To: Village President and Board of Trustees
From: Steven Blonz, Chairperson, Plan Commission
Ralph Czerwinski, Village Administrator
Teresa Hoffman Liston, Corporation Counsel
Zoe Heidorn, Land Use Planner/Coordinator

Date: January 7, 2020

Re: Plan Commission Case PC 19-10 (6100 Dempster Street): Request for a Special Use Permit for “automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)” in the C-1 General Commercial District in accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code

Executive Summary
Matthew Schubert of MTS Investments, LLC, ("Applicant") and Kushner Management Co., Inc., ("Owner") filed a complete application for approval of a Special Use Permit for “automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)” for the property commonly known as 6100 Dempster Street (PIN 10-17-316-054-0000) in accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code. MTS Investments, LLC, is the contract purchaser of the subject property.

For the reasons set forth in this report, on December 16, 2019, the Plan Commission unanimously recommended that the Village Board approve the Special Use Permit, subject to conditions.

Subject Property Background
The subject property at 6100 Dempster Street is located on the northwest corner of Dempster Street and Meade Avenue, within the C1 General Commercial District. The property measures 18,436 square feet (0.423 acres) in land area and is improved with a single-story commercial structure measuring 3,528 square feet in floor area. The parking lot located east of the principal structure contains 24 parking stalls.

The subject property is the former location of a Merlin automotive repair facility, which vacated the property in 2018.

Application
On November 11, 2019, the Applicant submitted a complete application to the Department of Community and Economic Development for approval of Special Use Permit for “automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)” at 6100 Dempster Street.

The Applicant is seeking a Special Use Permit to operate an automotive repair facility by the name of ProAuto, which will be operated by H & S Enterprises, LLC, and managed by partial owner Leroy Harddegree, a master mechanic. The owners of MTS Investments, LLC, are also joint owners of H & S Enterprises, LLC. ProAuto is a new business with no existing locations. However, Mr. Harddegree has over 20 years of experience in automotive repair in Evanston and Northbrook, according to a business overview provided by the Applicant. The proposed business will operate with 2 staff members initially, but plans to increase employment to 5 staff members over time.

With the exception of minor interior and exterior cosmetic improvements and new signage, no physical changes are proposed to the subject property. The existing building contains 5 automotive repair bays, a work storage area, and an office and waiting area with restrooms.

Per the Applicant, approximately 4 to 5 passenger vehicles will be serviced at any given time within the automotive bay area, and the overnight storage of vehicles under repair will be occur within the interior service bays. Under the Special Use Permit, ProAuto will be limited to mechanical repairs only, as automotive body repair is a prohibited use in the C1 District. Hours of operation will be from 8:00 AM to 5:30 PM, Monday through Friday, and Saturday by appointment only.

Per Section 12-7-3:B of the Unified Development Code, proposed parking standards identified in the code as “Required Spaces By Use” shall be advisory for Special Use applications, as required parking is to be reviewed
and established as part of the Special Use Permit. The final number of required parking spaces for Special Use Permits is determined by the Village Board based on the submitted, independent traffic and parking study and any recommendations made by the Traffic Safety Commission, Plan Commission, and staff.

Upon review of the Applicant’s original traffic and parking study, the Village Engineer found that the study did not include a parking analysis that could adequately determine a final number of required parking spaces. As such, staff proposed a condition of the Special Use Permit based on the Village’s base parking requirement to ensure that adequate parking is provided for employees and customers, and to minimize the exterior storage of vehicles. This condition was made part of the Applicant’s presentation to the Traffic Safety Commission and Plan Commission, which unanimously recommended approval of the case. The proposed condition, agreed to by the Applicant, is as follows: “Of the twenty-four (24) on-site parking spaces, nineteen (19) spaces shall be reserved for use by customers, employees, and vehicles awaiting repair or pick-up and parked for less than a twenty-four-hour (24) period. No more than five (5) spaces shall be used for the longer term storage of vehicles associated with the repair business.”

The parking requirement of 19 off-street spaces was based on Section 12-7-3:I of the Unified Development Code, which requires 1.0 space per 250 square feet of gross floor area for office uses and 1.0 space per employee, plus 2.0 spaces per service stall, for automobile repair uses. The Applicant’s traffic engineer revised the traffic and parking study prior to the Plan Commission hearing to reflect the Village’s base parking requirement for the mix of uses.

Public Hearings
Traffic Safety Commission: In accordance with Section 12-16-4 of the Unified Development Code, the applicant and engineering consultant to the Applicant, Quigg Engineering, Inc., appeared before the Traffic Safety Commission (TSC) at their December 5, 2019, meeting. The Applicant and traffic engineer took questions relating to parking and access on the site and responded to specific concerns raised in the Village Engineer’s staff report. At the conclusion of the discussion, the TSC voted unanimously to support the request for a Special Use Permit and provided comments relating to the case to forward to the Plan Commission.

Appearance Commission: Review by the Appearance Commission was not required as exterior modifications are not included in the development proposal.


Plan Commission – December 16, 2019, Proceedings: At the Plan Commission hearing for PC 19-10, Zoe Heidorn, Land Use Planner, provided a brief introduction to the application. The staff report, dated December 10, 2019, and attached hereto as “Attachment A,” was entered into the public record.

Ms. Heidorn reviewed the application from MTS Investments, LLC requesting a Special Use Permit for mechanical automotive repair at 6100 Dempster Street, which was formerly occupied by a Merlin automotive repair shop. Ms. Heidorn explained that ProAuto is a new business with no existing locations and will be managed by H & S Enterprises, LLC. With the exception of minor interior and exterior cosmetic improvements and new signage, no physical changes are proposed to the property and, as such, no Appearance Commission review was required for the case. The Applicant submitted a traffic and parking study and the Traffic Safety Commission unanimously recommended approval of the case with conditions, which have been accepted by the Applicant. The commission’s recommendation is to reserve 19 of the 24 parking spaces for use by customers, employees and vehicles waiting repair or pick-up and parked for less than 24 hours. The staff report includes a total of 12 recommended conditions of approval that Applicant has agreed to.

Chairperson Blonz asked for questions from the Commissioners.
Commissioner Kintner asked about chemical storage on the property. Ms. Heidorn stated that any chemical storage would have to comply with all applicable regulations, and that the business would be subject to Building and Fire Department inspections and approvals. Mr. English confirmed that chemical storage regulations are established and enforced by ordinance.

Joan Berg, attorney to the Applicant, presented the request for a Special Use Permit, explaining that the use is for mechanical automotive repair and that no auto body work will be performed on the site. 5 existing service bays will be used for mechanical repairs, which will be performed during the business hours of 8:30 AM to 5:00 PM, Monday through Friday and on Saturday by appointment only. Business hours were established with respect to the residential neighborhood to the north of the subject property. Approximately 4 to 5 vehicles will be serviced at any given time and any vehicles waiting for service will be parked within the striped parking stalls. Ms. Berg explained that any vehicles remaining overnight will be parked within the service bays. If a vehicle is towed to the site outside of business hours, the drop-off will be subject to time restrictions and will not be left outside for more than 24 hours. She noted that one of the concerns raised by staff was the width of the curb cut along Meade Avenue. She stated that staff concerns have been addressed through the recommended conditions of approval.

Chairperson Blonz asked for questions from the Commissioners.

Commissioner Dorgan asked what “other mechanical items” means, as referenced in the Special Use Application. Ms. Berg explained that the servicing of mechanical items includes preventative maintenance and repair of parts within a vehicle. Leroy Hardegree was sworn in and stated that mechanical repairs include tires, alignment, suspension, and similar items. He added that as the business grows, he will hire additional staff.

Chairperson Blonz questioned the hours of operation. Mr. Hardegree stated the hours will be Monday through Friday, from 8:00 AM to 5:30 PM, and by appointment only on Saturday. The business will be closed on Sunday.

Chairperson Blonz referred to the page 14 of the traffic study, asking if the assessment of service level was based on the previous or new business. Ms. Heidorn stated the Village Engineer reviewed the traffic study and determined that the new business would cause an insignificant impact on the existing level of service.

Chairperson Blonz asked if any hydraulic equipment will be used that generates high noise levels. Mr. Hardegree stated that air tools will be used on a regular basis, but that the electric tools they use are much quieter. The Applicant has agreed to keeping all overhead doors closed during repair activity, even on hot summer days.

Commissioner Dorgan asked if there will be a drop-off service with a lock box for vehicles towed to the lot after business hours. Mr. Hardegree responded that there will be a lock box to collect the keys of vehicles that are dropped off outside of business hours.

Commissioner Khan asked if the increase of staff was considered with the parking availability. Mr. Hardegree stated that staffing could increase as business increases. Ideally, there will be 3 technicians, a service consultant and a receptionist within 3 years of operation. That would be the full capacity of 5 employees. There are 24 parking spaces, 19 of which would be reserved for use by customers, employees and vehicles awaiting repair or pick-up. No more than 5 spaces will be used for the longer term storage of vehicles associated with the repair business.

Chairperson Blonz asked if there was anyone present that wanted to be heard. There was no response.

Chairperson Blonz asked if the Applicant is aware of and agrees to the 12 conditions of approval recommended by staff. Ms. Berg stated that the Applicant is in full agreement.

Chairperson Blonz called for a motion to approve Case PC 19-10.

Plan Commission Motion and Approval
Commissioner Kintner moved to approve Case PC 19-10, a request for a Special Use Permit for "automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)" in the C-1 General Commercial District in
accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code for the property commonly known as 6100 Dempster Street in Morton Grove, Illinois (10-17-316-054-0000), with the following conditions:

1. The site and building shall be developed and operated consistent with the plans and supporting documents in the application, identified in this report and/or presented at the public hearing, subject to any necessary modifications to accommodate conditions, Commission recommendations, or code compliance requirements, in accordance with reviews by the Plan Commission and Village staff.

2. Of the twenty-four (24) on-site parking spaces, nineteen (19) spaces shall be reserved for use by customers, employees, and vehicles awaiting repair or pick-up and parked for less than a twenty-four-hour (24) period. No more than five (5) spaces shall be used for the longer term storage of vehicles associated with the repair business.

3. No more than one (1) tow truck may be parked on the subject property at any given time. All vehicle off-loading activities shall occur within the subject property boundary and shall occur between the hours of 6:00 AM and 10:00 PM.

4. The outdoor storage of any vehicle with obvious signs of disrepair shall not exceed twenty-four (24) hours. No outdoor storage of materials, parts, or trailers is permitted.

5. A parking lot plan that complies with Illinois Accessibility Code and Village Code requirements shall be prepared for review by the Village Engineer and Land Use Planner, and the parking lot shall be improved in accordance with the approved plan prior to July 1, 2020.

6. Prior to July 1, 2020, the driveway along Meade Avenue shall be reduced in width in accordance with Village Standards, or a design vehicle and turning analysis must be submitted that adequately demonstrates the non-conforming width is needed to accommodate the proposed traffic.

7. All repair operations shall be performed inside the building and all overhead garage doors shall remain closed during repair operations.

8. A solid fence measuring no less than six feet (6') in height shall be maintained along the north lot line.

9. All vehicle parking and storage shall occur within conforming and visibly striped parking stalls.

10. Use of the parking lot shall be limited to the parking and storage of vehicles accessory to the automotive repair business.

11. All parking and storage of vehicles relating to the principal use shall occur within the subject property boundary.

12. Prior to the issuance of a certificate of occupancy, the Applicant shall submit an updated traffic and parking study in accordance with Village requirements and standards, for review and approval by the Village Engineer, and have responded to all comments and complied with all recommendations suggested by the Village Engineer and Traffic Safety Commission in the Plan Review Comment Forms dated December 6, 2019.

The motion was seconded by Commissioner Dorgan and approved unanimously pursuant to a roll call vote of 5-0.

Final Plans and Supporting Documents
The application’s final plans and supporting documents recommended for approval by the Plan Commission include the following and are attached hereto as “Attachment B”:

1. ALTA/NSPS Land Title Survey, prepared by Professionals Associated Survey, Inc., dated August 28, 2019;
2. Sheet No. SP-1A (interior floor plan), undated;
3. Traffic Study Report, prepared by Quigg Engineering, Inc., dated September, 2019 (REVISED: December, 2019); and
Attachment A

Staff Report for PC 19-10

Dated December 10, 2019
To: Chairperson Blonz and Members of the Plan Commission

From: Zoe Heidorn, Land Use Planner

Date: December 10, 2019

Re: Plan Commission Case PC 19-10: Matthew Schubert, MTS Investments, LLC, requesting approval of a Special Use Permit for "automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)" in the C-1 General Commercial District in accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code for the property commonly known as 6100 Dempster Street in Morton Grove, Illinois (10-17-316-054-0000)

STAFF REPORT

Public Notice

Background
The Subject Property
The subject property at 6100 Dempster Street is located on the northwest corner of Dempster Street and Meade Avenue, within the C1 General Commercial District. The property measures 18,436 square feet (0.423 acres) in area and is improved with a single-story commercial structure measuring 3,528 square feet in floor area. The parking lot located east of the principal structure contains 24 parking stalls.

The subject property is the former location of a Merlin automotive repair facility, which vacated the property in 2018.
The Surrounding Area
Directly north of the subject property, across a 16-foot improved public alley, are single family residences zoned in the R2 Single Family Residence District. To the east, across Meade Avenue, to the west, and to the south, across Dempster Street, are properties also located in the C1 General Commercial District. Commercial uses in the surrounding area include a financial institution with drive-through facilities, beauty parlor, a dental clinic, a restaurant, a grocery store, offices, and commercial service establishments.

Overview of the Application
Matthew Schubert of MTS Investments, LLC, ("Applicant") and Kushner Management Co., Inc., ("Owner") filed a complete application for approval of a Special Use Permit for "automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)" for the subject property in accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code. MTS Investments, LLC, is the contract purchaser of the 6100 Dempster Street property.

The Applicant is seeking a Special Use Permit to operate an automotive repair facility by the name of ProAuto, which will be managed by H & S Enterprises, LLC. The owners of MTS Investments, LLC, are also joint owners of H & S Enterprises, LLC. ProAuto is a new business with no existing locations. However, management has over 20 years of experience in automotive repair in Evanston and Northbrook, according to a business overview provided by the Applicant. The proposed business will operate with 2 staff members initially, but plans to increase employment to 5 staff members over time.

With the exception of minor interior and exterior cosmetic improvements and new signage, no physical changes are proposed to the subject property. The existing building contains 5 automotive repair bays, a work storage area, and an office and waiting area with restrooms.

Per the Applicant, approximately 4 to 5 passenger vehicles will be serviced at any given time within the automotive bay area, and the overnight storage of vehicles under repair will be occur within the interior service bays. Under the Special Use Permit, ProAuto will be limited to mechanical repairs only, as automotive body repair is a prohibited use in the C1 District. Hours of operation will be from 8:00 AM to 5:30 PM, Monday through Friday, and Saturday by appointment only.

Parking & Access
Per Section 12-7-3:B of the Unified Development Code, proposed parking standards identified in the code as "Required Spaces By Use" shall be advisory for Special Use applications, as required parking will be reviewed and established as part of the Special Use Permit. The final number of required parking spaces for Special Use Permits is determined by the Village Board based on the submitted, independent traffic and parking study and any recommendations made by the Traffic Safety Commission, Plan Commission, and staff.

Upon review of the Applicant's submitted traffic and parking study, the Village Engineer found that the study did not include a parking analysis that could adequately determine a final number of required parking spaces. As such, staff and the Applicant are proposing a condition of the Special Use Permit based on the Village's base parking requirement to ensure adequate parking is provided for employees and customers, and to minimize the exterior storage of vehicles. This condition was made part of the Applicant's presentation to the Traffic Safety Commission, which unanimously recommended approval of the case. The proposed condition, agreed to by the Applicant, is as follows:

1. Of the twenty-four (24) on-site parking spaces, nineteen (19) spaces shall be reserved for use by customers, employees, and vehicles awaiting repair or pick-up and parked for less than a twenty-four-hour (24) period. No more than five (5) spaces shall be used for the longer term storage of vehicles associated with the repair business.

The parking requirement of 19 off-street spaces was based on Section 12-7-3:I of the Unified Development Code:
I. Required Spaces by Use: Off street parking spaces accessory to designated uses shall be required as identified below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Off-Street Parking Requirement</th>
<th>Proposed Use</th>
<th>Required Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>1.0 space per 250 square feet of gross floor area</td>
<td>1052 square feet</td>
<td>4</td>
</tr>
<tr>
<td>Automobile Repair</td>
<td>1.0 space per employee plus 2.0 spaces per service stall</td>
<td>5 stalls + 5 employees</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>

The Applicant’s traffic engineer is currently revising the traffic and parking study to provide a suitable analysis that demonstrates the site has sufficient parking to meet the peak demand of the proposed business. If approved, the Special Use Permit should also be conditioned on the receipt and approval of the revised traffic and parking study by the Village Engineer and Land Use Planner.

Other comments provided by the Village Engineer and Traffic Safety Commission in review of the application are summarized as follows:

- The Special Use Permit should include a condition on the type and extent of towing vehicles to and from the site.
- The Special Use Permit should include a condition on the type and extent of outdoor storage of vehicles.
- The existing accessible parking stall does not meet the Illinois Accessibility Code requirements. If the Special Use Permit is approved in early 2020, the parking stall should be updated by July 1, 2020.
- The business should verify that existing parking stall dimensions are compliant with the Village’s dimensional standards.
- The driveways along Dempster Street and Meade Avenue are excessively wide. The Illinois Department of Transportation (IDOT) recommends a 24-foot driveway width and the Village’s maximum width for a commercial driveway is 35 feet. At 30 feet in width, the Dempster Street driveway is acceptable. However, at approximately 60 feet in width, the Meade Avenue driveway must be reduced in accordance with Village standards, or a design vehicle and turning analysis must be submitted indicating that the non-conforming width is needed to accommodate the proposed traffic.

In response to the above comments, staff is also recommending the following conditions of Special Use Permit approval:

1. **No more than one (1) tow truck may be parked on the subject property at any given time. All vehicle off-loading activities shall occur within the subject property boundary and shall occur between the hours of 6:00 AM and 10:00 PM.**

2. **The outdoor storage of any vehicle with obvious signs of disrepair shall not exceed twenty-four (24) hours. The outdoor storage of materials, parts, or trailers is prohibited.**

3. **A parking lot plan that complies with Illinois Accessibility Code and Village Code requirements shall be prepared for review by the Village Engineer and Land Use Planner, and the parking lot shall be improved in accordance with the approved plan prior to July 1, 2020.**
(5) Prior to July 1, 2020, the driveway along Meade Avenue shall be reduced in width in accordance with Village Standards, or a design vehicle and turning analysis must be submitted that adequately demonstrates the non-conforming width is needed to accommodate the proposed traffic.

Commission Review
Appearance Commission
Because no significant exterior modifications to the property or building are proposed by the Applicant, review by the Appearance Commission was not required.

Traffic Safety Commission
In accordance with Section 12-16-4 of the Unified Development Code, the Applicant and engineering consultant to the Applicant, Quigg Engineering Inc., appeared before the Traffic Safety Commission (TSC) at their December 5, 2019, meeting. The Applicant and traffic engineer took questions relating to parking and access on the site and responded to specific concerns raised in the Village Engineer's staff report. At the conclusion of the discussion, the TSC voted unanimously to support the request for a Special Use Permit and provided the attached comments relating to the case to forward to the Plan Commission. The TSC's comments are discussed and addressed in the previous section through recommended conditions of approval.

Departmental Review
The application and all supporting materials were distributed to staff within the Village’s Fire, Building, and Public Works (Engineering) Departments for their review. The comments received by staff are as follows:

- **Fire**: No issues identified at this time.
- **Building**: No issues identified at this time.
- **Engineering**: Comments prepared by Village Engineer Chris Tomich are provided as an attachment in the Plan Commission's hearing packet. The Village Engineer's comments are presented and addressed in the previous section through recommended conditions of approval.

Discussion
The proposed use of the subject property for "automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)" is consistent with the property's existing improvements and former use.

The Village’s approval of the use through a Special Use Permit is an opportunity to mitigate issues common to automotive repair businesses, including the exterior storage of parts and vehicles in disrepair, noise, odor, and traffic congestion that might adversely affect public health, safety, or welfare. In order to ensure the proposed use does not impose any hazards or nuisance to adjacent or nearby properties, staff is also recommending the inclusion of the following conditions in the Special Use Permit:

(6) All repair operations shall be performed inside the building and all overhead garage doors shall remain closed during repair operations.

(7) A solid fence measuring no less than six feet (6') in height shall be maintained along the north lot line.

(8) All vehicle parking and storage shall occur within conforming and visibly striped parking stalls.

(9) Use of the parking lot shall be limited to the parking and storage of vehicles accessory to the automotive repair business.

(10) All parking and storage of vehicles relating to the principal use shall occur within the subject property boundary.
The applicant should be prepared to discuss planned property improvements, the acceptance of proposed conditions, and how the proposed use meets the Standards for Special Use.

**Standards for Special Use**  
The following Standards for Special Use, established in Section 12-16-4:C.5 of the Unified Development Code, are provided to assist the Commission's consideration of the request. The Applicant provided responses to the following standards in the attached application.

a. **Preservation of Health, Safety, Morals and Welfare** – The establishment, maintenance and operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, or general welfare.

b. **Adjacent Properties** – The Special Use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses permitted in the zoning district.

c. **Orderly Development** – The establishment of the Special Use will not impede the orderly development and improvement of the surrounding properties for uses permitted in the District.

d. **Adequate Facilities** – Adequate utilities, access roads, drainage and other necessary facilities are in existence or are being provided.

e. **Traffic Control** – Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets. The proposed use of the subject site should not draw substantial amounts of traffic on local residential streets.

f. **Adequate Buffering** – Adequate fencing and/or screening shall be provided to ensure the right of enjoyment of surrounding properties to provide for the public safety or to screen parking areas and other visually incompatible uses.

g. **Conformance to Other Regulations** – The special use shall, in all other respects, conform to applicable provisions of this title or amendments thereto.

**Recommendation**  
Should the Plan Commission recommend approval of PC 19-10, staff suggests the following motion and conditions:

The Plan Commission recommends approval of PC 19-10, a request for a Special Use Permit for "automotive repair (oil change, tires, brakes, auto glass, other mechanical items only)" in the C-1 General Commercial District in accordance with Section 12-4-3:D of the Village of Morton Grove Unified Development Code for the property commonly known as 6100 Dempster Street in Morton Grove, Illinois (10-17-316-054-0000), with the following conditions:

1. The site and building shall be developed and operated consistent with the plans and supporting documents in the application, identified in this report and/or presented at the public hearing, subject to any necessary modifications to accommodate conditions, Commission recommendations, or code compliance requirements, in accordance with reviews by the Plan Commission and Village staff.

2. Of the twenty-four (24) on-site parking spaces, nineteen (19) spaces shall be reserved for use by customers, employees, and vehicles awaiting repair or pick-up and parked for less than a twenty-four-hour (24) period. No more than five (5) spaces shall be used for the longer term storage of vehicles associated with the repair business.

3. No more than one (1) tow truck may be parked on the subject property at any given time. All vehicle off-loading activities shall occur within the subject property boundary and shall occur between the hours of 6:00 AM and 10:00 PM.

4. The outdoor storage of any vehicle with obvious signs of disrepair shall not exceed twenty-four (24) hours. No outdoor storage of materials, parts, or trailers is permitted.
5. A parking lot plan that complies with Illinois Accessibility Code and Village Code requirements shall be prepared for review by the Village Engineer and Land Use Planner, and the parking lot shall be improved in accordance with the approved plan prior to July 1, 2020.

6. Prior to July 1, 2020, the driveway along Meade Avenue shall be reduced in width in accordance with Village Standards, or a design vehicle and turning analysis must be submitted that adequately demonstrates the non-conforming width is needed to accommodate the proposed traffic.

7. All repair operations shall be performed inside the building and all overhead garage doors shall remain closed during repair operations.

8. A solid fence measuring no less than six feet (6') in height shall be maintained along the north lot line.

9. All vehicle parking and storage shall occur within conforming and visibly striped parking stalls.

10. Use of the parking lot shall be limited to the parking and storage of vehicles accessory to the automotive repair business.

11. All parking and storage of vehicles relating to the principal use shall occur within the subject property boundary.

12. Prior to the issuance of a certificate of occupancy, the Applicant shall submit an updated traffic and parking study in accordance with Village requirements and standards, for review and approval by the Village Engineer, and have responded to all comments and complied with all recommendations suggested by the Village Engineer and Traffic Safety Commission in the Plan Review Comment Forms dated December 6, 2019.
Attachment B

Final Plans and Supporting Documents for PC 19-10

1. ALTA/NSPS Land Title Survey, prepared by Professionals Associated Survey, Inc., dated August 28, 2019;
2. Sheet No. SP-1A (interior floor plan), undated;
3. Traffic Study Report, prepared by Quigg Engineering, Inc., dated September, 2019 (REVISED: December, 2019); and
6100 Dempster Street
Morton Grove, IL
Traffic Study Report

Prepared by:

QUIGG ENGINEERING INC

111 S. Wacker Drive, Suite 3910
Chicago, IL 60606
(T) 312 235 6783
(F) 312 235 6784

December 2019
# Table of Contents

1 Introduction and Background ................................................. 1  
1.1 Project Description .................................................... 1  
1.2 Project Study Area ...................................................... 5  
1.3 Analysis Methodology ................................................... 5  
2 Existing Conditions .......................................................... 7  
2.1 Land Use and Surrounding Developments .............................. 7  
2.2 Roadway Network ....................................................... 7  
2.3 Data Collection .......................................................... 8  
2.4 Intersection Operations ................................................ 9  
3 Future Conditions ............................................................. 11  
3.1 Background Volumes Forecast .......................................... 11  
3.2 Background Plus Project Conditions Volumes Forecast ............ 11  
3.3 Intersection Operations ............................................... 14  
3.4 Parking Analysis and Considerations .................................. 15  
4 Findings and Recommendations ........................................... 16  

## Appendices

Appendix A ........................................................................... Existing Traffic Volumes  
Appendix B ........................................................................ Intersection LOS Results
List of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>Project Site Location</td>
<td>2</td>
</tr>
<tr>
<td>Figure 2</td>
<td>Existing Building on Site</td>
<td>3</td>
</tr>
<tr>
<td>Figure 3</td>
<td>Project Traffic Study Area</td>
<td>4</td>
</tr>
</tbody>
</table>

List of Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1</td>
<td>Signalized Intersection LOS Definitions</td>
<td>6</td>
</tr>
<tr>
<td>Table 2</td>
<td>Unsignalized Intersection LOS Definitions</td>
<td>6</td>
</tr>
<tr>
<td>Table 3</td>
<td>Existing Traffic Volumes</td>
<td>9</td>
</tr>
<tr>
<td>Table 4</td>
<td>Existing Conditions - Intersection LOS Analysis</td>
<td>10</td>
</tr>
<tr>
<td>Table 5</td>
<td>Project Trip Generation</td>
<td>12</td>
</tr>
<tr>
<td>Table 6</td>
<td>Traffic Volumes Including Site Generated Traffic</td>
<td>13</td>
</tr>
<tr>
<td>Table 7</td>
<td>Build Conditions With Site Generated Traffic - Intersection LOS Analysis</td>
<td>14</td>
</tr>
<tr>
<td>Table 8</td>
<td>Minimum Off-Street Parking Requirements</td>
<td>15</td>
</tr>
</tbody>
</table>
1 INTRODUCTION AND BACKGROUND

This traffic study documents the analysis and findings for a proposed automotive repair shop to be located at 6100 Dempster Street in the Village of Morton Grove, Cook County, IL. The study quantifies traffic impacts in terms of new trips generated by the development and the impacts on traffic operations and intersection Level of Service (LOS) at key locations.

Figure 1 shows the project site location.

1.1 Project Description

The proposed automotive repair shop would open in an existing building at the site of a former Merlin 200,000 Miles automotive repair shop at 6100 Dempster Street. The maintenance/repair services proposed for the shop are oil changes, tire service, brake service, auto glass repair, and other mechanical items. The subject parcel is a rectangular-shaped lot, approximately 0.42 acres in size, on the northwest corner of the intersection of Dempster Street and Meade Avenue. An alley is oriented west-east along the entire northern edge of the property, intersecting Meade Avenue on the northeast corner of the site approximately 150 feet north of Dempster Street. A small office building and a small retail building are located immediately west of the subject property.

The existing one-story, approximately 3,500 square foot building is situated on the far western edge of the property. One pedestrian entrance/exit door and five service bay doors face east towards the main parking lot, which comprises most of the remainder of the parcel. Access to the parking lot is provided by driveways at three locations. Two driveways are located along Dempster Street on the southern edge of the lot and are approximately 30 feet in width each. One wider driveway, approximately 60 feet in width, is located along Meade Avenue on the eastern edge of the parcel. A fence blocks any vehicular or pedestrian access to the site from the alley along the northern edge of the property.

The existing parking lot is striped to provide 24 parking stalls, with half along the fence line on the northern edge and half in the middle of the lot. One parking stall nearest the customer entrance is marked and signed as a handicap accessible stall. On-street parking is prohibited on Dempster Street in the vicinity of the site.

The proposed automotive repair shop would initially utilize four of the five existing service bays. Intended hours of operation are 8:00 AM to 5:00 PM Monday through Friday, and 8:00 AM to 12:00 Noon on Saturday. The facility expects to open with two full-time employees, with potential to expand to five full-time employees and use of all five service bays over time.

Figure 2 shows the existing building on the site.
Figure 3  Project Traffic Study Area
1.2 Project Study Area

Figure 3 shows the study area that was considered for project-related traffic analysis. The limits of the study are the approximately one-quarter mile section of Dempster Street from Moody Ave west of the site to Mason Avenue east of the site. This section includes two primary study intersections: the unsignalized intersection of Dempster Street and Meade Avenue immediately adjacent to the subject property, and the signalized intersection of Dempster Street and Austin Avenue one block to the east.

1.3 Analysis Methodology

This study report describes the issues, analysis, and expected impacts that the development and operations of the project will have on the local transportation system. The analysis includes collection of existing conditions data, including traffic counts, estimates of new trip expected to be generated by the project, traffic distribution and assignment, LOS analysis, traffic impacts determination, parking, mitigation measures, recommendations, and traffic control needs evaluation to ensure safe and efficient traffic operations. The analysis was conducted for morning (AM) and evening (PM) peak hour traffic conditions.

To measure and describe the operations of a roadway network, traffic engineers and planners commonly use a grading system called the Level of Service (LOS). The LOS grading system qualitatively characterizes traffic conditions associated with varying levels of traffic. These levels range from LOS A, which indicates free-flow traffic conditions with little or no control delay experienced by motorists, to LOS F, which describes congested conditions where traffic flows exceed design capacity, resulting in long queues and delays. LOS A, B, and C are generally considered to be satisfactory service levels, while the influence of congestion becomes more noticeable at LOS D. LOS E is undesirable and LOS F conditions are considered to be unacceptable to most drivers.

Tables 1 and 2 present the LOS criteria for signalized and unsignalized intersections, respectively.
### Table 1: Signalized Intersection LOS Definitions

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Description</th>
<th>Average Control Delay per Vehicle (seconds/vehicle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Operations with very low delay occurring with favorable progression and/or short cycle length.</td>
<td>≤ 10</td>
</tr>
<tr>
<td>B</td>
<td>Operations with low delay occurring with good progression and/or short cycle lengths.</td>
<td>&gt; 10 − 20</td>
</tr>
<tr>
<td>C</td>
<td>Operations with average delays resulting from fair progression and/or longer cycle lengths.</td>
<td>&gt; 20 − 35</td>
</tr>
<tr>
<td>D</td>
<td>Operations with longer delays due to a combination of unfavorable progression, long cycle lengths, or high V/C ratios. Many vehicles step and individual cycle failures are noticeable.</td>
<td>&gt; 35 − 55</td>
</tr>
<tr>
<td>E</td>
<td>Operations with high delay values indicating poor progression, long cycle lengths, and high V/C ratios. Individual cycle failures are frequent occurrences. This is considered to be the limit of acceptable delay.</td>
<td>&gt; 55 − 80</td>
</tr>
<tr>
<td>F</td>
<td>Operations with delays unacceptable to most drivers occurring due to over saturation, poor progression, or very long cycle lengths.</td>
<td>&gt; 80</td>
</tr>
</tbody>
</table>


### Table 2: Unsignalized Intersection LOS Definitions

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Average Control Delay (seconds/vehicle)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0 − 10</td>
<td>Little or no delay.</td>
</tr>
<tr>
<td>B</td>
<td>&gt; 10 − 15</td>
<td>Minor delays.</td>
</tr>
<tr>
<td>C</td>
<td>&gt; 15 − 25</td>
<td>Average delays.</td>
</tr>
<tr>
<td>D</td>
<td>&gt; 25 − 35</td>
<td>Moderate delays.</td>
</tr>
<tr>
<td>E</td>
<td>&gt; 35 − 50</td>
<td>Lengthy delays.</td>
</tr>
<tr>
<td>F</td>
<td>&gt; 50</td>
<td>Excessive delays/gridlock.</td>
</tr>
</tbody>
</table>

2 EXISTING CONDITIONS

The analysis of the existing transportation system includes description of the surrounding land use, roadway network, capacity evaluation of the study intersections, and a description of public transportation in the Project vicinity. Turning movement volume data was collected by Quigg Engineering Inc. (QEI) at the signalized intersection of Dempster Street with Austin Avenue and the unsignalized intersection of Dempster Street with Meade Avenue on Tuesday, August 20th and Wednesday August 21st. Detailed volume reports are provided in Appendix A.

2.1 Land Use and Surrounding Developments

In addition to the subject parcel, the block contains a small office building and a small retail building immediately west of the proposed auto service building. The adjacent areas north of the subject property are primarily single-family residential, with a large municipal park (Harrer Park) and elementary school (Park View) located within a few blocks to the west and northwest. Properties along the Dempster Street corridor to the east and west generally contain a mix of one-to-two story retail, office, service, and light-industrial buildings. A bank and a small multi-tenant retail building are located directly across Dempster Street from the subject property. The exit driveway from the bank’s drive-up teller lanes is located directly across Dempster Street from two of the subject property’s driveways.

2.2 Roadway Network

As indicated previously, the subject parcel’s three driveways provide access to/from Dempster Street and Meade Avenue. Other neighborhood streets are not expected to be routinely utilized by project traffic for circulation.

2.2.1 Dempster Street

Dempster Street runs east-west along the south side of the property. It is a State route designated as IL 58 and under the jurisdiction of the Illinois Department of Transportation (IDOT). In the project area, the street contains two lanes in each direction plus a center two-way left-turn lane. Parking is prohibited on both sides of the street, which has a posted speed limit of 30 mph in the project area. Pace operates Route 250 on Dempster Street, with approximate 20-minute headways during peak periods. The closest westbound bus stop is just west of the subject property, near the intersection with Moody Avenue. An eastbound bus stop is located in front of the bank directly across Dempster Street from the subject property. The segment of Dempster Street in the study area is classified as an “Other Principal Arterial” by IDOT, with the most recently available (2017) Average Annual Daily Traffic (AADT) count of 37,400 vehicles per day. Dempster Street also provides access to the Edens Expressway (I-94) less than one mile east of the subject parcel. Traffic signals on the corridor appear to be coordinated in an effort to smooth traffic flow and minimize delays.
2.2.2 Meade Avenue, Moody Avenue, and School Street

Meade Avenue runs north-south along the eastern edge of the subject property, and includes one of the three access driveways for the site. School Street and Moody Avenue intersect Dempster Street within 200 feet west of the property. All three roadways are local streets that primarily provide access to/from the residential neighborhood north and south of Dempster Street, and are controlled with stop signs (side-street only) where each intersects Dempster Street.

2.2.3 Austin Avenue

Austin Avenue runs north-south and intersects Dempster Street approximately 700 feet east of the subject property. Austin Avenue is classified as a “Major Collector” by IDOT. Traffic counts conducted in 2018 indicate AADTs of 3,850 vehicles per day north of Dempster Street and 7,550 vehicles per day south of Dempster Street. The intersection of Dempster Street with Austin Avenue is controlled by a traffic signal.

2.2.4 Alley

An alley connecting Meade Avenue and Moody Avenue runs east-west along the north side of the subject property. This alley also connects to a north-south alley that serves residences north of the property. A fence currently separates the alley from the subject property and prohibits direct access between the two.

2.3 Data Collection

QE1 conducted intersection turning movement counts at two locations from 4:00 PM to 6:00 PM on Tuesday, August 20th, and from 7:00 AM to 9:00 AM on Wednesday August 21st. A full intersection count of all movements was conducted at Dempster Street and Austin Avenue. At the intersection of Dempster Street and Meade Avenue, only vehicles turning to or from Meade Avenue were counted, in addition to all pedestrian and bicycle movements. There are a few commercial driveways accessing Dempster Street between Meade Avenue and Austin; however, for the purposes of analysis, it is assumed that the net gain/loss of traffic from these driveways is negligible, and thus, volumes on the west leg of the Austin Avenue intersection were used to balance the through movement volumes on Dempster Street at Meade Avenue.

Peak hours of traffic on the corridor were found to be from 7:00 AM to 8:00 AM and from 5:00 PM to 6:00 PM. A summary of traffic volumes during peak hours are shown in Table 3. Detailed count volume reports are provided in Appendix A.
### Table 3: Existing Traffic Volumes

<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Northbound</th>
<th>Southbound</th>
<th>Eastbound</th>
<th>Westbound</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left</td>
<td>Thru</td>
<td>Right</td>
<td>Left</td>
<td>Thru</td>
</tr>
<tr>
<td>AM</td>
<td>90</td>
<td>103</td>
<td>101</td>
<td>52</td>
<td>152</td>
</tr>
<tr>
<td>PM</td>
<td>110</td>
<td>205</td>
<td>140</td>
<td>42</td>
<td>165</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Northbound</th>
<th>Southbound</th>
<th>Eastbound</th>
<th>Westbound</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left</td>
<td>Thru</td>
<td>Right</td>
<td>Left</td>
<td>Thru</td>
</tr>
<tr>
<td>AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes:
1. Traffic volumes were collected on Tuesday, August 20th from 4:00 to 6:00 PM and on Wednesday August 21st from 7:00 AM to 9:00 AM. Volumes shown in the table are only for respective peak one-hour intervals within each period.

Source: Quigg Engineering Inc. August 2019

### 2.4 Intersection Operations

The intersection operations at the two intersections of Dempster Street with Austin Avenue and with Meade Avenue were analyzed in the software program *Synchro* 10 based on the volumes shown in Table 2. Results of the analyses are shown in Table 3, with detailed outputs from *Synchro* 10 shown in Appendix B.

As shown in Table 4, the majority of approaches and/or key movements at both intersections operate at LOS D or better in both the AM and PM peak periods. The southbound approach on Austin Avenue operates at LOS E, although the average delay of 55.7 seconds only exceeds the upper limit of LOS D by less than one second. The stop-controlled southbound approach on Meade Avenue operates at LOS B in the AM Peak and LOS C in the PM peak, with average delays of 12.9 and 17.1 seconds, respectively.
### Table 4  Existing Conditions - Intersection LOS Analysis

<table>
<thead>
<tr>
<th>Dempster Street and Austin Avenue</th>
<th>Overall Intersection</th>
<th>Individual Approaches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>LOS</td>
</tr>
<tr>
<td>Existing AM Peak</td>
<td>20.5</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing PM Peak</td>
<td>26.8</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dempster Street and Meade Avenue</th>
<th>Overall Intersection</th>
<th>Key Movements1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>LOS</td>
</tr>
<tr>
<td>Existing AM Peak</td>
<td>0.2</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing PM Peak</td>
<td>0.2</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. For side-street stop-controlled intersections, through and right-turn movements on the major street are assumed to operate with negligible delay. Delays and LOS are shown for key movements only (side-street approaches and left-turn movements from the major street).

**Source:** Quigg Engineering Inc.  
**September 2019**
3 FUTURE CONDITIONS

The impacts of the proposed development on the study area are discussed in this chapter.

3.1 Background Volumes Forecast

Intersection traffic counts were conducted for the study in August 2019, and the redevelopment is expected to be completed in a relatively short timeframe after approval. Therefore, no growth in background traffic is assumed for the purposes of the analysis.

3.2 Background Plus Project Conditions Volumes Forecast

The volume of traffic added to the roadway system by the project would primarily comprise of employees and customers of the automotive repair shop. The project traffic was estimated using a three-step process:

1. Trip generation
2. Trip distribution
3. Trip assignment

In the first step, the amount of traffic entering and exiting the site was estimated on a peak hour basis for both AM and PM peak periods. No discount factors were applied for transit trips given the nature of the development. In the second step, arrival and departure directions were determined considering existing traffic patterns. Finally, the trips were assigned to the street segments and intersections of Dempster Street with Meade Avenue and Austin Avenue.

3.2.1 Trip Generation and Modal Split

Background information for operations of the proposed automotive repair shop was provided by the developer. Parcel and building information were obtained from the Village of Morton Grove’s Geographic Information Systems (GIS) website, previous property-for-sale listings, and Google Earth. The shop would utilize four of the five existing service bays and open with two full-time employees. Intended hours of operation are 8:00 AM to 5:00 PM Monday through Friday, and 8:00 AM to 12:00 Noon on Saturday. The building is approximately 3,500 square feet in size.

The 10th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual was utilized to estimate new trips that would be generated by operations of the shop. For Automobile Care Centers (Code 942), trip generation estimates are available for three different variables: per 1000 square feet gross floor area; per number of service bays; or for number of employees. Separate rates are estimated for both the AM and PM peak hours of adjacent street traffic. Given the nature of the proposed development, a negligible amount of transit or pedestrian trips are anticipated, although availability of transit may offer an alternative method for customers to access...
the facility while their vehicles are being repaired. As shown in Table 5, trip generation rates were estimated using each of the three variables.

<table>
<thead>
<tr>
<th>Independent Variable</th>
<th>Size</th>
<th>Units</th>
<th>Total Trips (per hour)</th>
<th>AM Peak Hour of Roadway</th>
<th>PM Peak Hour of Roadway</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In</td>
<td>Out</td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td>3.5</td>
<td>1000 SF</td>
<td>5  3  8</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Number of Service Bays</td>
<td>5</td>
<td>bays</td>
<td>5  3  8</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>5</td>
<td>employees</td>
<td>3  2  5</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Notes:
1. Trip generation rates estimated using data from the proposed facility operators, property information, and the ITE Trip Generation Manual, 10th Edition (for Category 942, Automobile Care Center).

Source: Quigg Engineering Inc. August 2019

In order to be conservative, the method that generated the largest expected number of trips was utilized for the analyses. Of note, the proposed business intends to initially utilize only four of the five service bays, with two full-time employees. However, this analysis assumes the potential use of all five service bays, with five full-time employees as noted by the proposed operator of the business. In this case, either the use of gross floor area or the number of service bays generates the same (and highest) numbers of trips: 8 in the AM peak, and 11 in the PM peak, respectively. Also of note, while the Trip Generation Manual estimates are for the peak hours of adjacent street traffic (in this case, 7:00 AM – 8:00 AM and 5:00 – 6:00 PM on weekdays), the proposed hours of operation for the shop are 8:00 AM to 5:00 PM. For analysis purposes, however, the estimated peak hour trips generated by the shop were still applied to the peak hour volumes from the traffic counts.

3.2.2 Trip Distribution and Assignment

The newly generated trips were assigned to the network based on existing proportions of traffic passing by the site in each peak hour. Eastbound traffic is slightly heavier in both the AM and PM peak periods, so a slightly larger number of generated trips were assigned to eastbound movements as compared to westbound movements.

As indicated earlier, the site currently has three driveways: two that access Dempster Street and one accessing Meade Avenue just north of Dempster Street. Due to the proximity of the driveways to the intersection of Dempster Street and Meade Avenue, for the purposes of the analyses, all site generated traffic was combined and assigned to turn at the intersection, and thus were added to the
base volumes at that intersection. Site development traffic assigned to head to or come from the east was assumed to also travel through the intersection of Dempster Street and Austin Avenue.

3.2.3 Project Conditions Total Traffic Volumes

The additional estimated peak hour trips were added to the existing turning movement counts at the intersections as shown in Table 6.

<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Northbound</th>
<th>Southbound</th>
<th>Eastbound</th>
<th>Westbound</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td>90 103 101</td>
<td>52 152 22</td>
<td>18 906 55</td>
<td>120 813 20</td>
<td>0.97</td>
</tr>
<tr>
<td>PM</td>
<td>110 205 140</td>
<td>42 165 44</td>
<td>63 1086 106</td>
<td>116 1029 39</td>
<td>0.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Northbound</th>
<th>Southbound</th>
<th>Eastbound</th>
<th>Westbound</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td>Left Thru Right</td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td>0 0 0</td>
<td>4 27</td>
<td>8 975 0</td>
<td>0 916 9</td>
<td>0.95</td>
</tr>
<tr>
<td>PM</td>
<td>0 0 0</td>
<td>5 0 9</td>
<td>21 1250 0</td>
<td>0 1173 10</td>
<td>0.95</td>
</tr>
</tbody>
</table>

Notes:
1. Bold numbers indicate change from existing base condition volumes.

Source: Quigg Engineering Inc. August 2019
3.3 Intersection Operations

Given the relatively minor additional traffic expected to be generated in the peak hours by the proposed automotive repair shop (8 trips in the AM peak and 11 trips in the PM peak, respectively), the impacts on LOS at the key intersections are minimal. Results of the analysis including site generated traffic are summarized in Table 7. The only approach or key movement whose expected delay increased by more than one second was the southbound traffic at Meade Avenue during the PM peak, where all trips leaving the site were assigned. This delay only increased from 17.1 to 19.0 seconds, which still results in LOS C for that approach. None of the approaches or key movements are expected to operate at a lower LOS category than in the existing conditions without additional site generated traffic.

<table>
<thead>
<tr>
<th>Dempster Street and Austin Avenue</th>
<th>Overall Intersection</th>
<th>Individual Approaches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>LOS</td>
</tr>
<tr>
<td>Build Condition AM Peak</td>
<td>20.5</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build Condition PM Peak</td>
<td>26.8</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dempster Street and Meade Avenue</th>
<th>Overall Intersection</th>
<th>Key Movements¹</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>Approach / Movement</td>
</tr>
<tr>
<td>Build Condition AM Peak</td>
<td>0.3</td>
<td>Southbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastbound Left-Turn</td>
</tr>
<tr>
<td>Build Condition PM Peak</td>
<td>0.2</td>
<td>Southbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastbound Left-Turn</td>
</tr>
</tbody>
</table>

Notes:
1. For side-street stop-controlled intersections, through and right-turn movements on the major street are assumed to operate with negligible delay. Delays and LOS are shown for key movements only (side-street approaches and left-turn movements from the major street).

Source: Quigg Engineering Inc.

September 2019
3.4 Parking Analysis and Considerations

While on-street parking is prohibited on Dempster Street, the capacity of the existing parking lot appears sufficient for the intended use of the facility, especially since the proposed use is similar to the previous use of the property. The limited size of the facility, the number of employees, and the type of use would not be expected to result in large demands for customer parking or high turnover of parking stalls. Some parking stalls may be occupied with vehicles awaiting service or for customer pickup after service is complete, but this would not be expected to result in a shortage of available customer parking.

The Village’s off-street parking requirements are defined in Chapter 7 (Off Street Parking and Loading) of the Unified Development Code, which is Title 12 of the Village’s Municipal Code. According to the table of “Required Spaces by Use” in Section 12-7-3:1, the minimum number of parking stalls required for the proposed business is based on three factors: square feet of office space, the numbers of employees, and the number of service stalls for the shop.

<table>
<thead>
<tr>
<th>Table 8</th>
<th>Minimum Off-Street Parking Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use</td>
<td>Parking Requirement</td>
</tr>
<tr>
<td>Office Space</td>
<td>1.0 space per 250 SF of gross floor area</td>
</tr>
<tr>
<td>Number of Employees (Automobile Repair)</td>
<td>1.0 space per employee</td>
</tr>
<tr>
<td>Number of Service Stalls (Automobile Repair)</td>
<td>2.0 spaces per service stall</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Source: Village of Morton Grove

As shown in Table 8 above, the proposed business would require a minimum of 19 off-street parking stalls. The parking lot as currently striped provides 24 parking stalls. The Village has recommended that the 19 required stalls be reserved for use by customers, employees, and vehicles awaiting repair or pick-up that are parked for less than 24 hours. The five remaining stalls could be used for longer-term storage of vehicles being serviced by the business, subject to other restrictions of the Village. Of note, the interior service bays may also be utilized for overnight / off-hours storage of vehicles under repair, which may decrease the number of vehicles parked in the lot during hours when the business is closed.

A turning vehicle swept path analysis was not conducted as part of this traffic study. However, due to the nature of the proposed business use, the site will need to accommodate movements of a tow truck with vehicle in tow. Any proposed alterations to the parking lot and/or driveways will need to satisfy the parking requirements discussed herein, applicable standards for handicap accessibility, and other Village design standards.
4 FINDINGS AND RECOMMENDATIONS

✓ An automotive repair shop is proposed for the property located at 6100 Dempster Street in the Village of Morton Grove, Cook County, IL.
✓ The site formerly supported a similar land use, a Merlin 200,000 Miles repair shop. The existing building would be retained for use by the automotive repair shop.
✓ The proposed shop would operate from 8:00 AM to 5:00 PM on weekdays, and 8:00 AM to 12:00 Noon on Saturdays, with two full-time employees and initial utilization of four service bays. The business may grow to necessitate use of all five service bays and five full-time employees. These higher values were utilized for trip generation and off-street parking analysis.
✓ Based on the ITE Trip Generation Manual, the facility would be expected to generate 8 to 11 new trips in the AM and PM peak hours of traffic, respectively.
✓ Traffic analyses for the intersections of Dempster Street with Meade Avenue (adjacent to the subject property) and Austin Avenue (east of the subject property) were conducted for existing base conditions and with the additional site-generated traffic.
✓ The negative impacts to traffic operations on nearby streets and intersections is expected to be minimal, due to the low number of additional trips expected.
✓ The 24 existing parking stalls should be sufficient to accommodate the parking needs of the business. The Village’s Unified Development Code requires 19 off-street parking stalls for the proposed use. If these 19 stalls are reserved for use by customers, employees, and short-term (< 24 hour) parking of vehicles awaiting repair and/or pickup, the remaining 5 stalls would be available for longer-term storage of vehicles being serviced by the shop.
VILLAGE OF MORTON GROVE, ILLINOIS
PLAN REVIEW COMMENT FORM

DATE DISTRIBUTED: 11/18/2019

CASE NUMBER: PC 19-10

APPLICATION: Request for a Special Use Permit for automotive repair (oil change, tires, brakes, auto glass, other mechanical items only) in the C1 General Commercial District for the property commonly known as 6100 Dempster Street, Morton Grove, Illinois (PIN 10-17-316-054-0000)

A Special Use Application has been submitted for Plan Commission action. Please return your review to the Department of Community Development by Monday, December 9, 2019.

Thank you,
Zoe Heidorn, Land Use Planner/Coordinator

COMMENTS OR CONCERNS

1. The Study does not include a suitable parking analysis. Section 3.4 provides a qualitative assessment that there will be no changes to the parking demand from the previous use. A parking analysis should be added to the Study before Plan Commission review that includes the same quantitative approach as the traffic analysis. The peak hour traffic and peak parking forecast should not be assumed to coincide, so a separate analysis should be made for parking demand. The parking analysis should begin by describing in detail how the proposed business is intended to operate. Restate operating hours, employee and customer parking needs. Any and all vehicles that will access the site should be described and parking needs characterized—vendors and deliveries should be included. Customer drop-off and pick-up should be described. All of the off-site parking should be compared to the village’s parking requirements.

2. It is a reasonable expectation this type of use may include towing vehicles to or from this site. The use of vehicle towing should be described and related to an impact on parking demand. The Special Use Permit should include a condition on the type and extent of towing vehicles to and from the site.

3. It is not explained how cars waiting for parts or repaired cars waiting to be collected will be stored. The Study should describe this aspect of the business operation. We understand, though correspondence with the applicant, that this condition is acceptable to the applicant. The Study should describe this commitment. The Special Use Permit should include a condition on the type and extent of outdoor storage of vehicles.

4. The current parking lot has one accessible parking space, but the markings do not meet Illinois Accessibility Code requirements. If approval is made in Winter 2020, this parking space would need to be updated by July 1, 2020.

5. Parking lot dimensions were not provided in the Study. The Study should present the minimum provided aisle width and parking space length and width. It should also compare the dimensions to the village’s requirements and explicitly state whether or not all the existing parking spaces meet village standards.

These comments accurately represent existing Village regulations or policies.

Signed: [Signature]  Date: 12/6/19
**Legislative Summary**

**Resolution 20-04**

**ENDORSING THE METROPOLITAN MAYORS CAUCUS’ GREENEST REGION COMPACT**

**Introduction:** January 13, 2020

**Purpose:** This Resolution serves as the Village’s formal endorsement of the Greenest Region Compact and authorizes the Village Administrator to provide a preliminary framework for a sustainability plan for the Village.

**Background:** The Metropolitan Mayors Caucus provides a forum for Mayors and their communities to take leadership roles to foster environmental stewardship, from energy efficiency, water conservation, urban forestry, and clean air. The Metropolitan Mayors Caucus created the *Greenest Region Compact* (“GRC”) to build on important environmental initiatives already underway in the region and to address environmental sustainability issues at the local level. The goals of the GRC include enhancing the quality of life for residents; protection and stewardship of the environment, and sustainable economic vitality. The GRC provides a framework and additional resources for communities to create sustainability plans and assess their efforts to implement their plans.

**Programs, Departments or Groups Affected**

| Legislative, Administrative, and Legal Departments. |

**Fiscal Impact:** N/A

**Source of Funds:** N/A

**Workload Impact:** Implementation of the GRC by the Village Board and staff in the normal course of business.

**Admin Recommend:** Approval as presented

**Second Reading:** N/A

**Special Consider or Requirements:** None

Submitted by: Ralph E. Czerwinski, Village Administrator

Reviewed by: Teresa Hoffman Liston, Corporation Counsel
RESOLUTION 20-04

ENDORSING THE METROPOLITAN MAYORS CAUCUS’ GREENEST REGION COMPACT

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

WHEREAS, the Metropolitan Mayors Caucus’ participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

WHEREAS, it is important for Mayors and local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

WHEREAS, the Metropolitan Mayors Caucus created the Greenest Region Compact to address environmental sustainability issues of global importance at the local level; and

WHEREAS, the Greenest Region Compact, an update to the original pledge and sometimes referred to as the Greenest Region Compact 2, is built on important environmental initiatives already underway in communities, in partnership with many non-profit, state, regional and national organizations; and

WHEREAS, the Greenest Region Compact synthesizes sustainability goals already adopted by leading communities in the region; and these consensus goals align with common regional, state, national and global objectives; and

WHEREAS, the Greenest Region Compact offers a companion framework to guide communities of all sizes and strengths to assess their current efforts; develop a sustainability plan suited to local priorities; and will offer resources to help them succeed; and

WHEREAS, the consensus goals of the Greenest Region Compact will guide coordinated efforts toward enhanced quality of life for residents; protection and stewardship of the environment, and sustainable economic vitality.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS
FOLLOWS:

Section 1. The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

Section 2. The Village of Morton Grove hereby endorses the goals, principals and key components of the Greenest Region Compact proposed by the Metropolitan Mayors Caucus.

Section 3. The Village Administrator and his designees are hereby authorized and directed to provide a preliminary framework for a sustainability plan for the Village and to work to achieve the goals, principals and key components of the Greenest Region Compact both within the Village and in collaboration throughout the region.

Section 4. This Resolution shall be in full force and effect upon its passage and approval.

PASSED THIS 13th DAY OF JANUARY 2020

Trustee Grear

Trustee Minx

Trustee Ramos

Trustee Thill

Trustee Travis

Trustee Witko

APPROVED BY ME THIS 13th DAY OF JANUARY 2020

_____________________________________________________
Daniel P. DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

ATTESTED and FILED in my office
This 14th DAY OF JANUARY 2020

_____________________________________________________
Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois
Legislative Summary

Ordinance 19-27

APPROVING A SPECIAL USE PERMIT FOR A MIXED-USE DEVELOPMENT (COMMERCIAL AND RESIDENTIAL USES) AT 5711 DEMPSTER STREET, MORTON GROVE, ILLINOIS

Introduction: December 9, 2019

Purpose: Request for a Special Use Permit for a mixed-use development with an associated parking waiver in accordance with Section 12-4-3:D of the Unified Development Code

Background: Applicant Andrew Choi is requesting a Special Use Permit for mixed use development on behalf of his parents and property owners, Yong Man Choi and Yun Ok Choi, for the property commonly known as 5711 Dempster Street, which is located in the C1 General Commercial District. This application was submitted following the expiration of a Special Use Permit for mixed-use development issued to the property owners for the subject property on March 26, 2018, under Ordinance 18-03 (PC 17-20). The Special Use Permit expired when no building permit was issued for improvement of the property in accordance with the Permit, and when no certificate of occupancy was obtained for the authorized uses within one (1) year of approval.

The Applicant and Owners are requesting reauthorization of the Special Use Permit with minor modifications recommended by the Plan Commission. The proposed ordinance approves use of the first floor for a maximum of 1,100 square feet of commercial use, limited to Permitted Uses in the C1 District requiring no greater than one (1) off-street parking space per 250 square feet of gross floor area, with the remaining 700±/- square feet of space designated as general storage use. Two (2) residential units are proposed for the second floor, complying with the density and bedroom requirements of Section 12-5-6. The Special Use Permit includes a parking waiver of two (2) off-street parking spaces, which is consistent with prior approval of the expired Special Use Permit. Conditions included in the modified Special Use Permit were crafted to ensure that the owners are required to make the building improvements necessary to comply with all applicable life safety and building code requirements.

Because no change to the intensity of proposed uses occurred since former review by the Traffic Safety Commission (TSC), review of case PC 19-09 by the TSC was waived. Review by the Appearance Commission is not required as exterior modifications are not included in the development proposal. On November 18, 2019, the Applicant appeared before the Plan Commission to present the request for approval of the Special Use Permit. Based on the application, supporting documents, and testimony presented at the public hearing, the Plan Commission voted unanimously (5-0; Kahn and Dorgan absent) to recommend approval of the application with conditions.

Programs, Departments or Groups Affected
Community and Economic Department

Fiscal Impact: N/A

Source of Funds: N/A

Workload Impact: The Special Use Permit will be implemented by staff in the normal course of business.

Admin Recommend: Approval as presented

Second Reading: January 13, 2020

Special Consider or Requirements: None

Submitted by: Ralph Czerwinski, Village Administrator
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Prepared by: Zoe Hendren, Land Use Planner/Coordinator
ORDINANCE 19-27
AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A MIXED-USE
DEVELOPMENT (COMMERCIAL AND RESIDENTIAL USES) AT 5711 DEMPSTER
STREET, MORTON GROVE, IL

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a
home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State
of Illinois, can exercise any power and perform any function pertaining to its government affairs,
including but not limited to the power to tax and incur debt; and

WHEREAS, 5711 Dempster Street is improved with a two-story building with 3,208 square
feet of floor area, with five (5) parking stalls located to the rear of the principal structure; and

WHEREAS, the 3,707 sq. ft. subject property is located in the C1 General Commercial
District; and

WHEREAS, Section 12-4-3:D of the Unified Development Code requires a Special Use
Permit for mixed-use development in the C1 General Commercial District; and

WHEREAS, Andrew Choi, “Applicant,” and Yong Man Choi and Yun Ok Choi, “Owners,”
have filed a complete application to the Plan Commission in the Village of Morton Grove under
case number PC 19-09 requesting a Special Use Permit for a mixed-use development and associated
parking waivers at the property commonly known as 5711 Dempster Street, Morton Grove, Illinois
60053 to allow for a commercial use and general storage space on the first floor and two residential
units (one one-bedroom and one two-bedroom unit) on the second floor; and

WHEREAS, pursuant to the applicable provisions of the Municipal Code, notice of the
public hearing held on November 18, 2019, was duly published in the Pioneer Press, a newspaper
of general circulation in the Village of Morton Grove, on October 31, 2019, written notification sent
to property owners within 250 feet of the subject property on October 28, 2019, and signs were duly
posted on the property on October 24, 2019; and

WHEREAS, the Owners received approval of a Special Use Permit on March 26, 2018, for
a mixed-use development and associated parking waivers under Ordinance 18-03 (PC 17-20). When
no building permit was issued for improvement of the property and no certificate of occupancy was
obtained for the authorized uses within one (1) year of ordinance approval, the Special Use Permit
expired on March 26, 2019, pursuant to Section 12-16-4:C.6.c of the Unified Development Code; and

WHEREAS, the Applicant seeks approval for a modified mixed-use development, which
will comply with the mixed-use development regulations applicable to the C1 General Commercial
District, set forth in Section 12-5-6, which include restrictions relating to the location of commercial uses and residential units, the quantity and size of residential units, and the extent to which parking waivers may be approved by the Board of Trustees; and

WHEREAS, in accordance with Section 12-5-6:F.1 the proposed commercial use is located at street level and the residential units are located on the second floor; and

WHEREAS, the proposed development includes two (2) residential units, which complies with the density requirements of not less than 1,815 square feet per dwelling unit, and includes one (1) one-bedroom unit and one (1) two-bedroom unit, which complies with the requirement of a maximum of two (2) bedrooms per dwelling unit, in accordance with Sections 12-5-6:C and 12-5-6:F.2, respectively; and

WHEREAS, the first floor will be designed for a maximum of 1,100 square feet of limited commercial use, with the remaining 700+/- square feet of space designated as general storage use; and

WHEREAS, the proposed mix and size of uses results in a parking requirement of seven (7) stalls, where five (5) spaces are provided on-site; and

WHEREAS, this proposed mix and size of uses comply with Section 12-5-6:G.2, which states that a mixed-use development within the C1 General Commercial District must provide at least 75% of the required parking on-site; and

WHEREAS, in accordance with Section 12-7-3:B of the Village Code, the Applicants submitted a traffic and parking study “Traffic and Parking Summary,” prepared by Gewalt Hamilton Associates, Inc. (GHA), dated September 11, 2017 (REVISED: January 20, 2018, & February 14, 2018), with the Special Use Application; and

WHEREAS, GHA made observations of the available on-site private parking and public parking along Major Avenue and within the 5714 Dempster St. municipal parking lot and, combined with their projections of future area parking demand and understanding of the peak parking demands of these proposed uses, GHA concluded the available on-site and public parking is sufficient to accommodate the anticipated parking demand for this proposed mixed-use development; and

WHEREAS, the Traffic Safety Commission (TSC) reviewed the project at its December 1, 2017 meeting and provided comments on an earlier proposal that proposed a first floor restaurant and three proposed residential units and after the Applicants updated their traffic and parking study based on the current mixed-use proposal, the Chairperson reviewed and acknowledged that the changes to the development were positive changes, which reduced the intensity and density of the
project, and as such, he waived a second full commission review by the TSC provided all applicable
comments and conditions remain in effect; and

WHEREAS, further review of the proposed development by the Traffic Safety Commission
(TSC) was waived for the Special Use Application submitted under case PC 19-09 because no
significant changes were proposed to the intensity of uses;

WHEREAS, Appearance Commission review was not required because there are no
proposed changes to the building facade; and

WHEREAS, as required by ordinance, the Morton Grove Plan Commission held a public
hearing relative to the above referenced case on November 18, 2019, at which all concerned parties
were given the opportunity to be present and express their views for consideration by the Plan
Commission; and

WHEREAS, as a result of said public hearing, the Plan Commission made certain
recommendations and conditions through a report dated December 3, 2019, a copy of which is
attached hereto and made a part hereof and marked as Exhibit “A”; and

WHEREAS, the Corporate Authorities have considered this matter at a Public Meeting and
find pursuant to the relevant provisions of the Village of Morton Grove Unified Development Code,
this Special Use for mixed-use development with limited commercial and general storage uses on
the first floor and two (2) residential units on the second floor, with a waiver of two (2) of the
required seven (7) on-site parking spaces, at 5711 Dempster Street shall be issued subject to the
conditions and restrictions as set herein.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS, AS
FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS
clauses into this Ordinance, as though fully set forth herein, thereby making the findings as
hereinabove set forth:

SECTION 2: The property located at 5711 Dempster Street, Morton Grove, Illinois 60053,
is hereby granted a Special Use Permit for a mixed-use development with first floor limited
commercial and general storage uses and two (2) residential dwelling units on the second floor, and
an off-street parking waiver of two (2) stalls, and such special use shall be located and operated at
that address subject to the following conditions and restrictions which shall be binding on the
Owners, lessees, occupants, and users of this property, their successors, and assigns for the duration
of the special use:
1. The site and building shall be developed and operated consistent with the plans and supporting documents in the application, identified in this report and/or presented at the public hearing, subject to any necessary modifications to accommodate conditions, Commission recommendations, or code compliance requirements, in accordance with reviews by Traffic Safety Commission, Plan Commission, and/or Village staff, including the following:
   A. Plat of Survey, prepared by Burch, Burch, & Burch Architecture dated February 14, 2018, provided the first floor limited commercial use does not exceed 1,100 square feet and the balance of the first floor space is used explicitly as “general storage” space, per condition 2 below;
   B. First Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019; and
   C. Second Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019; and

2. The proposed first floor commercial space shall be limited to no more than 1,100 square feet of active commercial space with the remainder to be used for general storage only.

3. The first floor commercial space shall be limited to Permitted Uses in the C1 General Commercial District requiring no greater than 1 off-street parking space per 250 square feet of gross floor area. Higher intensity office uses such medical/dental offices are not permitted without prior approval of an amendment to the Special Use Permit due to the potential for increased parking demand. Applicants must review proposed commercial user with the Land Use Planner/Coordinator prior to proceeding with tenant improvements and/or occupancy.

4. The total number of residential units must not exceed 2 dwelling units.

5. Each individual dwelling unit shall have no more than two-bedrooms, as defined in Section 12-17-1 of the Unified Development Code.

6. Two (2) on-site parking spaces, one (1) for each residential unit, shall be reserved for use the residents, per Section 12-5-6.G.2.

7. The Applicant and Owners shall advise staff and patrons of all available commercial public parking options in the area and advise against parking in the adjacent residential neighborhoods.
SECTION 4: The Village Clerk is hereby authorized and directed to amend all pertinent records of the Village of Morton Grove to show and designate the special use as granted and amended hereunder.

SECTION 5: The Commission shall comply with all requirements of the Village of Morton Grove Ordinances and Codes that are applicable.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form according to law.

PASSED this 13th day of January, 2020.

Trustee Grear
Trustee Minx
Trustee Ramos
Trustee Thill
Trustee Travis
Trustee Witko

APPROVED by me this 13th day of January, 2020.

Daniel P. DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

APPROVED and FILED in my office this 14th day of January, 2020.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois
EXHIBIT A

Plan Commission Report for PC 19-09

Dated December 3, 2019
To: Village President and Board of Trustees
From: Steven Bionz, Chairperson, Plan Commission
Ralph Czerwinski, Village Administrator
Teresa Hoffman Liston, Corporation Counsel
Zoe Heidorn, Land Use Planner/Coordinator

Date: December 3, 2019

Re: Plan Commission Case PC 19-09 (5711 Dempster Street): Request for a Special Use Permit for a mixed use development with an associated parking waiver in accordance with Section 12-4-3:D of the Unified Development Code

Executive Summary
Andrew Choi ("Applicant"), Yong Man Choi, and Yun OK Choi ("Owners") filed an application for approval of a Special Use Permit for mixed use development for the property commonly known as 5711 Dempster Street. This application was submitted following the expiration of a Special Use Permit for mixed use development issued to the property owners for the subject property on March 26, 2018, under Ordinance 18-03 (PC 17-20), attached hereto as "Attachment A".

For the reasons set forth in this report, on November 18, 2019, the Plan Commission unanimously recommended that the Village Board approve the Special Use Permit and associated parking waiver, subject to conditions.

Subject Property Background
The subject property measures approximately 3,950 square feet and is located on the south side of Dempster Street between Menard and Major Avenues, within a C1 General Commercial District. The property is improved with a two-story commercial building with 3,208 square feet of floor area. Five (5) on-site parking spaces are located to the rear of the principal structure.

The properties to the east, west, and north are also zoned in a C1 District and are improved with commercial structures. The properties to the south are zoned in an R2 Single-Family Residential District and are improved with single-family residences.

Application
On October 14 of 2019, the applicant submitted a complete application to the Department of Community and Economic Development for approval of Special Use Permit for mixed use development for the property at 5711 Dempster Street. The applicant is seeking to reauthorize the Special Use Permit previously issued in 2018 under Ordinance 18-03 (PC 17-20), with minor modifications. Per Section 12-16-4:C.6.c: "A permit for a Special Use shall be valid for a period no longer than one (1) year from the date of issue unless a building permit is issued and construction is actually begun within that period and is thereafter actively pursued to completion or a certificate of occupancy is obtained and a use commenced within that period." Because no building permit was issued for improvement of the property in accordance with the approved Special Use Permit and no certificate of occupancy was obtained for the authorized uses within one (1) year of ordinance approval, the Special Use Permit (Ord. 18-03) expired on March 26, 2019.

When the property owners failed to apply for and obtain permits to bring the property into compliance with Village Code and fulfill obligations set forth in the Special Use Permit, the Village took action to address all outstanding violations occurring on the property in February of 2019. The citations against the property went to hearing on June 11, 2019, and were resolved by order of the adjudication hearing officer, with the ongoing cooperation of the applicant and property owners. Because the applicant is seeking renewal of an expired Special Use Permit, the Village is requiring the property owners to return to the Plan Commission and Board of Trustees to reauthorize the Special Use Permit, with minor modifications recommended by staff.

The Special Use Permit authorized in 2018 under Ordinance 18-03 approved the following uses:

- 1st Floor: A maximum of 1,100 sq. ft. of professional office space, with remaining 700+/- sq. ft. of space designated as general storage use. The first floor office shall be used for general, professional office uses
only, such as insurance sales, law, or accounting. Higher intensity office uses such medical offices are not permitted without prior approval of an amendment to the Special Use Permit due to potential for increased parking demand.

- 2nd Floor: A total of two (2) residential units, which complies with the density requirements of not less than 1,815 square feet per dwelling unit, and includes one (1) one-bedroom unit and one (1) two-bedroom unit, which complies with the requirement of a maximum of two (2) bedrooms per dwelling unit, in accordance with Sections 12-5-6:C and 12-5-6:F:2.

Case PC 17-20 was heard before the Plan Commission on December 18, 2017, January 15, 2018, and February 19, 2018. Applicants and property owners, Yong Man Choi and Yun OK Choi, presented their request for approval to convert the former restaurant on the first floor to a professional office space with storage and to approve two (2) residential units on the second floor. The applicants worked closely with Village staff to develop a proposal for a mixed use that complies with all requirements of the C1 District. A conversion of the first floor restaurant space to an office use was proposed in order to meet the Unified Development Code requirement that a mixed use provide at least 75% of required parking on-site. The following table provides an overview of the proposal’s compliance with Village requirements for mixed use development in the C1 District:

<table>
<thead>
<tr>
<th>MIXED USE CONTROL</th>
<th>REQUIRED</th>
<th>PROPOSED</th>
<th>REQUESTED WAIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. Square Feet Per Dwelling Unit</td>
<td>Min. 1,815 sf/du</td>
<td>2 units/3,950 sf = 1,975 sf/du</td>
<td>Compliant</td>
</tr>
<tr>
<td>(Sec. 12-5-6:C)</td>
<td>(sf/du = square feet/dwelling unit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial &amp; Residential Use Locations</td>
<td>Commercial activity shall be located</td>
<td>1st Floor: Office &amp; storage uses</td>
<td>Compliant</td>
</tr>
<tr>
<td>(Sec. 12-5-6:F.1)</td>
<td>at the street level with residential</td>
<td>2nd Floor: 2 residential units</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dwelling units permitted above or behind</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIXED USE CONTROL</td>
<td>REQUIRED</td>
<td>PROPOSED</td>
<td>REQUESTED WAIVER</td>
</tr>
<tr>
<td>Residential Unit Size</td>
<td>Max. 2 bedrooms/du</td>
<td>Units ≤ 2 bedrooms</td>
<td>Compliant</td>
</tr>
<tr>
<td>(Sec. 12-5-6:F.2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Waiver Permitted</td>
<td>In no case shall the required parking</td>
<td>• 7 spaces required Unified Development</td>
<td>Waiver approved</td>
</tr>
<tr>
<td>(Sec. 12-5-6:G.2)</td>
<td>be less than 75% of the base parking</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirement of the uses as required</td>
<td>• With 25% waiver, no less than 5 spaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td>collectively, or the base parking</td>
<td>required on-site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirement of the most parking</td>
<td>• 5 spaces provided on-site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>intensive use, whichever is greater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Parking</td>
<td>Of the total spaces provided, at least 1</td>
<td>1 reserved space/du provided</td>
<td>Compliant</td>
</tr>
<tr>
<td>(Sec. 12-5-6:G.3)</td>
<td>reserved space per residential unit must</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>be provided.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minor changes are proposed to the conditions of the Special Use Permit originally issued in 2018. Ordinance 18-03 sets forth a condition that a fire alarm system be installed. However, the Fire Department determined after further review that automatic fire sprinklers are required within the multi-family dwelling units, in accordance with Municipal Code Section 9-2-2:2-D. In response to Fire and Building Department comments, additional building and life safety code regulations were recommended to the Plan Commission and have been made part of the draft ordinance adopting the Special Use Permit.
Ordinance 18-03 also requires the removal of all plumbing fixtures from the storage area located on the first floor. The applicant has requested that this condition be removed from the future Special Use Permit in order to save expense and to provide office employees with a private bathroom with shower that is inaccessible to clients. The continued use of the private bathroom as part of the active office use is found to be acceptable because (1) the parking calculation allows a maximum of 1,100 square feet of active office space; (2) the first floor active office space without the private bathroom measures only 1,012 square feet, and (3) the private bathroom measures less than 88 square feet. The private bathroom is also consistent with a rising demand for shower facilities in office settings to accommodate active transportation commutes and lunch-time workouts.

Public Hearings

Traffic Safety Commission: The Traffic Safety Commission (TSC) reviewed the project at its December 1, 2017, meeting. At that time, the applicants’ proposal included a ground floor restaurant with 25 seats and three (3) residential units. The Commission had concerns with the intensity and provided recommended approval with conditions. Most of the conditions were addressed in subsequent reviews by the Plan Commission or were no longer relevant based on the subsequent reduction in intensity of the commercial use and in the total number dwelling units. A copy of the Traffic and Parking Summary for the current proposal was forwarded to the Chairperson of TSC. As a result decreasing the intensity of the overall project and GHA’s response to questions regarding trash removal and delivery trucks, the Chairperson waived an additional full TSC review.

Because no change to the intensity of uses is proposed by the applicant, review by the Traffic Safety Commission (TSC) was waived in the case of PC 19-09.

Appearance Commission: Review by the Appearance Commission is not required as exterior modifications are not included in the development proposal.


Plan Commission – November 18, 2019 Proceedings: At the Plan Commission hearing for PC 19-09, Zoe Heidorn, Land Use Planner/Coordinator, provided a brief introduction to the application. The staff report, dated November 12, 2019, and attached hereto as “Attachment B,” was entered into the public record.

Ms. Heidorn reviewed the request for a Special Use Permit for a mixed use development with a parking waiver. The proposed uses include 1,100 square feet of office space and storage on the first floor and two multi-family residential units on the second floor. The property owner was granted a Special Use Permit under Ordinance 18-03, for the same uses. However, the Special Use Permit expired after one year of being granted as no building permits were issued for improvement of the property and no certificate of occupancy was obtained within one year of being issued. The applicant has been cooperating with the Village to address all outstanding violations occurring on the property and is trying to re-establish occupancy. Review by the Traffic Safety Commission was waived due to the approval of the former application. The applicant is requesting a waiver of 2 parking spaces from the peak parking demand of 7 spaces as determined in the independent traffic study. Minor modifications to the Special Use Permit are being proposed by staff to ensure compliance with applicable building and life safety code regulations and to allow a first floor bathroom to remain.

Chairperson Blonz asked for questions from the commissioners.

Commissioner Gabriel asked if the violations originated before or after the Special Use Permit granted. Jim English responded that the violations were cited both before and after.

Commissioner Mohr questioned the square footage of the two residential units. Ms. Heidorn stated that the zoning compliance chart demonstrates that the two proposed units meet the minimum density requirement of 1,815 square feet per dwelling unit, but does not include the actually square footage of the units.
Commissioner Gabriel asked what the differences are between the original application and the current one. Ms. Heidorn explained that conditions relating to fire and life safety were being proposed, including clarification that a sprinkler system is required. The current application also requests that the first floor private bathroom be allowed to remain.

The applicant, Andrew Choi, representing his mother, Yun Ok Choi, was sworn in.

Mr. Choi explained that restricting the first floor commercial unit to professional office uses has made the space difficult to rent. He made a request to change the application from office space on the first floor to allow other commercial uses. Chairperson Blonz explained that different types of uses require different parking requirements. Ms. Heidorn stated what was approved under the original Special Use Permit was office space, which has a base parking requirement of one space per 250 square feet. Chairperson Blonz asked if the restriction could be revised to allow any other commercial use requiring no more than one parking space per 250 square feet. Ms. Heidorn agreed that this could be made a recommended condition of approval, adding that the uses should also be restricted to Permitted Uses in the C1 District. Mr. Choi acknowledged the changes in the proposed recommendation to the Board of Trustees.

Chairperson Blonz asked the applicant why he and his parents let the Special Use Permit expire. Mr. Choi responded that it was due to financial reasons.

Chairperson Blonz asked if there was anyone present that wanted to be heard. There was no response.

Chairperson Blonz called for a motion to approve Case PC 19-09.

Plan Commission Motion and Approval
Commissioner Kintner moved to approve Case PC 19-09, a request for a Special Use Permit for a mixed use development for commercial and storage uses on the first floor and two (2) residential units on the second floor, with an associated parking waiver of two (2) spaces, in accordance with Section 12-4-3:D, at 5711 Dempster Street, Morton Grove, Illinois, with the following conditions:

1. The site and building shall be developed and operated consistent with the plans and supporting documents in the application, identified in this report and/or presented at the public hearing, subject to any necessary modifications to accommodate conditions, Commission recommendations, or code compliance requirements, in accordance with reviews by the Plan Commission and/or Village staff, including the following:
   a. Plat of Survey, prepared by Burch, Burch, & Burch Architecture, dated February 14, 2018;
   b. First Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019;
   c. Second Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019; and

2. The proposed first floor commercial space shall be limited to no more than 1,100 sq. ft. of active commercial space with the remainder to be used for general storage only.

3. The first floor commercial space shall be limited to Permitted Uses in the C1 General Commercial District requiring no greater than 1 off-street parking space per 250 square feet of gross floor area. Higher intensity office uses such medical/dental offices are not permitted without prior approval of an amendment to the Special Use Permit due to the potential for increased parking demand. Applicants must review proposed commercial user with the Land Use Planner/Coordinator prior to proceeding with tenant improvements and/or occupancy.

4. The total number of residential units must not exceed two (2) dwelling units.

5. Each individual dwelling unit shall have no more than two (2) bedrooms, as defined in Section 12-17-1 of the Unified Development Code.
6. The applicants shall advise the Land Use Planner/Coordinator of any of the following:
   a. Any proposed change in ownership of the subject property and/or principal business;
   b. Any alterations to or changes in uses or configuration of any of the interior spaces; and
   c. Any other changes to the use that could increase the intensity and/or parking demand.

Such changes may require the owners, lessees, and users of 5711 Dempster Street to submit an updated parking analysis, may subject the owners, lessees, and users of 5711 Dempster Street to additional conditions, and may serve as the basis for further amendment to the Special Use Permit.

7. The commercial user shall advise staff and patrons of available commercial public parking options in the area and advise against parking in the adjacent residential neighborhoods.

8. Two (2) on-site parking spaces, one (1) for each residential unit, shall be reserved for residential use only.

9. The property shall comply with the following and all other applicable building and life safety code regulations, as determined by staff:
   
   A. A fire alarm system and automatic fire sprinklers shall be installed for residential and non-residential uses, in accordance with Municipal Code Section 9-2-2:D;
   
   B. The property shall comply with NFPA 101 Life Safety Code Chapter 31.2.4, which requires every dwelling unit to have access to not less than two (2) separate exits remotely located from each other; and
   
   C. The property shall comply with NFPA 101 Life Safety Code Chapter 31.1.2.2, which prohibits a residential dwelling unit from having its sole means of egress pass through any non-residential occupancy in the same building;

10. Should the Morton Grove Police Chief, Land Use Planner/Coordinator, or Village Engineer be advised of any significant traffic or parking issues related to the operation of this mixed use, the Village shall notify the property owners of such issues, and the owners shall be required to submit a plan to the Village within 30 days of such notice which outlines specific actions the owners and/or occupants shall take to address all issues cited. Such plan shall be reviewed by the Land Use Planner/Coordinator, Village Engineer and Police Chief, who will be charged with recommending changes and/or approving such a plan. Any remedies which alter the nature of this approved mixed use may require an amendment of the Special Use Permit.

The motion was seconded by Commissioner Mohr and approved unanimously pursuant to a roll call vote of 5-0.

Final Plans and Supporting Documents
The application's final plans and supporting documents recommended for approval by the Plan Commission include the following and are attached hereto as "Attachment C:"

1. Plat of Survey, prepared by Burch, Burch, & Burch Architecture, dated February 14, 2018;
2. First Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019;
3. Second Floor Site Plan, prepared by Burch, Burch, & Burch Architecture, dated September 15, 2019; and