



Village of Arlington Heights

Interoffice Memorandum

To: Planning Staff Liaison
From: Review Department Liaison
Department: Public Works & Engineering Department, Engineering Division
File Number: PCA00004-2024
Project: 3456 N Ridge Ave
Review Round: Round 1
Date: April 15, 2024

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING?

1. PUBLIC IMPROVEMENTS REQUIRED:

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

2. PERMITS REQUIRED OTHER THAN VILLAGE


a. MWRDGC.....	<input checked="" type="checkbox"/>	d. IEPA.....	<input type="checkbox"/>
b. IDOT.....	<input type="checkbox"/>	e. CCHD.....	<input type="checkbox"/>
c. ARMY CORP...	<input type="checkbox"/>	f. OTHER.....	<input type="checkbox"/> _____

- 3. R.O.W. DEDICATIONS..... YES NO _____
- 4. SITE PLAN ACCEPTABLE..... YES NO N/A _____
- 5. PRELIMINARY PLAT ACCEPTABLE..... YES NO N/A _____
- 6. TRAFFIC STUDY ACCEPTABLE..... YES NO _____
- 7. STORMWATER DETENTION REQUIRED..... YES NO _____
- 8. CONTRIBUTION ORDINANCE EXISTING..... YES NO _____
- 9. FLOOD PLAIN OR FLOODWAY EXISTING..... YES NO _____
- 10. WETLAND EXISTING..... YES NO _____

ADDITIONAL COMMENTS ARE ATTACHED.

PLAN COMMISSION PCA00004-2024
Ford Commercial Auto Repair LUV
3456 N Ridge Ave
Round 1

11. Update the parking study to account for multiple days, and provide additional information for units 300 and 400. In addition, the parking study should anticipate the needs of the existing dealership and employee parking.
12. Consider cross access between the Ford site and 3456 N Ridge Ave.
13. If any modifications are proposed to the parking lot that would impact the detention basin located between the parking lot and right-of-way, an MWRD permit would be required to modify the basin.
14. The Public Works Department reserves the right to comment on water meter size and accessories upon review of any proposed plumbing plans.
15. An MWRD permit will be required for the following:
 - a. Auto service use requires a triple basin
 - b. Auto wash use requires a mud basin



Michael L. Pagones P.E. 04-15-24
Village Engineer Date

Village of Arlington Heights Interoffice Memorandum



To: Dan Osoba, Assistant Planner
From: Terese Biskner, Environmental Health Officer
Department: Health Services Department
File Number: PC 24-004
Project: Ford
Review Round: Round 1
Date: 4/4/24

GENERAL COMMENTS:

No comment from Health Department at this time.



**Village of Arlington Heights
Interoffice Memorandum**

To: Sam Hubbard
From: Officer Steven Dinov #358
Department: Police Department
File Number: PC-24-004
Project: Arlington Heights Ford/ 3456 N Ridge Ave
Review Round: Round 1 Review
Date: April, 16, 2024

1. CHARACTER OF USE: (WOULD IT BE A PROBLEM TYPE?)

The character of use is consistent with the area and is not a concern. This is recommended to limit access and loitering. The addition of trespass signs is recommended.

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:

- a. The Police Department has no additional comments at this time.

 #582

Supervisor

Village of Arlington Heights Interoffice Memorandum



To: John O'Connor
From: Dan Osoba
Department: Planning & Community Development
File Number: PC 24-004
Project: 3456 N Ridge Ave - Ford Commercial Auto Repair LUV
Review Round: Round 1 Review
Date: April 18, 2024

	<u>YES</u>	<u>NO</u>
1. COMPLIES WITH COMPREHENSIVE PLAN:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. COMPLIES WITH THOROUGHFARE PLAN:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. VARIATIONS NEEDED FROM ZONING REGULATIONS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. SUBDIVISION REQUIRED:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. SCHOOL/PARK DISTRICT CONTRIBUTION REQUIRED:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

See additional review comments on next page.

Planning & Community Development Dept.**Review**

April 15, 2024

**REVIEW ROUND 1**

Project: Ford Commercial Auto Repair Land Use Variation
3456 N. Ridge Ave

Case Number: PC 24-004

General:

7. Based on a review of the Round 1 submittal, the Plan Commission must review the following zoning actions:
 - a) To clarify the requested action, staff recommends a Land Use Variation (LUV) to permit Motor Vehicle Repair, Major at 3456 N. Ridge Avenue, Units 100 and 200, which is within the M-1 Research, Development, and Light Manufacturing District.
 - b) A parking variation may be required based on the information requested to perform a full parking analysis based on code required parking spaces for each tenant space. If a parking variation is required, please expand the Justification for Land Use Variation document to include justification for a parking variance. Please reference item #10 below for details.
8. Clarify if this petition is requesting a LUV for only units 100 and 200 or for the entire property. Update the Justification for Land Use Variation document and resubmit for Round 2 Review.
9. Clarify the LUV request in the Justification for Variation letter. Based on the operations described in the project description, engine and transmission repair and replacement is included in the scope of work. This type of repair would fall into the "Major Repair" category as defined by the zoning code. Provide additional information on any detailing work being provided with the proposed use.

Parking Survey:

10. Further information is needed to complete a review of parking requirements for the property. Please provide the number of vehicles that units 300 and 400 utilize to determine what amount of parking variation will be required. Additionally, please note that the two potential vehicle bays have been included in the calculation for units 100 and 200. Please verify what those two bays could be used for if they are not used as bays (i.e. storage, extra repair work space, office space, etc.). Clarify the discrepancy between the Parking Survey total provided parking (130) and the Plat of Survey shown parking (131). Please reference the parking table below:

Tenant Space	Use Code	Square Footage	Number of Bays	Number of Vehicles	Number of Employees	Parking Ratio	Parking Spaces Required
100 - Proposed Phase 1 of Ford Repair Facility	Auto Service Station	25,027	15	N/A	12	1 per Employee + 3 per Bay**	54
200 - Proposed Phase 2 of Ford Repair Facility	Auto Service Station	30,030	16	N/A	10	1 per Employee + 3 per Bay**	55
300 - T3L USA	Manufacturing/ Processing	22,576	N/A	Unknown*	14	1 Space per 2 emp. + 1 space per vehicle	15
	Office	2,524	N/A	N/A	N/A	1 per 300 Sq. Ft.	
400 - Digital Mobile Innovations LLC	Warehouse / Storage	20,050	N/A	Unknown*	35	1 Space per 2 emp. + 1 space per vehicle	18
Total Parking Required							142*
Total Parking Provided							161**
Surplus/Deficit							19*

*Parking value does not include required spaces for tenants 300 & 400 based on number of vehicles used in association with the building. Petitioner to verify in Round 2 Submittal.

**NOTE: the bays provided internal to the building count towards the required off-street parking total. This has been reflected in the table.

11. If there is a parking deficit after the total parking requirement for units 300 and 400 provided, the parking surveys must be taken for at least 3 days during the week and one Saturday if the businesses are open on Saturday. A one-day survey is not a statistically significant data set. Please expand the scope of the parking survey to include more data.
12. Per the CPRC staff report, the traffic and parking study needs to include the following:
 - a) Access (location, design, and level of service)
 - b) On-site circulation
 - c) Trip generation and distribution
 - d) ITE projections for future usage of the full build-out of Phase 1 and Phase 2
13. If a traffic report including the above items is not provided, a variance must be requested to waive the requirement of the traffic study. Any requested variation must include justification; if applicable, please provide this justification in the Justification for Land Use Variation document.
14. In addition to Table 2 and an assumption that 50-percent of the vehicle parked in the east lot would be eliminated, please also provide the Village zoning code required and ITE projected parking values for the existing tenants at 100 and 200 that would be eliminated and replaced by the Ford service center projected demand.
15. Per the project description, Arlington Heights Ford would be storing most, if not all vehicles to be serviced on the Arlington Heights Ford dealership lot. Staff would recommend designating parking 5 or 6 parking spaces (4 or 5 spaces were referenced as the peak customer and vendor parking demand in the parking survey) on 3456 N. Ridge Ave for the commercial vehicles if they do need to be stored on this lot.
16. If vehicles are to be stored on the Arlington Heights Ford dealership lot, information should be provided to verify that the property has adequate parking spaces for commercial vehicles awaiting

repair. Please provide information in the parking survey to identify the parking demand on 801 W Dundee Rd.

Exterior Improvements

17. Provide details on the exterior battery and tire storage for the proposed use. Include information for screening, screening type (landscaping, opaque wooden fencing, or combination of both), and where the storage will be proposed.
18. Identify all proposed modifications on all elevations as well as existing conditions for review.
 - a) Note that exterior modifications to the building will require a review by the Design Commission based on what is identified as new and existing on the proposed elevations.
 - b) Note that all signage shall require separate review.
 - c) Please note that the signage on the north elevation is not permitted by code.

Resubmittal

19. Provide a formal response to all Round 1 Department Review Comments and submit files via the CSS portal on the Village website.
20. Please ensure that a revision date is added to all plans or documents that are revised as a result of these comments.

Prepared by: 
Dan Osoba

Village of Arlington Heights



To: Dan Osoba, Planner
From: Derek Mach, Landscape Planner
Department: Planning and Community Development
File Number: PCA0004-2024
Project: Ford Commercial Auto Repair
Review Round: Review Round 1
Date: April 16, 2024

LANDSCAPE & TREE PRESERVATION:

	YES	NO
<u>1. Complies with Tree Preservation Ordinance:</u>	X	
<u>2. Complies with Landscape Plan Ordinance:</u>		X
<u>3. Parkway Tree Fee Required:</u>		X

General Comments:

- 1) Please note that per Chapter 28, Section 6.15 a three foot high screen is required between the public right of way (Ridge Avenue) and the parking area. The screen should be located on top of the retaining wall and span across the frontage adjacent to the parking area. Please install the screen as part of the 2024 planting season.