



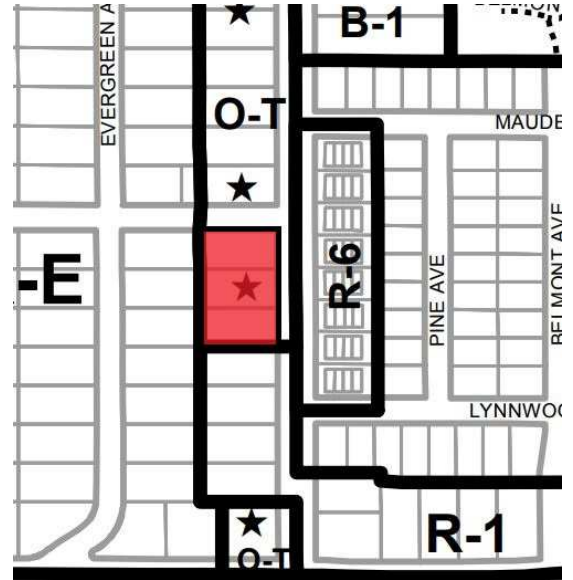
**VILLAGE OF ARLINGTON HEIGHTS**  
**STAFF DEVELOPMENT**  
**COMMITTEE REPORT**

**File Number:** PC #18-007  
**Project Title:** 1540 N. Arlington Heights Rd.  
 PUD Amendment  
**Address:** 1538-1590 N. Arlington Heights Rd.  
**PINs:** 03-20-108-010, 03-20-108-011,  
 03-20-108-012

**To:** Plan Commission  
**Prepared By:** Jake Schmidt, Assistant Planner  
**Meeting Date:** June 13, 2018  
**Date Prepared:** June 6, 2018

**Petitioner:** Carlos S. Arevalo  
**Address:** 2460 Lake Shore Drive  
 Woodstock, IL 60098

**Existing Zoning:** O-T, Office-Transitional District  
**Existing Comp. Plan Designation:** Offices Only



**SURROUNDING LAND USES**

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	O-T, Office-Transitional District	Office Building	Offices Only
South	R-1, One-Family Dwelling District	Funeral Home	Offices Only
East	R-6, Multiple-Family Dwelling District	Townhomes	Single-Family Attached
West	R-E, One-Family Dwelling District	Single Family Homes	Single-Family Detached Estate

**Requested Action:**  
 1. Amendment to Planned Unit Development (PUD) Ordinance 89-100.

**Variations Requested:**

- Variation from Section 10.4-2, Schedule of Parking Requirements, to reduce the required amount of on-site parking from 99 spaces to 77 spaces.
- Variation from Chapter 28, Section 10.3-3, Parking for Business and Manufacturing Districts, to permit the use of two off-site parking facilities in Residential Districts, where code does not allow off-site parking to be located in Residential Districts, as well as to allow use of an off-site parking facility located approximately 1,900 feet from the use served where code requires off-site parking to be located within 1,000 feet of the use served.

### **Project Background:**

The subject property is located on the southwest corner of Arlington Heights Road and Maude Avenue. A multi-tenant office building currently occupies the site, housing medical suites leased by Northwest Community Medical Group and Northwest Eye Physicians. The development was approved as a PUD in 1989 by Ordinance 89-100, allowing a 17,745 square-foot general office building with the potential to build out an additional 4,750 square feet of loft space. The PUD approval from 1989 allowed the site to develop with a total of 77 parking spaces, which conformed to the parking requirements for general office uses within the building, and included a minor surplus for the additional parking that would be required if the loft spaces were built out as supplemental office space. Alternatively, this parking surplus could have been used to allow a small amount of medical office uses within the building, since medical offices have a higher parking requirement than general offices.

Discussion of the PUD approval in 1989 contemplated the potential for some medical office to be included in the building, however from the minutes it is clear that tenancy by medical uses alone was not anticipated. In the years since construction, the building has been 100% leased by medical tenants. Additionally, 1,734 square feet of the potential loft space has been built out, and is currently used as storage and active meeting room space. This has resulted in a code-required parking deficit of 22 spaces. This deficit was likely not discovered earlier due to the fact that medical uses are exempt, by the State of Illinois, from Village Business License requirements, and as such were not subject to a parking review at time of occupation.

In order to address this code-required parking deficit, the petitioner is seeking a parking variation in order to bring the property into compliance. As the parking deficit is relatively substantial, with a 22.2% reduction in required parking, an amendment to the PUD is required. The petitioner is not proposing any modifications to the site or building at this time.

### **Zoning and Comprehensive Plan**

The subject property is within the O-T Office-Transitional zoning district, which is the appropriate district for general and medical office uses.

The Comprehensive Plan designates this property as “Offices Only” and the existing use as a medical office building is compatible with this classification.

### **Site and Landscaping**

The property is compliant with bulk and setback regulations. As part of the 1989 PUD approval, the property was granted an allowance for two ground signs in the required front yard, as well as variations related to parking lot landscaping, landscaping between districts, and a release from the requirement for a loading zone

As part of this review process, Staff has reviewed the existing landscaping for compliance with these variations as well as the approved landscape plan. The site was found to be missing required shade trees in parking lot islands, as well as the required 3-foot landscape screening along Arlington Heights Road and Maude Avenue. As part of this review, the petitioner shall replace the shade trees in all landscaped islands, except for the northwestern island adjacent to Maude Avenue where utility boxes are located, and provide the required landscape screen.

Staff has also reviewed existing on-site signage, and found that all signs do not meet the signage allowances for the O-T district. The petitioner shall address this non-conformity through removal and replacement of non-compliant signage, or through seeking a sign variation via the Design Commission and Village Board process.

### **Parking**

The Zoning Code requires the provision of 1 parking space per every 300 square feet for general office uses, and 1 parking space per every 200 square feet for medical uses. Based on Zoning Code requirements for medical uses, a total of 99 parking spaces are required on the subject property. **Table I** below illustrates this requirement.

**Table I: Parking Summary**

<i>Parking Analysis</i>				
Space	Code Uses	Gross Square Footage	Parking Ratio (1:X)	Parking Required:
Suite 1588 - Northwest Eye Physicians	Office, Medical	5,533	1 space per 200 sq. ft.	28
Suite 1540 - Northwest Community Healthcare	Office, Medical	3,108	1 space per 200 sq. ft.	16
Suite 1538 - Northwest Community Healthcare	Office, Medical	10,938	1 space per 200 sq. ft.	55
Total Parking Required				99
Total Parking Provided				77
<b>Surplus/(deficit)</b>				<b>-22</b>

Therefore, the following variation is requested:

- **Variation to Section 10.4-2, Schedule of Parking Requirements, to reduce the required amount of on-site parking from 99 spaces to 77 spaces**

The petitioner has submitted a parking study prepared by HR Green, Inc., which surveyed usage of the existing parking lot during four weekdays in January 2018, conducted between 8:00 AM and 4:00 PM at 30-minute intervals. This study was supplemented by additional counts conducted on three days in April 2018, during the same span of hours at 30-minute intervals. The seven days on which the lot was surveyed were Tuesday January 9<sup>th</sup>, Wednesday January 10<sup>th</sup>, Tuesday January 16<sup>th</sup>, Wednesday January 17<sup>th</sup>, Saturday April 14<sup>th</sup>, Tuesday April 17<sup>th</sup>, and Wednesday April 18<sup>th</sup>. Peak parking demand occurred at 1:30pm on Tuesday, January 9<sup>th</sup>, where 71 vehicles were observed accessing the site (the parking lot has a total of 77 spaces). However, most employees park off-site, which will be discussed further on page 4.

The petitioner has also provided a survey of on-street parking, conducted on April 14<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>. The scope of this survey included the segment of Maude Avenue between Arlington Heights Road and Evergreen Avenue, as well as parking on Evergreen Avenue fronting the five properties north and south of Maude Avenue. Peak demand on Maude Avenue was 9 vehicles, observed between 10:30 AM and 3:00 PM on Tuesday the 17<sup>th</sup>, and between the hours of 9:00 AM and 3:00 PM on Wednesday the 18<sup>th</sup>. It should be noted that it is unknown whether these 9 vehicles were generated by the subject site, or by the office building to the north. Assuming the most intense scenario (that all 9 vehicles parked on Maude Avenue were accessing the subject site), total parking demand would have reached a maximum of 77 vehicles at 2:30 PM on Tuesday, April 17<sup>th</sup>. The study showed no vehicles parked on Evergreen Avenue during these days. **Table II** on the following page illustrates the combined total of occupied spaces in the parking lot as well as on Maude Avenue.

**Table II:** Combined Occupied Parking Spaces

<i>Combined Occupied Spaces</i>			
<i>Date</i>	<i>4/14/2018</i>	<i>4/17/2018</i>	<i>4/18/2018</i>
<i>Time</i>			
<i>8:00</i>	39	33	25
<i>8:30</i>	38	43	41
<i>9:00</i>	42	50	58
<i>9:30</i>	44	56	54
<i>10:00</i>	50	65	73
<i>10:30</i>	45	68	71
<i>11:00</i>	44	63	68
<i>11:30</i>	38	60	68
<i>12:00</i>	31	55	52
<i>12:30</i>	9	53	43
<i>1:00</i>	7	64	59
<i>1:30</i>	9	65	65
<i>2:00</i>	9	75	67
<i>2:30</i>	4	77	70
<i>3:00</i>	3	71	72
<i>3:30</i>	4	62	67
<i>4:00</i>	3	66	65

On April 25<sup>th</sup> and June 6<sup>th</sup>, 2018, Staff conducted a site visit of the surveyed areas, and found the number of parked vehicles in each area to be similar to the numbers provided by HR Green, Inc.

Presently, parking is allowed without restrictions on the north side of Maude Avenue, from Arlington Heights Road to the eastern border of the adjacent R-1 District. Parking is prohibited outright on the south side of Maude Avenue in this area. From Evergreen Avenue to the western border of the O-T District, parking is prohibited on both sides of the street between the hours of 8:00 AM and 4:00 PM.

Employee parking is currently accommodated through both informal and formal parking agreements. A formal parking agreement has been arranged, by the Northwest Community Medical Group tenants, with Glueckert Funeral Home, located immediately south of the subject site. The agreement provides 12 parking spaces, and is renewable on an annual basis. The agreement can be cancelled at any time by either the lessor or lessee, with 30 days notice. Glueckert Funeral Home is permitted to operate a funeral home in a Residential District via a Land Use Variation, granted in 1984 and amended in 2000. According to the Land Use Variation Amendment granted in 2000, Glueckert Funeral Home currently provides 114 parking spaces on their site. With four parlors, the parking requirement for Glueckert Funeral Home is 100 spaces, leaving a surplus of 14 parking spaces per code. For 1540 N. Arlington Heights Road, the inclusion of the 12 leased parking spaces provides a grand total of 89 parking stalls for employee and customer parking. This leaves a code-required parking deficit of 10 spaces for the site. Per Section 10.3-3 of Chapter 28, Parking for Business and Manufacturing Districts, code does not allow off-site parking in Residential Districts and requires that off-site parking be located within 1,000 feet of the use served. While the parking lot of Glueckert Funeral Home is located within 1,000 feet of the subject property, the underlying zoning is R-1, One-Family Dwelling District. Therefore, a variation from Chapter 28, Section 10.3-3 is required to permit the use of the 12 off-site parking spaces located at Glueckert Funeral Home.

Parking is further supplemented through an informal agreement between Northwest Community Healthcare and Our Saviour’s Lutheran Church. Under this agreement, employees are allowed to park up to 20 vehicles in the church’s parking lot, and are then shuttled to the subject site in an 8-passenger van. A letter provided by the Congregational Operations Officer of the church stated that parking by tenants of the subject site is not allowed during church services, and that daily parking has only been prohibited on two occasions (once for a large funeral, and once for a week due to lot resurfacing). There are no specifications on the duration of the agreement, though the aforementioned letter provided by the church stated that the agreement is open-ended, and that there is no specific circumstance that would cause the church to withdraw from this informal agreement. The Church is also located in a Residential District that is approximately 1,900 feet from the subject site. Therefore, a variation from Chapter 28, Section 10.3-3 is required to allow continued use of the church parking lot.

Factoring in the spaces provided on-site, through the formal agreement with Glueckert Funeral Home, and through the informal agreement with Our Saviour’s Lutheran Church, a total of 109 parking spaces are provided for patient and employee parking, which exceeds the code-required 99 spaces. It should be noted that neither of these parking agreements are long term, and can be cancelled at any time.

As part of this review, the petitioner was asked to provide parking surveys of the Glueckert Funeral Home and Our Saviour’s Lutheran Church parking lots for 3 days, taken at times they were utilized by tenants of the subject site. These surveys were requested in order to demonstrate that use of these lots by tenants of the subject site did not adversely affect available parking at these off-site facilities. While those surveys were not provided at the time this report was written, Staff does not anticipate that there is a parking issue created through the two shared parking agreements. Staff observation of these lots conducted at 11am on June 6<sup>th</sup>, found 36 cars utilizing the Our Saviour’s Lutheran Church lot, and 18 cars utilizing the Glueckert Funeral Home lot, significantly below the capacity of each lot. The petitioner anticipates that the parking surveys will be completed by June 15<sup>th</sup>, with surveys of these lots to be conducted on Friday June 8<sup>th</sup>, Saturday June 9<sup>th</sup>, Monday, June 11<sup>th</sup>, and Tuesday June 12<sup>th</sup>.

Considering that a formal parking agreement is currently in place with the neighboring property, and an informal one has been initiated with a nearby church, it is likely that parking demand on the subject property would greatly exceed provided parking if either agreement was not renewed in the future. Peak shift counts provided by the petitioner show a maximum of 65 employees, with an average count of 60 employees. Taking this into account, a summary of maximum potential parking demand generated by the site is shown in **Table III** below:

**Table III:** Parking Demand Summary

<b><i>Parking Demand Summary</i></b>	
On-Site Peak Occupancy	71 Vehicles
On-Street Peak Occupancy	9 Vehicles
Off-Site Employees	65 Vehicles
<b>Total Vehicles</b>	<b>145 Vehicles</b>

Therefore, Staff recommends denial of the PUD Amendment and on-site parking variation, due to the nature of the two off-site parking agreements. As neither agreement is long-term, and as the both could be cancelled at any time, granting a variation which reduces required on-site parking could result in a situation where employees would have no designated area to park in the future following discontinuation of either parking agreement. This would negatively affect the surrounding neighborhoods, as employees and patients accessing the subject site would likely utilize on-street parking in the surrounding neighborhoods.

However, Staff recommends approval of the variation to allow off-site parking in Residential Districts, in order to continue the use of the 12 parking spaces at Glueckert Funeral Home and the 20 spaces provided at Our Saviour's Lutheran Church. This variation shall include the condition that if these parking arrangements are discontinued, the petitioner shall not renew or re-lease tenant spaces to medical uses, unless they are able to secure code-compliant parking accommodations to meet their demand.

It should be noted that by granting a variation for use of these aforementioned off-site parking facilities, in no way is a variation granted that reduces the parking requirements for Glueckert Funeral Home or Our Saviour's Lutheran Church, waiving the requirement for these two properties to provide sufficient parking for their uses per Village code. While the Plan Commission cannot grant a parking variation for Glueckert or Our Saviour's Lutheran Church, Staff is comfortable with tenants of the subject property utilizing these off-site parking facilities; from a practical view tenants of the subject property are utilizing these off-site lots when they are not being used by their primary tenants.

**RECOMMENDATION**

The Staff Development Committee has reviewed the petitioner's request and data provided, and cannot recommend approval of the requested on-site parking variation, as parking demand exceeds the parking provided on site.

However, the Staff Development Committee does recommend approval of the following variation:

- Variation from Chapter 28, Section 10.3-3, Parking for Business and Manufacturing Districts, to permit the use of two off-site parking facilities in Residential Districts (The 12 spaces at Glueckert Funeral Home and 20 spaces at Our Saviour's Lutheran Church), where code does not allow off-site parking to be located in Residential Districts, as well as to allow use of an off-site parking facility located approximately 1,900 feet from the use served where code requires off-site parking to be located within 1,000 feet of the use served.

This recommendation shall be subject to the following conditions:

1. Shade trees shall be provided in all parking lot landscaped islands, except for the northwestern island adjacent to Maude Avenue where utility boxes are located. Additionally, the required 3 foot tall landscape screen along Arlington Heights Road and Maude Avenue shall be provided.
2. Existing non-compliant signage on site shall be removed, or the petitioner shall apply for a sign variation via the Design Commission and Village Board process.
3. Additional loft space, as shown on the Floor Plan approved via Ordinance 89-100, shall not be built out.
4. If the existing parking agreements with the Glueckert Funeral Home or Our Saviour's Lutheran Church are discontinued, and the petitioner does not secure new code-compliant parking agreements, the petitioner shall not renew leases for medical tenants, and shall only re-tenant spaces with general office.

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June 8, 2018

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager  
All Department Heads  
PC File Number 18-007