



**Village of Arlington Heights  
Building & Life Safety Department**

**Interoffice Memorandum**

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**To:** Jake Schmidt, Planning and Community Development  
**From:** Deb Pierce, Plan Reviewer, Building & Life Safety Department  
**Subject:** 1540 N Arlington Heights Rd., PUD Amendment for Parking Variation  
**PC#:** 18-007 – Round 1  
**Date:** March 27, 2018

Jake...

I have reviewed the documents for the PUD Amendment for Parking as requested by the petitioner and have no objects to the request.

**RECEIVED**  
MAR 27 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT



Village of Arlington Heights, IL  
Department of Building & Life Safety



Fire Safety Division

Date: 3/19/2018

P.C. Number: 18-007

Project Name: PUD Amendment for Parking Variation

Project Location: 1540 N. Arlington Heights Rd.

Planning Department Contact: Jake Schmidt, Planning and Community Development

General Comments:

The information provided is conceptual only and subject to a formal plan review.

1. No objections or comments regarding the parking variation.

Date March 19, 2018

Reviewed By: 

Fire Safety Supervisor

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MAR 19 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

## Memorandum

To: Jake Schmidt, Planning and Community Development  
From: Cris Papierniak, Assistant Director of Public Works  
Date: March 30, 2018  
Subject: 1540 N Arlington Heights Road, P.C. #18-007 Round 1

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Regarding the proposed PUD Amendment, PW has the following comments:

- a. VAHPW has no comments regarding this amendment at this time.

VAHPW has no further comments at this time.

C: File

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-007  
 Petitioner: SmithAmundsen, LLC  
on behalf of Owner Robbins Pembroke, LLC,  
a Delaware Limited Liability Company  
 Owner: Robbins Pembroke, LLC

Contact Person: Carlos S. Arévalo  
 Address: \_\_\_\_\_  
2460 Lake Shore Drive, Woodstock, IL 60096  
 Phone #: 815-337-5012  
 Fax #: 815-337-5013  
 E-Mail: carevalo@salawus.com

P.I.N.# 03-20-108-010-0000, 03-20-108-011-0000, 03-20-108-012-0000  
 Location: 1540 North Arlington Heights Rd., Arlington Heights, IL 60004  
 Rezoning: \_\_\_\_\_ Current: X Proposed: \_\_\_\_\_  
 Subdivision: Arlington Knolls  
 # of Lots: N/A Current: N/A Proposed: N/A  
 PUD: Amendment For: Parking requirements  
 Special Use: \_\_\_\_\_ For: N/A  
 Land Use Variation: \_\_\_\_\_ For: N/A  
 Land Use: Medical / Office Current: O-T Office  
 Proposed: N/A  
 Site Gross Area: 60,000 Sq. Ft.  
 # of Units Total: 3 current, with flexibility to configure to 5  
 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

(Petitioner: Please do not write below this line.)

1. PUBLIC IMPROVEMENTS

REQUIRED: .....	YES	NO	COMMENTS
a. Underground Utilities			
Water .....		<input checked="" type="checkbox"/>	_____
Sanitary Sewer .....		<input checked="" type="checkbox"/>	_____
Storm Sewer .....		<input checked="" type="checkbox"/>	_____
b. Surface Improvement			
Pavement .....		<input checked="" type="checkbox"/>	_____
Curb & Gutter .....		<input checked="" type="checkbox"/>	_____
Sidewalks .....		<input checked="" type="checkbox"/>	_____
Street Lighting .....		<input checked="" type="checkbox"/>	_____
c. Easements			
Utility & Drainage .....		<input checked="" type="checkbox"/>	_____
Access .....		<input checked="" type="checkbox"/>	_____

2. PERMITS REQUIRED OTHER THAN VILLAGE:

- |              |       |         |       |
|--------------|-------|---------|-------|
| a. MWRDGC    | _____ | b. IDOT | _____ |
| c. ARMY CORP | _____ | d. IEPA | _____ |
| e. CCHD      | _____ |         |       |

	YES	NO	COMMENTS
3. R.O.W. DEDICATIONS? .....		<input checked="" type="checkbox"/>	_____
4. SITE PLAN ACCEPTABLE? .....			<u>N/A</u>
5. PRELIMINARY PLAT ACCEPTABLE? .....			<u>N/A</u>
6. TRAFFIC STUDY ACCEPTABLE? .....		<input checked="" type="checkbox"/>	_____
7. STORM WATER DETENTION REQUIRED? .....		<input checked="" type="checkbox"/>	_____
8. CONTRIBUTION ORDINANCE EXISTING? .....	<input checked="" type="checkbox"/>		<u>CO #61-013: PAID IN FULL</u>
9. FLOOD PLAIN OR FLOODWAY EXISTING? ...		<input checked="" type="checkbox"/>	_____
10. WETLAND EXISTING? .....		<input checked="" type="checkbox"/>	_____

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: N/A  
 DATE OF PLANS: N/A

 3/27/18  
 Director Date

**PLAN COMMISSION PC #18-007**  
**1540 N. Arlington Heights Road PUD Amnd.**  
**1538-1590 N. Arlington Heights Road**  
**PUD Amendment**  
**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. Provide a breakdown of the code required parking for the associated square footage of the building.
13. Spillover parking out onto Maude Avenue is a recurring issue along both sides of the street, and even spilling over onto Evergreen Avenue within the adjoining residential neighborhood. For this reason, Engineering is against approval of this amendment.

  
James J. Massarelli, P.E.      Date 3/27/18  
Director of Engineering



# Arlington Heights Fire Department Plan Review Sheet

P. C. Number 18-007

Project Name 1540 N. Arlington Heights Rd. PUD Amendment

Project Location 1538-1590 N. Arlington Heights Rd.

Planning Department Contact Jake Schmidt

## General Comments

The Fire Department has no comments at this time. It appears that there no changes to the building or the parking lot.

**NOTE: PLAN IS CONCEPTUAL ONLY  
SUBJECT TO DETAILED PLAN REVIEW**

Date March 21, 2018 Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

# ARLINGTON HEIGHTS POLICE DEPARTMENT

## Community Services Bureau

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### DEPARTMENT PLAN REVIEW SUMMARY

**1540 N. Arlington Heights Road**  
**PC #18-007**

#### Round 1 Review Comments

**03/30/2018**

**1. Character of use:**

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.

**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:**

-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. The form is attached. Please complete and return. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.

**RECEIVED**

**APR - 2 2018**

**PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT**

 #272

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Brandi Romag, Crime Prevention Officer  
Community Services Bureau

Approved by:

 #557

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Supervisor's Signature

# Arlington Heights Police Department

## Emergency Information Card

1. Fill in all information by tabbing to each field.
2. When completed, save the form and send as an attachment to: [policemail@vah.com](mailto:policemail@vah.com).

Arlington Heights Police Department  
200 E. Sigwalt Street  
Arlington Heights, IL 60005-1499  
Phone: 847/368-5300

Completed forms may also be printed and submitted in the following manner:

By Mail: Arlington Heights Police Department  
200 E. Sigwalt Street, Arlington Heights, IL. 60005  
Attention: Police Administration

[Print Form \(To Mail\)](#)

By Fax: (847) 368-5970 - Attention: Police Administration

In Person: Dropped off at the Arlington Heights Police Department's front desk for forwarding to Police Administration.

Name (Firm or Residence)

Address/City

Telephone Number

Date Information Obtained

### IN CASE OF EMERGENCY PLEASE CALL:

#### Contact #1

Name

Address/City

Telephone Number

Cell Number

#### Contact #2

Name

Address/City

Telephone Number

Cell Number

#### Alarm System

No

Yes

Phone number:

Alarm Company Name



PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-007  
Petitioner: SmithAmundsen, LLC  
on behalf of Owner Robbins Pembroke, LLC,  
a Delaware Limited Liability Company  
Owner: Robbins Pembroke, LLC

Contact Person: Carlos S. Arévalo  
Address: 2460 Lake Shore Drive, Woodstock, IL 60098  
Phone #: 815-337-5012  
Fax #: 815-337-5013  
E-Mail: carevalo@salawus.com

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Location: 1540 North Arlington Heights Rd., Arlington Heights, IL 60004  
Rezoning:        Current: X Proposed:         
Subdivision: Arlington Knolls  
# of Lots: N/A Current: N/A Proposed: N/A  
PUD: Amendment        For: Parking requirements  
Special Use:        For: N/A  
Land Use Variation:        For: N/A  
  
Land Use: Medical / Office Current: O-T Office  
Proposed: N/A  
Site Gross Area: 60,000 Sq. Ft.  
# of Units Total: 3 current, with flexibility to configure to 5  
1BR:        2BR:        3BR:        4BR:       

(Petitioner: Please do not write below this line.)

1. GENERAL COMMENTS:

No comments from this Department

**RECEIVED**  
**MAR 28 2018**  
**PLANNING & COMMUNITY**  
**DEVELOPMENT DEPARTMENT**

Jeff Bohner 3/27/18  
Environmental Health Officer Date

James McCalister 3/27/18  
Director Date

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(Petitioner: Please do not write below this line.)

- |    | <u>YES</u>                          | <u>NO</u>                           |   |
|----|-------------------------------------|-------------------------------------|---|
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | COMPLIES WITH COMPREHENSIVE PLAN?                               |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | COMPLIES WITH THOROUGHFARE PLAN?                                |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | VARIATIONS NEEDED FROM ZONING REGULATIONS?<br>(See below.)      |
| 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS?<br>(See below.) |
| 5. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | SUBDIVISION REQUIRED?   |
| 6. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED?<br>(See below.)    |

Comments:

ATTACHED



3-16-18

Date

# Planning & Community Development Dept. Review

March 20, 2018



## REVIEW ROUND 1

Project: 1540 N. Arlington Heights Rd. PUD Amendment

Case Number: PC 18-007

### General:

7. The following approval is needed:
  - Amendment to PUD Ordinance #89-100, to grant a variation for 77 on-site parking spaces where 89 are required.
8. The following variation has been identified:
  - Variation to Section 11.4, Schedule of Parking Requirements, to reduce the required amount of on-site parking from 89 spaces to 77 spaces.
9. Provide hours of operation for all tenants.
10. Provide total employee counts (as well as peak shift counts) for all tenants.

### Site Plan:

11. Please clarify if the existing on-site non-compliant signage (the two ground signs on the east side of the property, the wall sign on the north façade, and the wall sign on the south façade) will be removed, replaced with code-compliant signage, or if a variation is requested. Please note that a separate application is required for a sign variation.
12. Please clarify if the on-site illegal signage (the ground sign on the north side of the property, and the *Northwest Eye Physicians* wall sign on the west façade) will be removed, or if a variation is requested. Please note that a separate application is required for a sign variation.

### Building:

13. Please provide updated gross square footage calculations for the building, including any built-out loft space.

### Traffic/Parking:

14. An additional survey of on-street parking usage on Maude Avenue and Evergreen Avenue is required to determine the amount of street parking utilized by employees and customers.
15. An additional survey of parking lot usage is required, with counts to be conducted on a minimum of three additional days. If any of the tenants operate on a Saturday, one of these additional counts must take place on Saturday.

Prepared by: 

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

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on behalf of Owner Robbins Pembroke, LLC,  
a Delaware Limited Liability Company  
 Owner: Robbins Pembroke, LLC  
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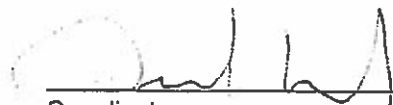
(Petitioner: Please do not write below this line.)

LANDSCAPE & TREE PRESERVATION:

	<u>YES</u>	<u>NO</u>
1. Complies with Tree Preservation Ordinance	<u>N/A</u>	<u>      </u>
2. Complies with Landscape Plan Ordinance	<u>      </u>	<u>X</u>
3. Parkway Tree Fee Required (See below.)	<u>      </u>	<u>X</u>

**Comments:**

- 1) Per Chapter 28, Section 6.15, a three foot high screen must be provided along the right of way adjacent to a parking area. Provide landscaping along Arlington Heights Road and along Maude within the existing islands in order to buffer the parking area. Adjacent to the drive aisle near the walkway, the landscaping may be lowered to a minimum of 18 - inches.
- 2) Per Chapter 28, Section 6.15, four inch caliper shade trees are required at the ends of each parking row. Incorporate two 4" caliper shade tree in the two existing islands located at the north end of the parking area along Maude. The tree in the northwest corner must take into consideration the existing overhead power lines.

  
 \_\_\_\_\_  
 Coordinator

3/30/18  
 \_\_\_\_\_  
 Date