location of Fences) and 6.13b to allow a 6-foot-tall fence in the exterior side yard along W. Campus Drive and W. University Drive, where code allows a maximum 3-foot-tall fence.
5. A variance from Chapter 29, Section 501.b to waive the requirement to install sidewalks.
6. Additional variations to be identified with the Plan Commission submittal.

**Recommendation**

Staff reviewed the proposed PUD for more than 1 principal building on a lot of 4 more acres in the M-1 District, the Subdivision for Lot Consolidation, and variances and is generally supportive of the application subject to resolution of the following:

1. The petitioner shall provide site development plans, including site, grading, utility, landscape plans.
2. The petitioner shall provide a preliminary development schedule indicating the approximate date of construction start, the number of phases, and a construction phasing plan for the PUD.
3. Landscaping shall be provided in compliance with the Code for the existing parking lot.
4. The parking lot will need to come into compliance with all current codes.
5. A traffic and parking study shall be provided.
6. Any variation request must be identified, and written justification provided based on the criteria for approval.
  - 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.
7. The new building will be required to have sprinklers.
8. An Autoturn diagram is required.
8. The detention pond will need to meet Village and MWRD standards.
9. Easements shall be vacated as part of lot consolidation.
10. Buildings exceeding 30ft shall have not fewer than 2 means of fire apparatus access for each structure.
11. A Design Commission review will be required.
12. These are preliminary comments only and should not be relied upon as identification of the only major issues. The 14. Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

**ATTACHMENTS:**

1. CPRC Staff Report\_316 W University Dr
2. 316 W University Drive - Preliminary Drawings\_5-27-26
3. 316 W University Drive - Project Narrative\_5-28-26
4. Photos



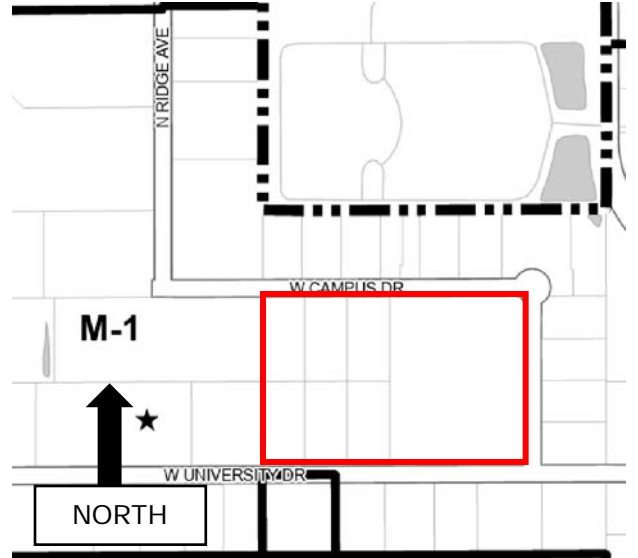
**VILLAGE OF ARLINGTON HEIGHTS**  
**STAFF DEVELOPMENT**  
**COMMITTEE REPORT**

**Temp File Number:** T1909  
**Project Title:** 316 W. University Dr.  
**Address:** 316 W. University Dr.  
**PINs:** Multiple Pins

**To:** Conceptual Plan Review Committee  
**Prepared By:** Rachel Hitzemann, Development Planner  
**Meeting Date:** June 24, 2026  
**Date Prepared:** June 10, 2026

**Petitioner:** Kelle Bruckbauer  
 Tinaglia Architects, Inc.  
**Address:** 814 W. Northwest Highway  
 Arlington Heights, IL 60004

**Existing Zoning:** M-1, Research, Development and Light Manufacturing District  
**Comprehensive Plan:** RD, MFG, Warehouse



**SURROUNDING LAND USES**

| Direction | Zoning  | Existing Land Use                         | Comprehensive Plan |
|-----------|---|---|--------------------|
| North     | M-1, Research, Development and Light Manufacturing District | Manufacturing, Warehouse, Contractor Shop | RD, MFG, Warehouse |
| South     | M-1, Research, Development and Light Manufacturing District | Manufacturing, Warehouse                  | RD, MFG, Warehouse |
| East      | M-1, Research, Development and Light Manufacturing District | Manufacturing, Warehouse                  | RD, MFG, Warehouse |
| West      | M-1, Research, Development and Light Manufacturing District | Manufacturing, Warehouse, Parking lot     | RD, MFG, Warehouse |

**Requested Action:**

- Planned Unit Development (PUD) for a development with a 2<sup>nd</sup> principal building on a lot of more than 4 acres in the M-1 Zoning District.
- Plat of Subdivision to Consolidate 7 lots into 1.

**Variations Required:**

- A variance from Chapter 28, Section 6.17-2 B (ii)C.1 for more than 14 ground solar systems.
- A variance from Chapter 28, Section 6.17-2 B (ii)C.3 for 1067 square feet of surface area for each ground based solar system where the maximum allowed is 200 square feet per system.
- A variance from Chapter 28, Section 6.17-2 B (ii)C.4 for a 13.0-foot setback for a ground based solar system along W. University Drive and Campus Drive where a 15-foot setback is required.
- A 3-foot variation from Chapter 28, Section 6.13-3 (Location of Fences) and Chapter 28, Section 6.13-3a (Location of Fences) and 6.13b to allow a 6-foot-tall fence in the exterior side yard along W. Campus Drive and W. University Drive, where code allows a maximum 3-foot-tall fence.
- A variance from Chapter 29, Section 501.b to waive the requirement to install sidewalks.
- Additional variations to be identified with the Plan Commission submittal.

**Project Background:**

The multi-lot property is approximately 15-acres and is located at the northwest intersection of University Dr. and Campus Dr. The property is currently developed with a 78,500-sf manufacturing building and accessory parking lot.

In 2018, the property owner received 4 variances through the Zoning Board of Appeals to accommodate their solar field. The variances are listed below.

1. A variance from Chapter 28, Section 6.17-2 B (ii)C.1 for 84 ground-based systems where 14 systems are permitted.
2. A variance from Chapter 28, Section 6.17-2 B (ii)C.3 for 1067 square feet of surface area for each ground based solar system where the maximum allowed is 200 square feet per system.
3. A variance from Chapter 28, Section 6.17-2 B (ii)C.4 for a 13.0-foot setback for a ground based solar system along W. University Drive and Campus Drive where a 15-foot setback is required.
4. A 3-foot variation from Chapter 28, Section 6.13-3 (Location of Fences) and Chapter 28, Section 6.13-3a (Location of Fences) and 6.13b to allow a 6-foot-tall fence in the exterior side yard along W. Campus Drive and W. University Drive, where code allows a maximum 3-foot-tall fence.

The Petitioner is proposing to construct a new industrial building on the site. Construction will occur in 2 phases. Phase 1 will include a 50,000 sq. ft. building and phase 2 will include a 25,000 sq. ft. addition to the phase 1 building. There will be a ground floor covered walkway to connect the new and existing building. All improvements, such as parking, lighting and landscaping will be required as part of phase 1 construction. As part of this project, the Petitioner is also seeking to consolidate the lots into 1.

**Zoning and Comprehensive Plan**

The property is currently zoned M-1; Research, Development and Light Manufacturing District, which permits a manufacturing and warehouse facility. Per Chapter 28, Section 9.2 of the Village Code, projects that have more than 1 principal building on a lot and any developments of more than 4 acres are required to receive a Planned Unit Development (PUD) approval. Since this project includes construction of a 2<sup>nd</sup> building and the property is larger than 4 acres, the Petitioner must apply for a new PUD. To ensure a cleaner record of the property, the PUD will incorporate any of the previous Zoning Board of Appeals approvals still applicable and modify any others to fit the new development.

The Petitioner shall provide a written response to the four criteria for approval for variations for each variation requested:

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

The subject property consists of 7 lots under common ownership. As part of this project, the petitioner is proposing to consolidate the lots into 1. Utility easements run through the rear of the current lots. The Petitioner shall investigate those easements to determine if there are utilities present. If no utilities are found, the Petitioner shall vacate the easements as part of their lot consolidation and designate any new easements as may be required. The Petitioner intends to combine the preliminary and final Plat of Consolidation.

The Comprehensive Plan designates the property as appropriate for manufacturing uses. The existing use is consistent with the Manufacturing designation and the proposed building is consistent with the Comprehensive Plan.

### Site Improvements & Landscaping

Improvements to the site include the new building, the new building addition, a covered walkway and the relocation of solar panels to the roof of the new building. The new building will match the height and style of the existing building. A Design Commission review will be required for both the new building and the new building addition.

A detention pond is located on the north side of the property. The Petitioner intends to modify the pond as needed to accommodate the new impervious surface area. The anticipated modifications involve digging the pond deeper, which will need to be reviewed by Staff.

The Petitioner is not proposing any changes to the parking lot. However, with the PUD request, the parking lot will be required to come into compliance with the current Code. This will result in modifications to the parking lot and additional landscaping.

Per Chapter 29, Section 501, when a subdivision occurs, certain required public improvements are triggered. Since this site is already developed, almost all of the required public improvements are in place. The one improvement that has not been completed is the installation of sidewalks. However, due to the location of the property, and the lack of sidewalks in the surrounding area, Staff is amenable to granting a variance to this requirement.

### Parking and Traffic:

Parking requirements in the M-1 District are calculated at 1 space per 2 employees. The Petitioner will need to provide Staff with the anticipated number of employees after completion of both phases. Current parking demand shall also be provided.

All PUDs not on a collector or arterial street require a traffic study and parking analysis prepared by a professional engineer. This will need to be provided with the PUD application.

### RECOMMENDATION

Staff reviewed the proposed PUD for more than 1 principal building on a lot of 4 more acres in the M-1 District, the Preliminary and Final Subdivision for Lot Consolidation, and variances, and is generally supportive of the application subject to resolution of the following:

1. The petitioner shall provide site development plans, including site, grading, utility, landscape, and site detail plans
2. The petitioner shall provide a preliminary development schedule indicating the approximate date of construction start, the number of phases, and a construction phasing plan for the PUD.
3. Landscaping shall be provided in compliance with code for the existing parking lot.
4. The parking lot will need to come into compliance with all current codes.
5. A traffic and parking study shall be provided.
6. Any variation request must be identified and written justification provided based on the criteria for approval.
  - **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
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9. The detention pond will need to meet Village and MWRD standards.
10. Easements shall be vacated as part of lot consolidation.
11. Buildings exceeding 30ft shall have not fewer than 2 means of fire apparatus access for each structure.
12. A Design Commission review will be required.

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May 28, 2026

Ms. Rachel Hitzemann  
Department of Planning and Community Development  
Village of Arlington Heights  
33 S. Arlington Heights Road  
Arlington Heights, Illinois 60005

**Re: Proposed Facility Expansion - 316 W. University Drive  
Project Narrative**

Thank you for taking the time to meet with us regarding the project at 316 W. University Drive. As we discussed, the following is a brief narrative of the project and our client's wish to proceed forward through the entitlement process.

Existing Known Conditions:

- Existing JTEKT building to remain as-is
- Existing parking lot to remain as-is
  - o Adjustments per landscaping/islands to meet current code.
  - o Daily parking study (Morning, Midday and Afternoon) for 7 contiguous days shall be provided.
  - o Employee and vehicle counts to be provided
- Existing stormwater detention area to remain
  - o Additional capacity to be determined by Civil Engineer
- Existing solar field to be adjusted for new building footprint
- Existing property lines and easements to be adjusted for a consolidation and PUD

New Building Proposal:

- New 2-Phase industrial building as shown on the Proposed Site Plan
- 50,000 sq. ft in Phase 1
- 25,000 sq. ft. in Phase 2
- Exterior aesthetic and height to match existing building, with clerestory windows
- Building entrances and loading docks are in Design Development stage at this time
- Relocated existing solar panels on to new building roof as appropriate

Overall Project:

- No new parking is expected
- No additional land dedicated to stormwater management is expected
- No zoning code variations are expected.

We hope to maintain an aggressive schedule moving forward through staff review for Planning and Engineering, and onward into the Public Hearing process. We would appreciate any suggestions or information that would help us achieve this goal.

Thank you for your attention to this submittal. Feel free to contact my office with any questions.

Sincerely,

Kelle Q. Bruckbauer  
Tinaglia Architects, Inc.















