

STAFF DEVELOPMENT COMMITTEE REPORT

To: Plan Commission
 Prepared By: Latika Bhide, Development Planner
 Meeting Date: August 27, 2014
 Date Prepared: August 22, 2014
 Project Title: Northwest Suburban Council of the Boy Scouts of America
 Address: 617 E. Golf Road, Suite 110

BACKGROUND INFORMATION

Petitioner: Ray Okigawa on behalf of Northwest Suburban Council of the Boy Scouts of America
 Address: 1240 West Northwest Highway
 Palatine, IL 60067

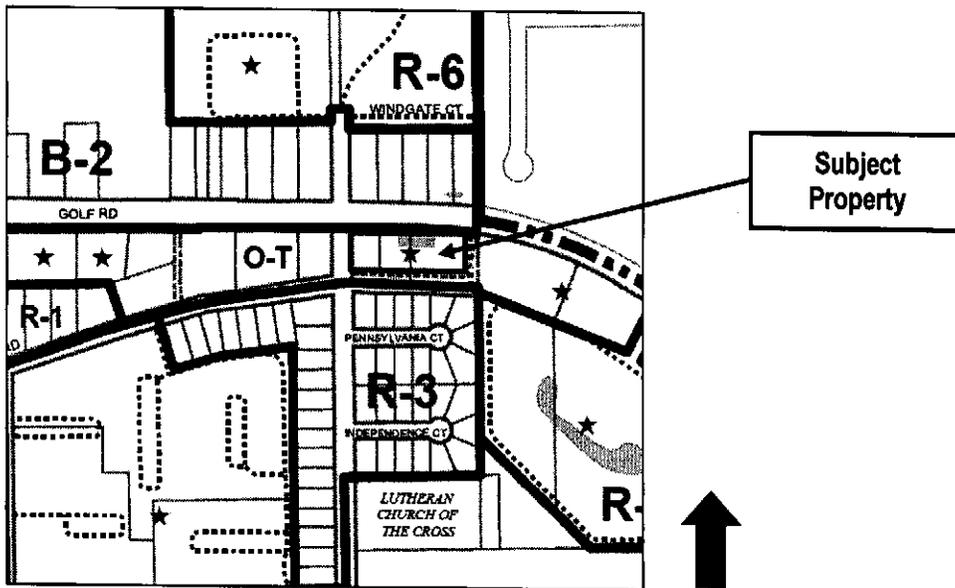
Existing Zoning: O-T (Office Transitional)

Requested Action:

- A Land Use Variation to allow general merchandise sales in the O-T district to allow a 'Scout Shop'

Variations Identified:

- Chapter 28, Section 5.1-9.2 b. Conditions of Use, to allow delivery, and storage of goods, merchandise or wares for sale.
- Chapter 28, Section 6.12-1 *Traffic Engineering Approval*, to waive the requirement for a traffic and parking study from a Certified Traffic Engineer.
- Chapter 28, Section 11.4 Schedule of Parking Requirements, to allow a reduction in parking from the required 135 to 131, a variation of 4 parking spaces.



Surrounding Properties

Direction	Existing Zoning	Existing Use	Proposed Use
North	B-2 General Business	Commercial (Go-Go Center)	Commercial
South	R-3 One-Family Dwelling	Single Family Residences	Single Family Detached
East	O-T Office Transitional	Office (Advocate Medical Group)	Offices only
West	O-T Office Transitional	Single Family Residence	Offices only

Summary

The subject property is approximately 2.6 acres in area with three free-standing buildings totaling approximately 33,782 square feet in tenant space. A Final Planned Unit Development approval was granted for the property in 1986. The existing parking lot is located along the south, east and west building elevations and has a total of 131 parking spaces that are accessible via driveways along Golf and Goebbert Roads.

The petitioner, Northwest Suburban Council of the Boy Scouts of America is proposing to relocate the Scout Shop and Council Service Center to this location from Mount Prospect. Northwest Suburban Council of the Boy Scouts of America is interested in leasing an approximately 7,861 square foot tenant suite at this location. Approximately 2,000 square feet (approximately 25%) of the tenant space will be designated for the *Scout Shop* and the remaining area will be used as office space. Offices are a permitted use in the O-T district; however, the *Scout Shop* is classified as a General Merchandise Store and is not permitted in the O-T district. Therefore a Land Use Variation is necessary for this retail component.

According to the summary provided, the Service Center has 19 full and part-time employees and the Scout Shop has 2 employees. A dedicated external entrance is not being proposed for the Scout Shop. One main visitor entrance is proposed, with a reception area for the office and an internal entrance to the Scout Shop. The Scout Shop will be open between the hours of 9:00 a.m. and 6:00 p.m. from Monday through Friday and between 9:00 a.m. and 3:00 p.m. on Saturday. The Council Service Center will be open between the hours of 9:00 a.m. and 5:00 p.m. from Monday through Friday. The applicant expects that no more than 3 or 4 visitors shall be present at the Council Service Center and Scout Shop at any time.

Zoning and Comprehensive Plan

The site is currently zoned O-T Office Transitional District. Pursuant to the Village's Zoning Ordinance, General Merchandise Sales is not permitted in this district; therefore the petitioner submitted a written justification based on the following hardship criteria:

- **The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone; and**
- **The plight of the owner is due to unique circumstances; and**
- **The variation, if granted, will not alter the essential character of the locality.**

The Village's Comprehensive Plan designates this property as 'Offices only'. As only approximately 25 percent of this tenant space is used for Retail Sales and the rest as offices, the proposed action can be considered consistent with the Village's Comprehensive Plan. Staff supports the Land use variation based on the response from the petitioner and parking data provided as described below.

Plat and Subdivision Committee

On July 23, 2014, the Plat and Sub Committee met to discuss the project. The subcommittee felt that this was a good location for this use and was overall supportive of the use.

Building and Site Related Issues

The applicant has indicated that no new internal demising walls are planned. Some existing built-in work areas are proposed to be converted to a meeting room, a doorway is proposed to be installed between an existing room and the new Scout Shop, a wall within the Scout Shop area proposed to be removed, and a door installed between the Scout shop and reception area.

Because two different use groups, Mercantile and Office, are proposed to be located within this tenant space, rated separation between the uses will be required per Code. The petitioner's architect was encouraged to meet with the Building Department as soon as possible to ascertain what building code improvements will be necessary.

Traffic & Parking Related Issues

Exhibit A attached to this report lists the total parking requirements for the site. Including the proposed use, the office development requires 135 spaces while 131 are provided, thus requiring a variation of 4 parking spaces.

The following is a breakdown of parking requirements for this use:

			<u>Spaces</u>
Retail:	2,000	1:300 sf	7
Work Area:	5,861	1:300 sf	<u>20</u>
TOTAL REQUIRED:			27

Per the Zoning Ordinance, a Traffic and Parking study is required for projects seeking a Land Use Variation that are 5,000 square feet or more in floor area and located on a major or secondary arterial street. The petitioner is seeking a variation and in lieu of a full traffic and parking study, has provided parking data for the existing office development, and the current parking counts for the Boy Scouts at their Mt. Prospect location.

The petitioner submitted parking counts in a letter dated August 20, 2014. The parking counts for the subject site indicate the following number of autos parked:

Total Spaces On Site: 131

- Friday, July 18 at 1:15 PM, 35 cars
- Tuesday, July 22 at 3:45 PM, 60 cars
- Saturday, August 2 at 9:00 AM, 13 cars
- Wednesday, August 20 at 10:40 AM, 33 cars
- Wednesday, August 20 at 2:10 PM, 40 cars

In addition, at the Scout's current location in Mt. Prospect, a typical day there will be 8 to 19 cars parked in their lot.

Based on these counts, the 131 spaces on site is more than enough to accommodate the uses. In addition the Boy Scouts parking ratio is the same as general office at 1:300, therefore most uses leasing the space would require a variation for parking. In addition, most of the Boy Scout meetings are held in the evenings when the offices are not in use. Thus, Staff supports the variation in order to accommodate this use and to allow for the tenanting of a large vacant space.

As part of the request, the following variations are requested:

- **Chapter 28, Section 11.4 Schedule of Parking Requirements, to allow a reduction in parking from the required 135 to 131, a variation of 4 parking spaces.**
- **Chapter 28, Section 6.12-1(3) to waive the required Traffic and Parking Study.**

Staff supports both variations as the petitioner provided parking counts to demonstrate adequate parking. Also the traffic volumes are not expected to be significant for this use.

A variation is also requested from the following:

- **Chapter 28, Section 5.1-9.2 b. Conditions of Use, to allow delivery and storage of goods, merchandise or wares for sale.**

Staff supports this variation as the petitioner has indicated that the delivery will occur once every day via a FedEx vehicle which is similar to other Office districts.

Recommendation

The Staff Development Committee recommends approval of a Land Use Variation to permit retail sales in the O-T district and the following variations: Chapter 28, Section 6.12-1(3) to waive the required Traffic and Parking Study; Chapter 28, Section 11.4 Schedule of Parking to allow a reduction in parking from 135 to 131; and Chapter 28, Section 5.1-9.2 Conditions of Use, to allow delivery and storage of goods, merchandise or wares for sale. This approval shall be subject to the following conditions:

1. This Land Use Variation shall apply to the Northwest Suburban Council of Boy Scouts of America.
2. The point of sale for retail items shall be from the Arlington Heights location for items sold at this location.
3. The Petitioner shall comply with all Federal, State, and Village codes, regulations, and policies.



August 22, 2014

Bill Enright, Deputy Director of Planning and Community Development

C: Diana Mikula, Interim Village Manager
All Department Heads

Exhibit A
Parking Analysis for Signature Square South
617, 637 and 657 E. Golf Road

Use	Suite Number	Square Area	Parking Square Footage	Divider	Parking Required*
Excel Cargo Services	104	995	995	300	3
Mt. Prospect Dental Center	105	1574	1574	200	8
VACANT	107	1381	1381	300	5
Proposed Northwest Suburban Council of Boy Scouts of America	110	7861	5861 2000	300 300	20 7
All About Women/the Men's Center	201	1432	1432	300	5
CC Services	202	1342	1342	300	4
Taka Info Tech, Inc	204	876	876	300	3
Kent K. Morikado, D.D.S	205	1205	1205	200	6
CPM, LLC (Accountants)	206	2368	2368	300	8
Kevin Sonn, M.D., S.C.	208	1091	1091	200	5
Marianna Tsaran, MD	209	1035	1035	200	5
Northwest Suburban Counseling Services	210	924	924	300	3
Dutka Chiropractic & Wellness	301	1308	1308	200	6
Progressive Physical Therapy	303	1579	1579	200	8
Advent Neurology, SC	304	1297	1297	200	6
Jay Pomerance, MD	305	1770	1770	200	9
A. Karam, MD, SC	306	2068	2068	200	10
Latino Family Services, P.C.	310	1693	1693	300	6
G & A Clinics/ Dr. Jerry Adams	311	810	810	200	4
Genkai Porcelain Dental Studio	312	1130	1130	300	4
					135
Parking Provided					131
Parking Surplus/(Deficit)					(4)