



## 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:** 1312 W Northwest Hwy – Arlington Signs and Banners – Land Use Variation  
**PC#:** 19-012 – Round 1  
**Date:** August 12, 2019

Jake –

I have no objections to the request for the variances.

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PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

PC#19-012

## BUILDING DEPARTMENT - FIRE SAFETY SUPERVISOR

Jake,

Below is what I hope you're looking for from our department, if not please let me know and I will do my best to get the information you need.

Arlington Signs and Banners.

IFC B Business group / Print shop

\*IFC 907.2.2 & 4603.6 – No fire alarm system is required for this business group use. If for some reason the building has an existing sprinkler system, we will require it to be monitored with a fire alarm system and notification devices to be installed per our code.

\*Material safety data sheets will be required to be on site at all times for all ink, paint, cleaners etc.

\*Quantities / amount of each product being stored at this location. Paper/ink/cleaner etc.

\*If product being stored is flammable then a fire box (cabinet) will be required on site to house this material.

\*Proper extinguishers will be required on site, 1 per every 75'.

Thank you Jake, any other questions please feel free to contact me.

Cindy #5574

## Memorandum

To: Jake Schmidt, Planning & Community Development  
From: Cris Papierniak, Assistant Director of Public Works  
Date: August 13, 2019  
Subject: 1312 W Northwest Highway, P.C. #19-012

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With regard to the land use variation, I have the following comments:

- 1) No comments at this time as it doesn't appear that any significant internal modifications are being made.

If you have any questions, please feel free to contact me.

C. file

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## PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C.

Petitioner: Arlington Signs & Banner  
Stella & Monte Sellers1312 W. NW Highway Ar. HtsOwner: James Ventrella1350 W. NW Highway Ar. Hts847-527-9206Contact Person: Stella SellersAddress: Same as abovePhone #: 847-870-0200Fax #: -E-Mail: Arlington Signs Stella @ Gmail.comP.I.N.# 03301130540000Location: 1312 W. NW Hwy. Ar. Hts

Rezoning: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Subdivision: \_\_\_\_\_

# of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

PUD: \_\_\_\_\_ For: \_\_\_\_\_

Special Use: \_\_\_\_\_ For: \_\_\_\_\_

Land Use Variation: Yes For: the operation of a small sign shopLand Use: \_\_\_\_\_ Current: Commercial

Proposed: \_\_\_\_\_

Site Gross Area: 15,533 sq. feet

# of Units Total: \_\_\_\_\_

1BR: \_\_\_\_\_ 2BR: 3BR 4BR: \_\_\_\_\_

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

## 1. PUBLIC IMPROVEMENTS

REQUIRED: \_\_\_\_\_ YES NO COMMENTS

## a. Underground Utilities

Water \_\_\_\_\_ NO \_\_\_\_\_

Sanitary Sewer \_\_\_\_\_ NO \_\_\_\_\_

Storm Sewer \_\_\_\_\_ NO \_\_\_\_\_

## b. Surface Improvement

Pavement \_\_\_\_\_ NO \_\_\_\_\_

Curb &amp; Gutter \_\_\_\_\_ NO \_\_\_\_\_

Sidewalks \_\_\_\_\_ NO \_\_\_\_\_

Street Lighting \_\_\_\_\_ NO \_\_\_\_\_

## c. Easements

Utility &amp; Drainage \_\_\_\_\_ NO \_\_\_\_\_

Access \_\_\_\_\_ NO \_\_\_\_\_

## 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? \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

4. SITE PLAN ACCEPTABLE? \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

5. PRELIMINARY PLAT ACCEPTABLE? \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

6. TRAFFIC STUDY ACCEPTABLE? \_\_\_\_\_

\_\_\_\_\_ N/A \_\_\_\_\_

7. STORM WATER DETENTION REQUIRED? \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

8. CONTRIBUTION ORDINANCE EXISTING? \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

9. FLOOD PLAIN OR FLOODWAY EXISTING? \_\_\_\_\_

\_\_\_\_\_ X SDD 5R \_\_\_\_\_

10. WETLAND EXISTING? \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_


Director

Michael J. Lynn 8/12/19

Date

**PLAN COMMISSION PC #19-012**  
**Arlington Signs and Banners**  
**1312 W Northwest Highway**  
**Land Use Variation to permit a "Sign Painting Shop", Variations**  
**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. The petitioner shall acknowledge that they accept this understanding.
12. The Engineering Division has no further comments.

 8/12/19  
Michael L. Pagonis, P.E.      Date  
Village Engineer



# Arlington Heights Fire Department Plan Review Sheet

P. C. Number 19-012

Project Name

Arlington Signs and Banners

Project Location

1312 W. Northwest Highway

Planning Department Contact Jake Schmidt

## General Comments

Round 1

General Comments:

1 )The Fire Department will defer to The Building and Life Safety Department as to what changes if any need to be done to an existing building due to its possible change of use.

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DEVELOPMENT DEPARTMENT

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

Date August 13, 2019

Reviewed By: LT. Mark Aleckson

# ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

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AUG 12 2019

## DEPARTMENT PLAN REVIEW SUMMARY

### Arlington Signs and Banners Land Use Variation Permit

PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

#### Round 1 Review Comments

08/12/2019

**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. The exterior of the building should be illuminated especially during nighttime hours for safety, to deter criminal activity and 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:**

- 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 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.

A. Ovington #330  
Alexandra Ovington, Crime Prevention Officer  
Community Services Bureau

Approved by:

J. C. O. #634  
Supervisor's Signature





# Planning & Community Development Dept. Review

August 15, 2019



## REVIEW ROUND 1

Project: Arlington Signs & Banners Land Use Variation

Case Number: PC 19-012

### General:

7. The following approval has been requested:
  - a. **Land Use Variation to allow a "Sign Painting Shop (Enclosed)"**
8. The following variations have been identified:
  - a. **A variation from Chapter 28, Section 10.4 (Schedule of Parking Requirements) to reduce the required off-street parking from 25 spaces to 15 spaces.**
9. The written response to Land Use Variation criteria is acceptable.
10. The written response to Zoning Code Variation criteria is acceptable.
11. The provided survey of parking lot utilization is acceptable.
12. Per the Landscape Planner's comments, a 3-foot tall screen must be provided along the eastern edge of the parking lot, and a 6-foot tall solid screen shall be provided along the northern edge of the lot. Additionally, a 4-inch caliber shade tree is required in the northwest landscape island. Please clarify if these items will be addressed as part of this petition, or if the landlord will handle these items separately. If any variations are sought as part of this petition, please provide a written response to variation criteria for each variation requested.

Prepared by: \_\_\_\_\_

Arlington Signs and Banners  
1312 W. Northwest Highway  
PC #19-012  
August 15, 2019

#### Landscape Comments

- 1) Per Chapter 28, Section 6.15, a 4 inch caliper shade tree is required at the ends of all parking rows. Please incorporate a 4 inch caliper shade tree in the northwest corner within the existing landscape island.
- 2) Per Chapter 28, Section 6.15-1.2a, a three foot high screen must be provided along the frontage of a public way. Please provide the code required screen along Princeton Avenue.
- 3) Along the north property line adjacent to the residential district a six foot high solid screen is required.