

**STAFF DEVELOPMENT COMMITTEE REPORT**

**To:** Plan Commission  
**Prepared By:** Matthew S. Dabrowski, Development Planner  
**Meeting Date:** June 26, 2013  
**Date Prepared:** June 19, 2013  
**Project Title:** Minuteman Press  
**Address:** 1324 W. Algonquin Road

**BACKGROUND INFORMATION**

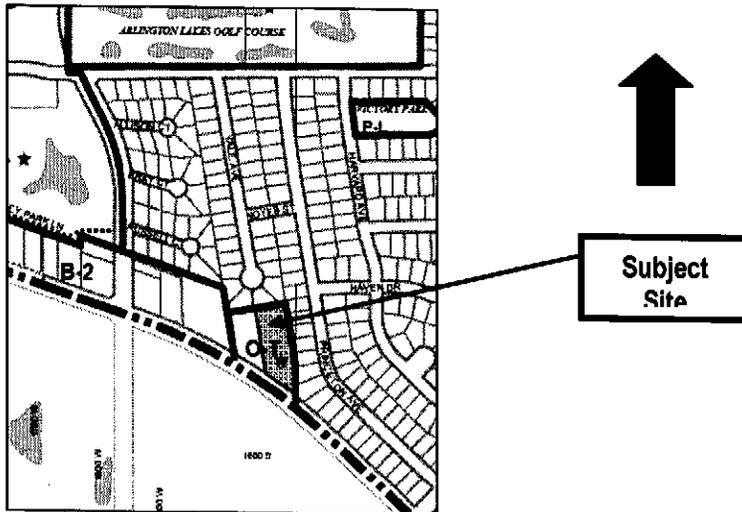
**Petitioner:** Nick Black  
**Address:** Mega Properties  
 4849 N. Milwaukee Avenue, Suite 302  
 Chicago, Illinois 60630  
**Existing Zoning:** O-T, Office Transitional

**Requested Action:**

- A Land Use Variation to allow Printing, Retail in an O-T, Office Transitional District.

**Variations Required:**

- A variation from Chapter 28, Section 6.12-1(2), to waive the required parking study for Plan Commission projects that are less than 5,000 square feet and adjacent to a major or secondary arterial street.



**Surrounding Land Uses:**

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-3, One Family Dwelling District	Single Family Dwelling Units	Single Family Detached
South	City of Rolling Meadows-McDonald's Restaurant		
East	R-3, One Family Dwelling District	Single Family Dwelling Units	Single Family Detached
West	O-T, Office Transitional	Parkway Bank	Offices Only

**Background:**

The subject site is 1.5 acres and there is a one-story freestanding office building that is 15,790 square feet. The existing parking lot, which is located along the north and west building elevations, has a total of 44 parking spaces that are accessible via one driveway along Algonquin Road. There is an existing cross access and shared parking

easement agreement between the subject site and the adjacent bank property to the west. As a result, there are 13 parking spaces on the abutting bank property that are accessible to the office building for a combined total of 57 parking stalls.

The proposed action, if approved, would allow Minuteman Press to occupy a 1,324 square foot vacant tenant space that is located at the southern end of the multi-tenant office building. According to the business summary, Minuteman Press is a retail printing and graphic design business that specializes in commercial and personal copying and printing services. A total of 3 employees are anticipated and the hours of operation are Monday through Friday from 8:30 AM to 5:00 PM.

### **Plat and Subdivision Committee Meeting Summary**

A public meeting of the Plat and Subdivision Committee was held on March 13, 2013. The Committee was supportive of the proposed land use and the Petitioner's request for a variation to waive the required traffic and parking study. The Plat and Subdivision Committee also agreed that a parking survey in lieu of the formal parking study was not necessary and that the Petitioner should continue to move forward through the process.

### **Zoning and Comprehensive Plan**

According to the Permitted Use Table outlined in the Village's Zoning Ordinance, Printing, Retail is allowed in all of the Village's commercial districts. Since the property is zoned O-T, Office Transitional, the Plan Commission must review and the Village Board must approve a Land Use Variation. While the Petitioner has been allowed to continue to operate, their business license was put on hold until the zoning process is completed. In conjunction with said request, the property owner provided a writing justification to 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.**

According to the Village's Zoning Ordinance, the intent of the O-T, Office Transitional District "...shall be restricted to professional and administrative offices developed in accordance with an approved Planned Unit Development for the total site. This district is designed generally as a transition between heavy traffic arteries (i.e. Algonquin Road) and residential areas, or between manufacturing or business and residential areas. The activities within this district shall not generate heavy vehicular traffic or create perceptible noise or glare beyond the lot lines and shall be compatible with adjoining residential property".

Staff supports the aforementioned zoning request as said use is appropriate for the location, given its frontage along a major arterial street (Algonquin Road), and its compatibility with the underlying zoning district and surrounding land uses, which include various commercial centers, restaurants, and single family homes. In addition, Minuteman Press uses digital printers, which do not generate excessive noise and/or odors impacts. Furthermore, the proposed use does not generate heavy vehicular traffic and there is sufficient parking on site to accommodate their anticipated parking demand of 3 employees and up to 6 walk in customers per day.

### **Building, Site, and Landscape Related Issues**

The Petitioner is not proposing any exterior modifications therefore Design review is not required. With respect to site and landscape related issues, the property was built in 2002 and is in compliance with all applicable zoning code standards.

**Traffic and Parking Issues**

Pursuant to Chapter 28, Section 6.12-1(2), any Plan Commission project that is less than 5,000 square feet and adjacent to a major or secondary arterial street must provide a parking study. The Petitioner however, is seeking the following approval:

- **A variation from Chapter 28, Section 6.12-1(2), to waive the required parking study for Plan Commission projects that are less than 5,000 square feet and adjacent to a major or secondary arterial street.**

Staff supports the above mentioned variation as said use only requires by code a total of 4 parking spaces, which is the same number of parking stalls required for an office use. Moreover, the site as a whole requires 47 parking spaces. As previously mentioned, 57 parking stalls are available, thereby resulting in a code surplus of 10 parking stalls. Furthermore, Minuteman Press indicated in their narrative that they have on average up to 6 customers that come to the facility on a daily basis. This equates to approximately 1 customer per hour or a peak parking demand of 4 spaces per hour when combined with the 3 spaces needed for the employees.

**RECOMMENDATION**

The Staff Development Committee reviewed the Petitioner's request and recommends **approval** of a Land Use Variation to allow Printing, Retail in an O-T, Office Transitional District, and a variation from Chapter 28, Section 6.12-1, to waive the required parking study for Plan Commission projects that are less than 5,000 square feet and adjacent to a major or secondary arterial street This approval shall be subject to the following conditions:

1. The Petitioner shall comply with all applicable Federal, State, and Village codes, regulations and policies.

  
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Bill Enright, AICP  
Deputy Director of Planning and Community Development

June 19, 2013

C: Bill Dixon, Village Manager  
All Department Heads