

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DU PAGE     )

I, Shirley J. Siebert, City Clerk of Wood Dale, Illinois DO HEREBY CERTIFY that as such City Clerk and keeper of the records, that the foregoing is a true and correct copy of Ordinance **#O-18-033 AN ORDINANCE APPROVING A SPECIAL USE TO OPERATE A CONTRACTOR'S OFFICE AND MAJOR SITE PLAN REVIEW CONCERNING PROPERTY LOCATED AT 261 N. WOOD DALE ROAD IN THE CITY OF WOOD DALE**  
IN WITNESS WHEREOF, I have hereunto Subscribed my name and affixed the seal of the City of Wood Dale, this 18th day of October, 2018.



\_\_\_\_\_  
Shirley J. Siebert  
City Clerk  
City of Wood Dale

SEAL




**#O-18-033**

**AN ORDINANCE APPROVING A SPECIAL USE TO OPERATE A CONTRACTOR'S OFFICE AND MAJOR SITE PLAN REVIEW CONCERNING PROPERTY LOCATED AT 261 N. WOOD DALE ROAD IN THE CITY OF WOOD DALE**

Passed: October 18, 2018  
Published in Pamphlet Form: October 18, 2018

I, Shirley J. Siebert, as the Clerk for the City of Wood Dale, hereby certify that the attached Ordinance is a true and correct copy o **#O-18-033 AN ORDINANCE APPROVING A SPECIAL USE TO OPERATE A CONTRACTOR'S OFFICE AND MAJOR SITE PLAN REVIEW CONCERNING PROPERTY LOCATED AT 261 N. WOOD DALE ROAD IN THE CITY OF WOOD DALE**

APassed and approved by the City Council of the City of Wood Dale October 18, 2018, hereby published in pamphlet form October 18, 2018.

  
\_\_\_\_\_  
Shirley J. Siebert  
City Clerk

SEAL



**ORDINANCE NO. O-18-033****AN ORDINANCE APPROVING A SPECIAL USE TO OPERATE A CONTRACTOR'S OFFICE AND MAJOR SITE PLAN REVIEW CONCERNING PROPERTY LOCATED AT 361 N. WOOD DALE ROAD IN THE CITY OF WOOD DALE**

**WHEREAS**, the City of Wood Dale (the City") is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

**WHEREAS**, the City is authorized and empowered, under the Illinois Municipal Code and the Code of Ordinances of the City of Wood Dale ("City Code"), to regulate properties located within the municipal boundaries of the City; and

**WHEREAS**, in furtherance of this authorization, the City has adopted a the Unified Development Ordinance, codified in Chapter 17 of the City Code, which sets forth provisions regarding land use and improvement regulations, requirements and procedures in the City of Wood Dale; and

**WHEREAS**, Ridgewood Investments LLC (the "Petitioner") is the owner of property located at 361 N. Wood Dale Road in the City of Wood Dale (the "Property") in the City's Town Center Business District; legally described as:

LOT 1 IN SNYDER CONSOLIDATION RESUBDIVISION, A RESUBDIVISION OF LOTS 32, 33 AND 34 IN BLOCK 8 IN H. O. STONE AND COMPANY'S IRVING PARK BOULEVARD ADDITION TO WOOD DALE, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 10, AND THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED ON DECEMBER 23, 1986 AS DOCUMENT NO. R86-162768, IN DUPAGE COUNTY, ILLINOIS

Commonly known as 361 N. Wood Dale Road (PIN 03-10-314-042); and

**WHEREAS**, the Petitioner has submitted a petition for approval of a special use

for the use of a "contractor's office" on the Property as well as a major site plan review in Case No. 2018-CDC-05 (the "Petition"); and

**WHEREAS**, City Ordinance No. O-18-22, amending section 17.503 C. of the City Code, permits the use of a "contractor's office" in the City's Town Center Business District as a special use; and

**WHEREAS**, on August 20 and September 17, 2018, the Community Development Commission held a public hearing on the Petition as summarized in the Staff Memorandum, dated August 20, 2018, attached hereto and incorporated by reference as Exhibit A, following the necessary publication of a legal notice pursuant thereto, as required by law and the City Code; and

**WHEREAS**, following said hearing, the Community Development Commission recommended approval to grant a special use, subject to certain conditions, based on and incorporating the statements in the Petitioner's Petition and the testimony of representatives of the Petitioner during the hearing as to the Petitioner's satisfaction of the standards for approval of the requested special use permit and a major site plan review; and

**WHEREAS**, the proposed special use permit and major site plan review, as recommended for approval by the Community Development Commission, has been considered by the Planning, Zoning and Building Committee of the City Council of the City of Wood Dale, which has also recommended approval of the same with additional conditions; and

**WHEREAS**, the City Council of the City of Wood Dale accepts and incorporates the recommendation of the Community Development Commission, in its entirety, as to the Petition and has determined that the same, with certain additional conditions, is in the best interests of the health, safety and welfare of the citizens of the City of Wood Dale.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOOD DALE, DUPAGE COUNTY, ILLINOIS, as follows:**

**SECTION ONE:** The recitals set forth above are incorporated herein and made

a part hereof.

**SECTION TWO:** that a special use for the use of contractor's office on the Property and a major site plan review for the same are hereby granted subject to the following conditions:

1. Remove or replace the existing non-conforming pole sign; and
2. Restripe the parking lot to provide:
  - a. The 30-foot street transition to the nearest parking stall along Wood Dale Road; and
  - b. Provide one accessible parking stall.
3. Provide landscaping along Wood Dale Road to screen the parking lot.
4. No overnight parking shall be allowed where visible from the right-of-way.
5. No tractor trailers shall be parked on the Property.
6. The City shall have the right of first refusal in the event Petitioner determines to sell the Property.
7. The special use granted herein shall run only with the operation of the specific Contractor's Office business described in the Petition and only with the Petitioner's ownership of the Property, whichever ceases first. The special use granted herein shall *not* run with the land.

**SECTION THREE:** That all ordinances or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

**SECTION FOUR:** That the City Clerk of the City of Wood Dale is hereby directed to publish this Ordinance in pamphlet form, pursuant to the statutes of the State of Illinois.

**SECTION FIVE:** That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this 18th day of October, 2018

AYES: 6

NAYS: E. Wesley, Woods

ABSENT: \_\_\_\_\_

APPROVED this 18th day of October, 2018

SIGNED: Annunziato Pulice  
Annunziato Pulice, Mayor

ATTEST: Shirley J. Siebert  
Shirley J. Siebert, City Clerk

Published in pamphlet form \_\_\_\_\_, 2018.

EXHIBIT A

STAFF MEMORANDUM DATED AUGUST 20, 2018

# CITY OF WOOD DALE

Community Development



## MEMO

DATE: August 20, 2018

TO: Community Development Commission

FROM: Kelley Chriss, AICP, Assistant Community Development Director

SUBJECT: Case No. 2018-CDC-05, Text Amendment to Allow a Contractor's Office as a Special Use in the Town Center Business District, Special Use to allow a Contractor's Office to operate at 361 N Wood Dale Road and Major Site Plan Review

### **REQUEST**

The property owner, Ridgewood Investments LLC, has submitted an application requesting the following:

1. A Text Amendment to allow a Contractor's Office as a Special Use in the Town Center Business District;
2. A Special Use to operate a Contractor's Office, upon approval of the text amendment, at 361 N Wood Dale Road (PIN 03-10-314-042); and
3. A Major Site Plan Review for the requested Special Use at 361 N Wood Dale Road.

### **TEXT AMENDMENT**

The applicant has petitioned for a Text Amendment to allow a Contractor's Office as a Special Use in the TCB. The Town Center Business District was established in 2008 to create a walkable, pedestrian friendly environment. It is intended to contain specialty retail, civic, entertainment and service uses catering to the needs of the residents and attracting regional shoppers.

A Contractor's Office typically involves office and storage uses. Currently, Contractor's Offices are permitted in the C-2, C-3, I-1 and I-2 zoning districts. If this text amendment is approved, any Contractor's Office looking to locate in the TCB would need a Special Use.



**Findings of Fact**

The Community Development Commission may recommend approval of a Text Amendment if evidence is presented to establish that the application conforms with the Comprehensive Plan and the Unified Development Ordinance (UDO).

Although there are no particular standards of approval, staff finds that the amendment would not be consistent with the Comprehensive Plan (neither the 1997 Comprehensive Plan with the 2003 Supplement nor the newly adopted Comprehensive Plan). The existing TCB Zoning District is designated in the Future Land Use Plan of the 1997 Comprehensive as Town Center District, Office/Service and General Commercial uses. While there is a variety of uses, a Contractor's Office is not typically just an office space.

The text amendment would not support any of the goals in the recently adopted Comprehensive Plan. However, staff acknowledges that all zoning designations and use classifications need to be analyzed holistically in order to align the goals of the Plan with the regulations.

Additionally, the Unified Development Ordinance (UDO) calls for the TCB district to create a walkable, pedestrian friendly environment, which restricts the proposed use in this district. As such, staff does not find that this text amendment is consistent with either Comprehensive Plan or the UDO.

**SPECIAL USE – Upon approval of the Text Amendment**

**PROPERTY INFORMATION**

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|                    |   |
|--------------------|---|
| Address:           | 361 N Wood Dale Road                          |
| PINs:              | 03-10-314-042                                 |
| Property Size:     | Approximately 0.24 Acres (20,544 square feet) |
| Existing Land Use: | Commercial                                    |
| Future Land Use:   | Retail/Commercial                             |
| Existing Zoning:   | TCB, Town Center Business                     |

**Surrounding Land Use & Zoning**

|        |                                  |
|--------|----------------------------------|
| North: | TCB, Town Center Business        |
| South: | TCB, Town Center Business        |
| East:  | R-4, Medium Density SingleFamily |
| West:  | TCB, Town Center Business        |

**ANALYSIS**

**Submittals**

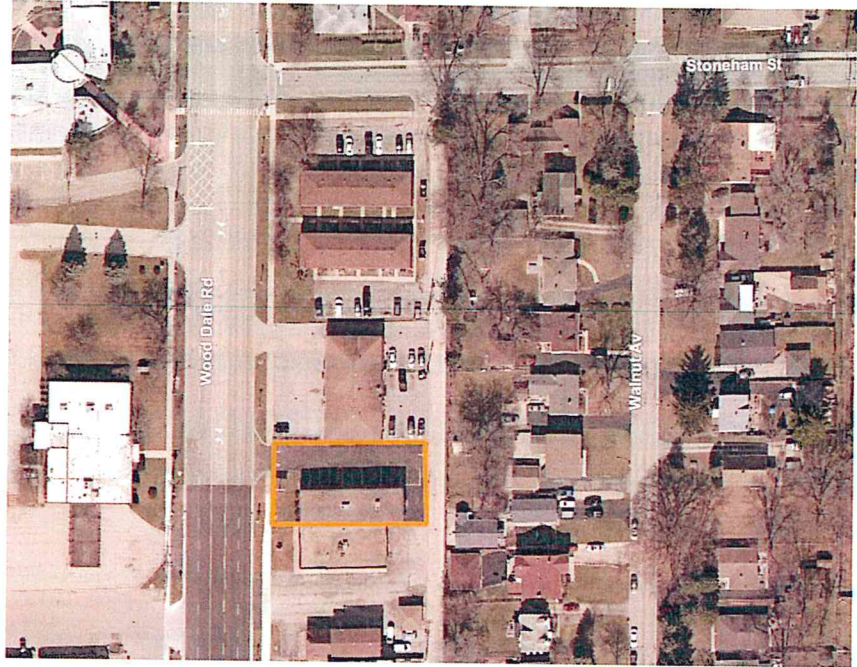
The analysis and recommendation provided within this memo are based on the following documents, which are on file in the Community Development Department and attached as noted:

- Public Hearing Application

- Plat of Survey (Exhibit A)
- Petitioner Narrative (Exhibit B)
- Floor Plans (Exhibit C)

### Project Description

The subject property is located on the east side of Wood Dale Road, approximately 300-feet south of Stoneham Street, (see map at right) and is zoned TCB, Town Center Business. The site consists of a single story commercial building and surface parking (see Exhibit A). The applicant has petitioned for a Text Amendment to allow a Contractor's Office as a Special Use in the TCB. Concurrently and upon approval of the Text



Amendment, the applicant has requested a Special Use to operate a Contractor's Office and a Major Site Plan Review. Exhibit B describes the applicant's request and a description of the business use of the property.

The applicant has proposed an interior renovation (Exhibit C) to provide office and warehouse space to house TCJ Mechanical, a heating, ventilation, air conditioning and refrigeration contractor. TCJ Mechanical currently operates its business out of 238 W Irving Park Road and is looking to relocate to 361 N Wood Dale Road, upon approval of the requests as described herein.

TCJ employs fourteen employees and operates from 7:30am until 4:00pm Monday through Friday. Three of the employees will work at the subject site, where the other 11 are field employees. There will be three service vehicles stored at this location and the occasional delivery will be made by a UPS truck or other box truck.

### Compliance with the Comprehensive Plan

The subject property is designated as Office/Service Business in the Future Land Use Plan in the 1997 Comprehensive Plan. In the recently adopted Comprehensive Plan, this property is designated as Retail/Commercial in the Future Land Use Plan. This Land Use Category intends to maintain a range of retail, restaurant and personal/business service uses. The proposed Contractor's Office will provide a use that is more industrial in nature

with the majority of the space being used for storage/warehouse, which is not consistent with the Office/Service Business or Retail/Commercial Future Land Use category.

The requests do not support the goals of the newly adopted Comprehensive Plan. The Text Amendment, Special Use, and Major Site Plan Review requests are not consistent with the Future Land Use or the goals in the Comprehensive Plan.

**Compliance with the Unified Development Ordinance (UDO)**

*Allowable Uses*

The Contractor Office use is not permitted in the Town Center Business District without the approval of the proposed text amendment (see page 1). As such, the applicant has concurrently requested both the Text Amendment and, and upon approval of the text amendment, a Special Use to operate a Contractor's Office at 361 N Wood Dale Rd. Due to the request for a Special Use, a Major Site Plan Review is also required.

*Lot Development Standards*

The applicable building type for this property is a Type 9 Building, Large Commercial Shop. An analysis of the lot development standards as compared to the existing property is summarized below with regulations in bold not meeting the current regulation:

| Development Standard                  | Type 9 Building Standards  | Existing Property: 361 N Wood Dale Rd                   |
|---------------------------------------|----------------------------|---|
| Lot Width (min.)                      | 40-feet                    | 74.96-feet  |
| Lot Depth (min.)                      | 140-feet                   | 140.69-feet   |
| Lot Coverage (max.)                   | n/a                        | Approx. 96%   |
| Front Setback (build-to)              | 20-feet                    | <b>25.97-feet</b>                                       |
| Side Setback (min.)                   | 0-feet                     | Approx. 0.3-feet  |
| Rear Setback (min.)                   | 35-feet                    | <b>18.68-feet</b>                                       |
| Maximum Height                        | 60-feet                    | Approx. 20-feet   |
| Building Use Standards – Ground Floor | Retail/office/food service | <b>Contractor's Office; primarily storage/warehouse</b> |
| Parking                               | 10 spaces                  | 12 spaces   |
| Handicapped Parking                   | 1 required                 | <b>None provided</b>                                    |

*Parking and Traffic*

No changes are proposed to the site of the subject property but having a tenant in the building that has been vacant for some time, there will be additional traffic to and from the site. Based on the size of the building and proposed use, the traffic impact will be negligible. In order to better meet the regulations, staff recommends re-striping the parking lot to not only meet the street transition requirement but to also provide an accessible parking stall. The street transition requires at least 30-feet from the property line to the nearest parking stall to allow for stacking to occur on the subject property, not within the right-of-way.

**Neighborhood Comment**

Notice was provided to adjacent property owners in accordance with Section 17.401.D of the UDO. Staff received no inquiries as of August 15, 2018.

**Findings of Fact**

The Community Development Commission may recommend approval of a Special Use and Major Site Plan Review if evidence is presented to establish that the application meets the standards. The standards are as follows (*staff comments italicized*):

Special Use Standards

- 1. The proposed special use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;

*As the majority of the space will be used for storage/warehousing, this use seems more fitting in one of the other districts where it's currently allowed: C-2, C-3, I-1 or I-2. The intention of the TCB zoning district is to allow uses that will generate retail sales and create a walkable, pedestrian friendly environment. This use does not generate any foot traffic due to the type of business it is. This standard is not met.*

- 2. The proposed special use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety and general welfare;

*The proposed Special Use is not anticipated to adversely affect the adjacent properties, traffic conditions or the public health and safety. The character of the neighborhood would likely not change by allowing this use to operate at this location, but that is precisely the point at issue. If the intention is to make the TCB a "downtown," then this use would not help in achieving that goal and could impact the general welfare by not advancing that goal. This standard is not met.*

- 3. The proposed special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations within the neighborhood;

*The proposed Special Use will not impair the use or enjoyment of adjacent properties, as this use may be similar to one that was housed in this building many years ago. There's been no reason presented to determine that the proposed Special Use would diminish or impair other property valuations in the neighborhood. This standard is met.*

- 4. The nature, location, and size of buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;

*The proposed Special Use does not involve the construction of new buildings or structures. The applicant intends to renovate the interior of this building, the improvements will not impede, substantially hinder, or discourage development and use of adjacent land and buildings. This standard is met.*

- 5. The proposed special use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations;

*The proposed Special Use would occur within the enclosed building, with the exception of storing vehicles in the parking lot. The development and use of neighboring properties would not be impaired by the approval of the requested Special Use. This standard is met.*

- 6. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;

*The subject property already has adequate utilities, drainage and other necessary facilities in accordance with code requirements. This standard is met.*

- 7. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets; and

*If the proposed Special Use were approved, there would be sufficient parking although modifications would be required which include restriping to meet the 30-foot street transition and creating an accessible parking stall. There is currently no screening of the parking lot but this could easily be accomplished along Wood Dale Road. This standard is not met until the applicant agrees to make these modifications.*

- 8. Such other standards and criteria as are established by the ordinance for a particular special use as set forth in subsections D and H of this section, if applicable, and as applied to planned unit developments as set forth in Chapter 17, Article IV, Section 17.405.

*No other standards are applicable.*

Standards For Site Plan Review:

- 1. The relationship of the site plan to the policies, goals and objectives of the comprehensive plan;

*As previously described, the proposed Contractor Office use will not meet the policies, goals and objectives of either Comprehensive Plan. If the applicant were to improve the façade and provide landscaping, the site plan would better meet the goals and objectives*

of the Comprehensive Plan. However, the bigger issue is the Contractor Office use. This standard is not met.

2. Traffic and parking layout so as to minimize danger and conflicts between pedestrians and motorists, and otherwise comply with the requirements of Chapter 17;

*If the parking lot were to be restriped to provide the 30-foot street transition, then it would minimize potential conflicts and possible back ups on Wood Dale Road. This standard is not met.*

3. Location of principal structures, accessory structures and freestanding signs, so that the location of accessory structures and freestanding signs does not impede safe and efficient traffic circulation, stormwater drainage, or otherwise adversely impact adjoining land improvements;

*There are no proposed modifications to the principal structure and there are no accessory structures proposed. The existing non-conforming sign has been abandoned and needs to be removed. A new sign, if desired, must meet current code requirements. No other changes would affect traffic circulation, stormwater drainage or other land improvements. This standard is met upon the removal of the pole sign.*

4. The development administrator may enlist the services of other city departments and consultants to determine compliance with the provisions of Chapter 17 and other provisions of the Municipal Code;

*As no changes are being proposed to the subject site, there are no other departments that required review at this time. If approved, the applicant must apply for permit for the interior remodeling and at that time, relevant departments will review their applicable scope. This standard does not apply at this time.*

5. That the proposed use(s) is/are permitted in the district in which the property is located;

*The approval of the aforementioned text amendment would allow the Contractor's Office use with a Special Use. As such, the use would only be permitted with the approval of the text amendment and the approval of the Special Use. This standard is not met.*

6. That the proposed arrangement of buildings, off street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses and employs sound site planning principles;

*There is no proposed change to the arrangement of buildings, off street parking (except restriping), access, lighting, landscaping (except to screen the parking lot) and drainage. As such, this standard is not applicable.*

7. That the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well; and

*As indicated previously, if the parking lot were to be restriped to provide the 30-foot street transition, then the movement of traffic into, through and out of the site will be safe and efficient. This standard is not met.*

- 8. That all outdoor storage areas are screened and are in accordance with standards specified by this chapter.

*There is no existing or proposed outdoor storage. This standard is not applicable.*

**RECOMMENDATION**

The Community Development Department finds that the request for a Text Amendment, Special Use and and Major Site Plan Review to allow a Contractor’s Office in the TCB and, in particular, at 361 N Wood Dale Road is not compatible with surrounding zoning and land use classifications, does not meet the requirements in the Unified Development Ordinance and is not consistent with the City’s Comprehensive Plan. Based on the above considerations, staff recommends that the Community Development Commission recommend denial of the requests. The following motions are provided for your consideration:

Text Amendment

Based on the submitted petition and the testimony presented, the proposed Text Amendment is consistent with the UDO and Comprehensive Plan; and, therefore, I move that the Community Development Commission adopt the findings of fact set forth by the applicant as the findings of the Community Development Commission, and recommend to the City Council approval of the text amendment to allow a Contractor’s Office as a Special Use in the TCB District in Case No. 2018-CDC-05.

***(Yes vote would be to approve; No vote would be to deny.)***

Special Use and Major Site Plan Review

Based on the submitted petition and the testimony presented, the proposed Special Use and Major Site Plan Review meets the standards of approval and is consistent with the UDO and Comprehensive Plan; and, therefore, I move that the Community Development Commission adopt the findings of fact set forth by the applicant as the findings of the Community Development Commission, and recommend to the City Council approval of Case No. 2018-CDC-05 with the following conditions:

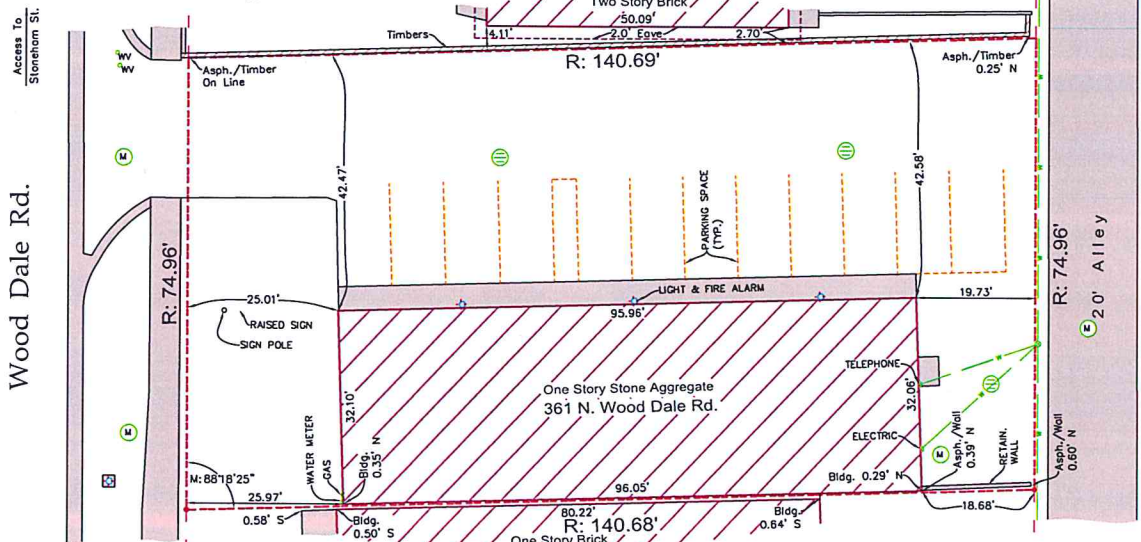
- 1. Remove or replace the existing non-conforming pole sign; and
- 2. Restripe the parking lot to provide:
  - a. The 30-foot street transition to the nearest parking stall along Wood Dale Road; and
  - b. Provide one accessible parking stall.
- 3. Provide landscaping along Wood Dale Road to screen the parking lot.

***(Yes vote would be to approve; No vote would be to deny – if the text amendment is denied, this motion would have to be denied.)***

6N 17W

# PLAT OF SURVEY

Lot 1 in Snyder Consolidation Resubdivision, a Resubdivision of Lots 32, 33, and 34 in Block 8 in H. O. Stone and Company's Irving Park Boulevard Addition to Wood Dale, being a Subdivision of part of the Southwest quarter of Section 10, and the Northwest quarter of Section 15, Township 40 North, Range 11, East of the Third Principal Meridian, according to the plat thereof recorded on December 23, 2986 as Document No. R86-162768, in DuPage County, Illinois.



STATE OF ILLINOIS  
COUNTY OF KANE

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED, UNDER MY SUPERVISION, ACCORDING TO THE OFFICIAL RECORD AND THAT THE ABOVE PLAT CORRECTLY REPRESENTS SAID SURVEY. ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF.

I FURTHER CERTIFY THAT UNLESS OTHERWISE SHOWN, THE BUILDINGS ON THE PARCEL ARE WITHIN PROPERTY LINES AND THE ADJOINING VISIBLE IMPROVEMENTS DO NOT ENCR OACH ON THE ABOVE DESCRIBED PROPERTY.

I FURTHER CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

*Vincent B. Frye*  
MY LICENSE EXPIRES 11-30-2018

COMPARE THE DESCRIPTION OF THIS PLAT WITH DEED, REFER TO THE TITLE POLICY FOR ITEMS OF RECORD NOT SHOWN ABOVE. UNLESS OTHERWISE NOTED, UTILITIES WITHIN EASEMENTS ARE NOT SHOWN HEREON, UNDERGROUND UTILITIES INCLUDING BUT NOT LIMITED TO CONDUITS AND CABLE (IF ANY) HAVE NOT BEEN SHOWN HEREON.

ILLINOIS PROFESSIONAL DESIGN FIRM LAND SURVEYING CORPORATION NO. 4183



| LEGEND                       |               |
|------------------------------|---------------|
| R - RECORD DISTANCE          | ● FOUND IRON  |
| M - MEASURED DISTANCE        | ⊕ LIGHT       |
| PROPERTY LINE                | ⊕ WATER VALVE |
| ○ DRAIN INLET                | ▭ ASPHALT     |
| ⊕ MANHOLE                    | ▭ CONCRETE    |
| UTILITY POLE W/ O.V.H. WIRES | →             |
| SCALE 1" = 15'               |               |

PROPERTY AREA: 10544.2 SQ. FT.  
DATE OF SURVEY: JUNE 27, 2018  
CLIENT: ATTY. BROWN  
JN 80484

SCHLAF-SEDIG & ASSOCIATES, INC.  
130 GATES STREET  
ELBURN, ILLINOIS 60119  
(630) 365-9831





August 10, 2018

Community Development Commission  
City of Wood Dale  
404 N. Wood Dale Road  
Wood Dale, IL 60191

**Re: Narrative - 361 N. Wood Dale Rd, Wood Dale 60191 Application for Special Use, Text Amendment and Major Site Plan Review to Allow "Contractor's Office" use in the TCB District as a Special Use ("Application")**

Dear Members of Community Development Commission:

With authorization both from the subject property's tenant TCJ Mechanical Inc. ("TCJ") and the current owner Ridgewood Investments, LLC, ("Ridgewood"), I submit this letter to you on behalf of our client. TCJ has been in the City of Wood Dale over the last 20 years. It has established itself as a stable and thriving business well-known to the community. Over the years, TCJ has steadily grown and as a result, recently leased the property located at 361 N. Wood Dale Road, which previously housed as an auto parts facility for over 20 years. Last month, Ridgewood (managing members: Laura and Christopher Butz) purchased the 3,300 square-foot building on Wood Dale Road, which is about four times the amount of space TCJ had at its previous location. The Wood Dale Road building had been vacant for about six years until the recent purchase.

TCJ is a high-end refrigeration business which provides refrigeration service and build-out activities to commercial and industrial users. It currently employs three (3) full-time employees (an accountant, a secretary, and owner (Christopher Butz) who also performs sales) and utilizes three (3) vehicles at its current business location. Likewise, TCJ would maintain three full-time employees and three personal vehicles under the proposed use for the Wood Dale Road building. No vehicles would be stored in the storage area of the building. TCJ will maintain the 11 field employees it currently has who perform off-site servicing in vans and would only briefly stop at the Wood Dale Road building twice per week to pick up paper work and paychecks. The proposed hours of operation would be 7:30am - 4:00pm Monday - Friday and would *not* entail regular truck deliveries but only

Attachment: Exhibit A - Staff Memo Case 2018-CDC-05\_361 N Wood Dale Rd\_TXT-SPU (O-18-033 : Special Use for TCJ Mechanical at 361 N

occasional FedEx-type deliveries. To be clear, no large trucks (e.g. 18-wheelers) will be making deliveries to the property.

The building is currently a shell. Ridgewood seeks to complete the build out of the newly acquired space, once permitted to do so. It is anticipated that the build-out will take about three to four weeks. Once completed, the space will have three offices, a small waiting area in the large breezeway at the front door, a storage area in the rear of the building, and an existing 2<sup>nd</sup> floor room for storage. Enclosed, please find floor plans for your reference. All operations of the business will take place inside the building. Accordingly, there will be little, if any disturbance to its neighbors.


The reason my client is before you tonight is because the TCB district, which is intended to provide and maintain areas for commercial and mixed-use development and where the property is currently located, does not allow a contractor's office as either a permitted or special use. As a result, and after meeting with City staff, we are seeking a text amendment to allow contractor's offices to be allowed as a special use in the TCB district. We have also submitted an application for the special use itself and are requesting a major site plan review. Our responses to the special use, text amendment and site plan review standards are attached to this letter. As for the text amendment, we propose to amend the Unified Development Ordinance Sec. 17.503 *Table of Permitted Uses* to add that a contractor's office is allowed in the TCB with a special use.


As for surrounding uses, both sides of Wood Dale Road are commercial or institutional in nature. The proposed use is not only consistent with the intensity of the surrounding uses but is also consistent with Wood Dale's future land use plan, which designates the future use for the area as commercial.

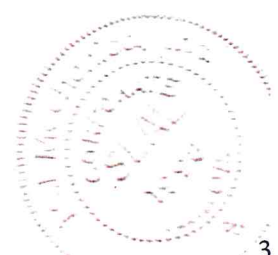
Following the notice recently mailed out nearby properties, my client intends to personally introduce himself to many of the nearby residential neighbors in the R-4 district to the east in order to advise them of the nature of his business and to invite them to ask him any questions or express any concerns they may have either before or at the public hearing.

We look forward to appearing before the City's Community Development Commission at the earliest and welcome the opportunity to further discuss requests at that time.

Sincerely,

By:   
**Daniel C. Shapiro**  
Shapiro & Associates Law

  
**Christopher Butz**  
President of TCJ Mechanical Inc. &  
Managing Member of Ridgewood Investments LLC



Attachment: Exhibit A - Staff Memo Case 2018-CDC-05\_361 N Wood Dale Rd\_TXT-SPU (O-18-033 : Special Use for TCJ Mechanical at 361 N

Special Use Application  
361 N Wood Dale Rd

**RESPONSES TO THE STANDARDS FOR  
SPECIAL USE, TEXT AMENDMENT, AND  
SITE PLAN REVIEW**

STANDARDS FOR SPECIAL USE

1. *The proposed special use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community*

The proposed use will fill a building that has been vacant for around six years. Not only will the proposed use occupy long-vacant building with any productive use but it will fill it with a high end productive use—specifically a high end refrigeration business. The tenant of the proposed use, TCJ Mechanical Inc. (“TCJ”) has been located in Wood Dale for many years providing quality services around for Wood Dale and surrounding areas. At its proposed new location, TCJ will continue the same quality service amongst its new neighborhood.

2. *The proposed special use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety and general welfare.*

The proposed use will have no substantial external adverse impact. Like its adjacent properties, the proposed use is commercial in nature and located in the Town Center Business district (“TCB district” or “TCB”). Likewise, the proposed use will be harmonious to the predominant commercial character of the Wood Dale Road corridor. The proposed use would convert an existing, though long-vacant, building into three offices, a waiting area, and storage space. TCJ will have three full-time employees and will use three vehicles. The proposed use includes biweekly truck deliveries from UPS and FedEx-type delivery trucks and six-wheel box trucks. Said trucks will deliver office supplies and small Original Equipment Manufacturer (OEM) parts, not weighing over 100 pounds, and unable to be acquired locally. The three employees and occasional customer visits onsite will generate a negligible traffic impact. The already-existing utility services are sufficient for the needs of the proposed use.

3. *The proposed special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations within the neighborhood.*

The proposed use will not be injurious to its immediate neighbors in any way. The proposed use does not require the construction of any new building or structures but will only require interior remodeling of the existing building. The regular business activities will occur inside the building and business hours will be 7:30 am - 4:00 pm Monday - Friday. Moreover, the proposed use does not require regular truck deliveries. While neighbors may notice the building of the proposed use is no longer vacant (in a positive sense), their use, enjoyment and value of their properties will not be negatively affected. If impact realized, the proposed use will increase neighboring property values by eliminating the current vacancy on the Applicant’s parcel.

4. *The nature, location, and size of buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie.*

No structures will be constructed under the proposed use. Additionally, no external structural modifications are being sought. With no external additions or modifications planned for the Applicant's parcel, the proposed use's nature, location, and size of the existing building will have no more of an impact on the development and use of adjacent properties than currently exists which is little to none.

- 5. *The proposed special use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.*

The proposed use is a low-intensity use requiring only a few employees and vehicles and occasional client visits. Likewise, the proposed use will be only operate during customary business hours 7:30 am - 4:00 pm Monday - Friday. The low-intensity and normal hours of operation of the proposed use which is located in a commercial corridor will not interfere with the development and use of neighboring properties.

- 6. *Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided.*

The proposed use will utilize an existing building with existing utilities, vehicular access, and drainage that will be adequate for needs of the proposed use.

STANDARDS FOR TEXT AMENDMENT

- 1. *Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets.*

Ample parking already exists onsite. Twelve parking spaces are located onsite but the proposed use will only house three full time employees and use three vehicles. Delivery trucks will enter from Wood Dale Rd and exit through the alley to either Commercial Ave or Stoneham St to return to Wood Dale Rd. The small section of Commercial Ave that would be used by the delivery trucks is not residential. The small section of Stoneham St used is residential but only involves one multi-family property and one single-family property. Deliveries will occur during the off-peak hours of 10:00 am-3:00 pm, Monday – Friday, and will thus avoid negatively impacting traffic congestion.

- 2. *The proposed text amendment is in conformance with the current Comprehensive Plan.*

The 1997 Comprehensive Plan encourages expanding and diversifying the City's commercial base, revitalization of underutilized properties, redevelopment of retail and service uses. The 1997 Comprehensive Plan states the commercial uses are vital to City and the future land use plan shows subject property to be in General Business district. The 2003 Supplement defines the General Business district as promoting small-scale retail and business services." The proposed use of the subject property meets all said policies of the 1997 Comprehensive Plan and fits under the General Business district category.

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The 2003 Supplement primarily studies Wood Dale and Irving Park Corridors which does not include the subject property. Therefore, the 2003 Supplement makes no change to the 1997 Comprehensive Plan's treatment of the subject property and or its primary planning goals.

The most recent Comprehensive Plan adopted by the City in August 2018, slates the subject property for commercial development, and includes a wide range of uses including "business services" and "small office". See Wood Dale Comprehensive Plan (2018), p51.

3. *Upon approval of the requested text amendment, the proposed text amendment will be in conformance with the Unified Development Ordinance.*

Because contractor offices/services is not a recognized special use in TCB, some of the things that should be considered are nearby uses, nearby zoning and other allowable uses in TCB.

Nearby zoning includes the TCB district to the north, south, and west, while Medium Density Single-Family (R-4) is found to the east.

The TCB district is established to provide and maintain areas for commercial and mixed-use development. The district should provide a central area for various retail, office, governmental, institutional, public, residential and cultural activities.

Other uses in TCB include hardware stores, liquor stores, and tobacco store as permitted uses, and business offices and nightclubs (by special use). All of these can be considered more intense, create more traffic and/or be more impactful to neighbors than what is being proposed.

#### STANDARDS FOR SITE PLAN REVIEW

1. *The relationship of the site plan to the policies, goals and objectives of the comprehensive plan.*

For the reasons stated in the above response to Text Amendment Standard #2, the proposed use of the subject property meets the policies of the 1997 Comprehensive Plan and 2003 Supplement.

2. *Traffic and parking layout so as to minimize danger and conflicts between pedestrians and motorists, and otherwise comply with the requirements of this chapter.*

Only one curb cut on Wood Dale Rd exists for the subject property which gives access to its parking lot, allowing only a single potential conflict point with pedestrians and motorist. The building and parking lot are setback from the sidewalk by approximately 20 feet and from Wood Dale Rd by approximately 40 feet providing clear lines of site for vehicles entering and exiting the subject property's parking lot.

Loading and unloading will occur in a loading area in the rear of the parking lot near the alley, thus no trucks or other vehicles will park or stop on Wood Dale Rd due to unloading or loading activities. The parking spaces in the parking lot for the subject property are all situated to allow all vehicles to enter and exit the parking lot in a forward manner to/from either Wood Dale Rd or the alley eliminating the need for vehicles to enter or exit the parking lot in reverse.

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- 3. *Location of principal structures, accessory structures and freestanding signs, so that the location of accessory structures and freestanding signs does not impede safe and efficient traffic circulation, stormwater drainage, or otherwise adversely impact adjoining land improvements.*

Standard is not applicable for this request. No structures or freestanding signs are being constructed as part of TCJ's request.

- 4. *The development administrator may enlist the services of other city departments and consultants to determine compliance with the provisions of this chapter and other provisions of this code.*

Noted.

- 5. *That the proposed use(s) is/are permitted in the district in which the property is located.*

Per TCJ's application, TCJ is requesting text amendment making the proposed use a special use in the TCB district.

- 6. *That the proposed arrangement of buildings, off street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses and employs sound site planning principles.*

Standard is not applicable for this request. The proposed use does not include a rearrangement or addition of buildings, off-street parking, access, lighting, landscaping, or drainage.

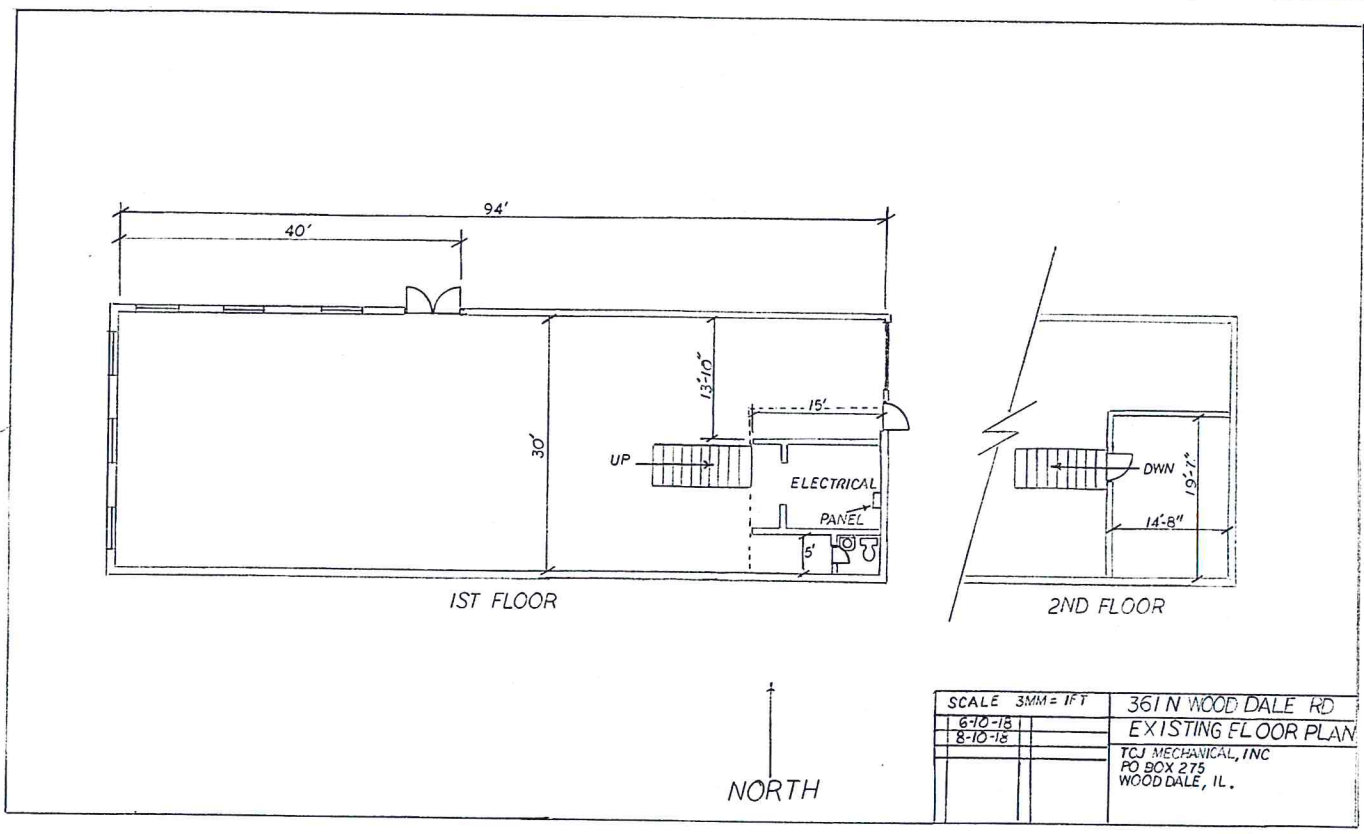
- 7. *That the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.*

- 8. For the reasons stated in the above response to Site Plan Review Standard #2, the parking lot and ingress/egress allows safe, efficient and convenience movement of traffic onsite and on adjacent roadways. *That all outdoor storage areas are screened and are in accordance with standards specified by this chapter.*

Standard is not applicable for this request. There are no existing or proposed outdoor storage areas.

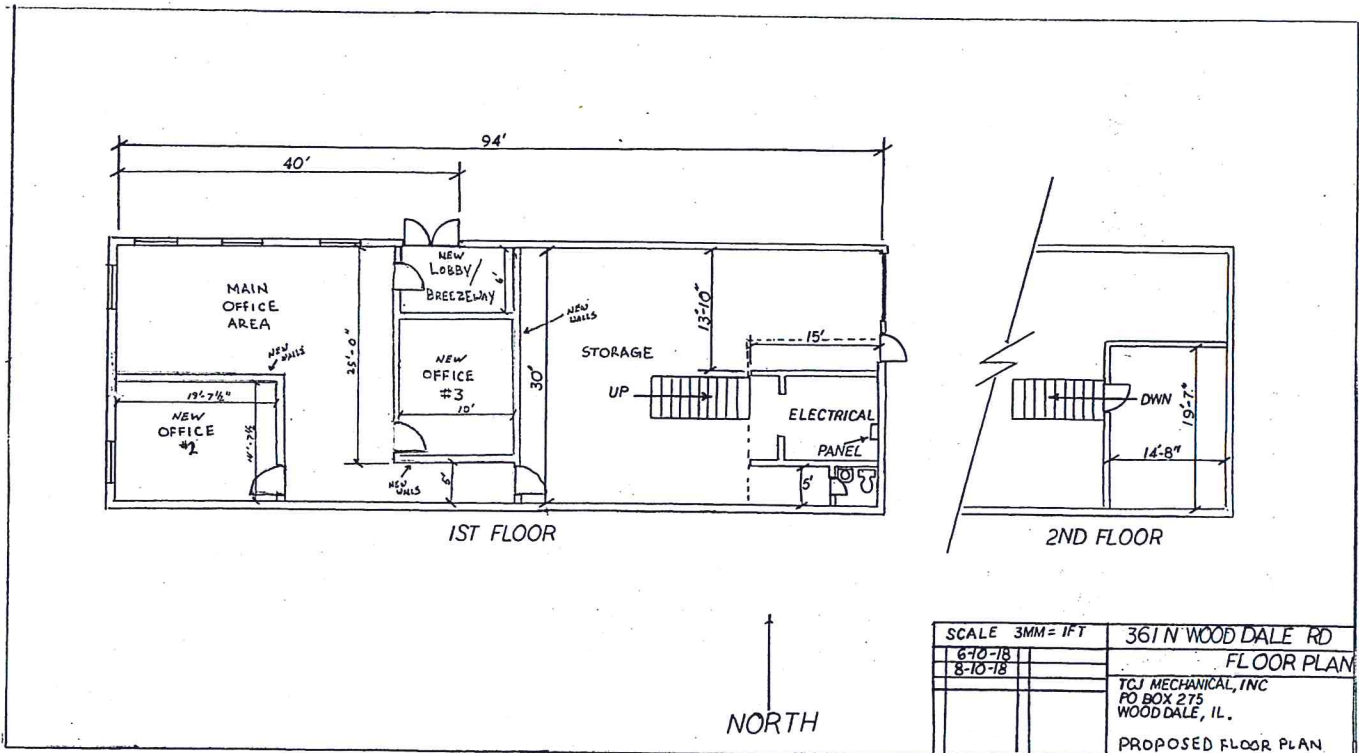
Attachment: Exhibit A - Staff Memo Case 2018-CDC-05\_361 N Wood Dale Rd\_TXT-SPU (O-18-033 : Special Use for TCJ Mechanical at 361 N

Exhibit C



Attachment: Exhibit A - Staff Memo Case 2018-CDC-05 361 N Wood Dale Rd TYT-SBII / C-18-002 - Section





Attachment: Exhibit A - Staff Memo Case 2018-CDC-05\_361 N Wood Dale Rd\_TXT-SPU (O-18-033 : Special

Note: the below is rough square footage. Interior of building is currently not built out and is a shell.

| Room type                        | Square Feet |
|----------------------------------|-------------|
| Office                           | 700         |
| Storage                          | 1700        |
| Hallways, Bathroom, Common Areas | 400         |
| Phone, internet, electrical room | 200         |
| 2nd floor storage room           | 300         |
| <b>Total</b>                     | <b>3300</b> |

Attachment: Exhibit A - Staff Memo Case 2018-CDC-05\_361 N Wood Dale Rd\_TXT-SPU (O-18-033 : Special Use for TCJ Mechanical at 361 N