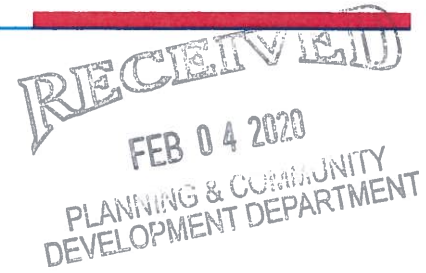


## Letter of Intended Use

2400 S. Arlington Heights Rd, Arlington Heights, IL 60005



### Proposed: Paragon Mechanical, Inc. Corporate Headquarters

#### Overview:

Paragon Mechanical is an HVAC and domestic hot water contracting business which serves the repair, maintenance, and installation needs of both residential and commercial clients. Our contracted work solely takes place in the field, on-site at our clients' homes and businesses. Paragon Mechanical does not perform manufacturing or fabrication of any kind at our headquarters, and our technicians' vehicles are stored at their personal residences when they are not at a customer's home or business. The technicians do occasionally come to the headquarters to pick-up their ordered goods/products, but an immediate goal is to eliminate the need for our technicians to come to this property altogether, unless it is for infrequent training and/or meetings. We expect to substantially reduce the amount of commercial traffic entering and leaving the property, in comparison to the previous occupants.

Since we are not a General Contractor, we do not purchase, store, sell, or offer raw materials of any kind as part of our business. All the goods and products we purchase, store, and sell have been manufactured elsewhere and are ready to be sold and/or installed upon arrival. We also have no need for heavy machinery or large equipment to conduct our work, therefore, we do not store such equipment on our premises for any length of time. Our technicians always keep their own tools on their trucks.

In summary, the primary use of the property would be to house office personnel such as our administrative, scheduling, accounting, sales, and purchasing teams. Our expectation is that the volume of commercial vehicle activity will significantly decrease once we take possession of the facility.

#### Current Summary of Use:

The property, located at 2400 S. Arlington Heights Road, Arlington Heights, IL 60005, has been occupied by Elk Grove Township since 1960, per Elk Grove Township personnel. During that time, the property has been used to house administrative staff in addition to several commercial operations which have also

been run out of this facility. On any given day, there may be as many as 10 commercial vehicles on the property as it stands. Those commercial vehicles include the following:

1. **Village Food Trucks:** The trucks have been permanently stored on the property and make daily rounds to pick-up food donations from various sources.
2. **Salt Dome/Snowplows:** Two large snowplows are stored on the property in addition to the large salt dome in which the salt is stored year-round. Weather dictates frequency of use during the winter months.
3. **Elk Grove Township Bus Program:** Three buses are stored on site and used every day. The buses begin their routes in the morning, return to the property for breaks and lunch, and come back for the evening at the conclusion of daily routes.
4. **Mobile Dental Unit:** The Township's dental unit is parked on the property, within direct sight lines of Arlington Heights Road, 5-6 days per month. The Mobile Dental Unit is equal in size to a large bus.
5. **Meals-On-Wheels Truck:** This truck utilizes the main parking area (facing Arlington Heights Road) several times per week to distribute food for low income residents.
6. **Greater Chicago Food Depository:** Food deliveries are made twice per month via commercial truck.
7. **Standard Deliveries/Garbage Removal:** UPS, FedEx, USPS, Freight, and Garbage Removal all apply.

#### **Plan of Use (Phase I):**

Paragon Mechanical hopes, during the first phase of occupancy, to continue utilizing the property in its current form. All daily administrative operations (we have between 4 and 10 total daily office employees) will be run out of the existing structures and commercial vehicle traffic will be significantly reduced immediately upon taking occupancy. Our daily activities within the office consist of building and operating our business. The sales team is working on generating leads, providing estimates to business and closing jobs to be scheduled. The accounting department is working on invoices and payroll. The dispatch is working on filling the schedule for all the field technicians for the following days and weeks.

1. **Personnel:** Our personnel is split between office workers, field service technicians, and field install technicians. We currently have nine (9) total technicians and they are divided as follows:

two (2) Senior Service Technicians, two (2) Residential Service Technicians, one (1) Junior Service Technician, two (2) Installer Helpers, and two (2) Senior Installers. All our technicians have a company vehicle except for the two (2) installer helpers. Anybody with a company vehicle takes that vehicle home at night so they can be dispatched directly from their home each business day. The trucks also go home with the technicians over weekends and holidays and the technicians are all responsible for arranging vehicle maintenance with a 3<sup>rd</sup> party on their own time.

We currently have a total of six (6) office employees and they are divided as follows: one (1) General Manager, one (1) Operations Manager, one (1) Accounting Manager, one (1) Sales Manager, one (1) Runner, and one (1) Telemarketer.

2. **Trucks:** Our onsite vehicles are limited to the personal vehicles of our office personnel, which fluctuates between 6 and 12 employees, plus a runner vehicle which is a company-owned van. When this vehicle needs to be parked onsite, it can be stored in the enclosed garage or in the rear of the building, out-of-sight from Arlington Heights Road. No other work vehicles are stored onsite as all field technicians are required to take their vehicles home.
3. **Office Use:** Please refer to the included drawing for intended office and property usage, including a parking detail. Our offices are used solely for the purpose of generating new and coordinating existing work for the field technicians. Our previous location taught us that we will not receive many walk-in customers as most of our industry has begun shifting to online and over the phone scheduling. We expect no more than 1 walk-in customer per month.
4. **Property Use:** The property will be utilized for the purpose of housing our office personnel and growing our sales team. The office space is approximately 6,000ft<sup>2</sup> of which we will occupy 3,000ft<sup>2</sup> in the 1<sup>st</sup> phase. The remaining 3,000ft<sup>2</sup> will remain not be used at first. The training center, which is not included in the above, is approximately 1,500ft<sup>2</sup>. As described above, the Training Center will be used for training and supporting our team. There are four (4) remaining garages of which two (2) will remain empty and the other two near the building will be used for vehicle storage, if needed.

### **Plan of Use (Phase II):**

Once the property has been properly zoned and we have occupied the property for approximately two-years, we will take the necessary steps to create and submit plans to the Arlington Heights Design Commission. The second phase of our plan will include the redevelopment of the entire property to align with the vision southern corridor, as expressed by Arlington Heights. The emphasis of the project will be the beautification and added awareness for both our business and the Village of Arlington Heights alike. For those entering Arlington Heights from the highway and from Elk Grove Village, our property is the most visible property, and the property should simultaneously reflect the high standards of our business and the beauty of Arlington Heights. (See Figure 1)

### **Request for Re-Zoning:**

This property is currently partially zoned for residential use only, a classification for which the property has not been utilized since at least 1960. We are requesting that the property be re-zoned accordingly so we may continue to operate the facility in a similar manner to which it has been utilized for the past 59 years. We will immediately lessen the impact of unsightly commercial vehicles and our future goal is to significantly improve the aesthetic appearance of the property with signage welcoming visitors to Arlington Heights. We feel as though our plans for the property are in-line with the vision of Arlington Heights, and we hope the Board can also see that beautification of this property is as much in our best interest as it is the Village's. The success of our business relies on awareness, visibility and, as a high-end company, it is very important for us to convey the high-quality of our work through the beauty of our headquarters.