To: Paul Luke, Chairman, Skokie Plan Commission
From: Paul Reise, AICP, Planning Manager
Re: 2023-03P: Site Plan Approval
3301 and 3321 Howard Street

General Information

<table>
<thead>
<tr>
<th>Location</th>
<th>3301 and 3321 Howard Street</th>
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<tbody>
<tr>
<td>Purpose</td>
<td>A request for site plan approval for an automotive fuel station and a car wash in an M3 Industrial zoning district to allow two principal buildings on one lot, and any other relief that may be discovered during the review of this case.</td>
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<tr>
<td>Petitioner</td>
<td>ZAZ Holdings, LLC</td>
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<td>Size of Site</td>
<td>52,285 square feet (1.20 acres) with frontage on Howard Street and McCormick Boulevard.</td>
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<td>Existing Zoning &amp; Land Use</td>
<td>M3 Industrial – automotive fuel station, convenience store, car wash, vacant automotive fuel station, vacant convenience store, vacant office</td>
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<td>Adjacent Zoning &amp; Land Use</td>
<td>North – M3 Industrial – sewage treatment plant</td>
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<td>South – M3 Industrial – self-service storage facility</td>
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<td>East – M3 Industrial – public park</td>
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<td>West – M3 Industrial – automobile parts manufacturing</td>
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<td>Comprehensive Plan</td>
<td>The site is designated as manufacturing/service employment.</td>
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SITE INFORMATION

- The site consists of two separate properties that are currently not internally connected to each other. The property at 3300 Howard Street contains a Shell gas station, convenience store, and car wash. The property at 3325-3327 Howard Street contains a vacant gas station, vacant convenience store, and vacant office space.
- Overhead utilities run along a portion of the west side of the 3301 Howard Street property and also run in a north-south direction to the west of the 3325-3327 Howard Street property.
• Two driveways on Howard Street and 2 driveways on McCormick Boulevard provide access to the existing property at 3301 Howard Street.

• One driveway on Howard Street provides access to the existing property at 3325-3327 Howard Street.

Complete Streets

 Public sidewalks run along Howard Street and McCormick Boulevard.
 The nearest formal bicycle facility is the North Shore Channel Trail, which runs along the east side of McCormick Boulevard.
 The site is directly served by the Pace 215 Crawford-Howard bus. The CTA 11 Lincoln bus route terminates at the southeast corner of Howard Street and McCormick Boulevard.
 Access to the buildings is available from Howard Street and McCormick Boulevard.

PETITIONER’S SUBMITTAL

The petitioner is requesting site plan approval for an automotive fuel station and a car wash at 3301 and 3321 Howard Street in an M3 Industrial zoning district to allow two principal buildings on one lot. The site presently contains a Shell gas station with an attached car wash (3301 Howard Street) and a vacant Grand Prix gas station (3325 Howard Street) with an adjacent vacant office space (3327 Howard Street).

The petitioner states in their submittal that:

The Shell fuel center site will be expanded to include the parcel located directly west of the Shell fuel center. Currently, the subject parcel contains the closed Grand Prix fuel center, which had 12 fueling positions and a small convenience store. Access to the Grand Prix fuel center was provided via one large drive on Howard Street. The two sites are proposed to be consolidated into one site with the former Grand Prix fuel center replaced with a tunnel car wash that will include 20 vacuum stations and will have shared/cross-access with the Shell fuel center. Further, the existing Shell fuel center car wash will be removed and the space will be repurposed as storage/hallways for the existing convenience store. No changes are proposed to the number of fuel positions and or the size of the retail space within the convenience store serving the Shell fuel center. Access to the Shell fuel center and proposed car wash will be provided via the two existing restricted access drives on McCormick Boulevard and one full access drive and one restricted access drive on Howard Street.
The petitioner intends to file a parcel division that will place the car wash building and its accessory functions within a separate parcel from the Shell gas station. Access and parking easements will be established to allow both facilities the ability to utilize each other’s parking spaces and driveways.

The petitioner is also requesting to amend the existing special use permit to modify the existing site plan and landscape plan for the Shell gas station at 3301 Howard Street (2023-04P) and a special use permit for a car wash at 3321 Howard Street (2023-05P).

**STAFF ANALYSIS**

All pertinent departments and divisions were offered an opportunity to comment on this case. The Engineering, Forestry, Fire Prevention, and Planning Divisions provided comments on the subject case.

**Engineering Division**

The site plan must be revised to label the dimensions of the handicapped parking spaces. The spaces should be 8’ wide with an 8’-wide access aisle. R7-8 and R7-I101 signs must be provided in front of the accessible parking spaces.

The written statement provided contains information regarding square footage of the proposed developments, parking provided, number of employees per facility, employee peak shift, vehicle stacking and other traffic related items. These statements must be consistent with the provided traffic report by KLOA. All parking evaluations, vehicle stacking, and other traffic information must be centralized in the report by KLOA. The report must determine if the car wash drive-through will provide enough capacity for a peak queue, sufficient parking for the 2 sites, and any other impacts to traffic circulation. It is important to note that 10 parking spaces are mentioned in the written statement but only 9 are shown in the plans. As it stands, 10 parking spaces are required for the Automotive Fuel Station and Convenience Store. Parking must also be provided for employees of the car wash and should be determined in the traffic report by KLOA.

The petitioner must obtain an MWRD determination letter to determine if an MWRD permit is required for the proposal. Any existing or proposed overhead telecommunication, fiber optic, electric, etc. services shall be buried or installed underground.

**Forestry Division**

Forestry staff requires that the petitioner install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.

A tree removal permit is required for the 4 trees requiring removal prior to commencement of demolition and construction at the subject site. Forestry staff will accept a reduced permit fee of $1,200 total for the 2 hawthorn trees and the Austrian pine. No fee will be charged for the removal of the flowering crabapple tree.
Forestry staff also requests that the landscape plan be revised to show the following:

- The planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
- The planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.

**Fire Prevention Division**

The Fire Prevention Division has the following requests of the petitioner for the proposal:

- Identify the IBC class property use code for the project.
- Identify the construction type of the building.
- Identify what codes were used when the plans were designed.
- All plan sheets shall be signed and stamped by a licensed architect.
- Roof access shall be a minimum of sixteen (16) square feet in area and have a minimum of two (2) feet per IBC Sect. 1011.12.2.
- Additional comments and requirements shall be based on additional plans and documents that are submitted.
- To complete a comprehensive review of the height and area requirements, please provide the construction type for this project.
- On page A-4, identify the travel distance for the most remote corner of the mezzanine to the exit door.
- Submit plans for fire alarm installation for approval.
- Provide a Fire Alarm Operations Matrix for review.
- Provide device descriptions (cut sheets) for review.

**Planning Division**

The Planning Division supports the proposed site plan approval request. The proposal will revitalize a portion of the subject site that has been vacant for several years and provide a larger car wash facility than what is currently offered by the existing Shell gas station.

The proposed bike rack next to the trash corral is not located in a visible or convenient location and needs to be relocated and constructed on a second 4 foot by 6 foot pad north of the bike rack shown near the northwest corner of the gas station building.

Outdoor waste receptacles for use by the public must be placed within the car wash vacuum station area as well as on the north side of the Shell convenience store building, near its northeast corner, where the sidewalk is at its widest point. A minimum 5’-wide unobstructed walkway must be provided between the curb and the waste receptacle next to the Shell convenience store building. The locations of all receptacles must be depicted on the site plan.
The proposed decorative fencing is not permitted under Village Code and must be removed from the site plan. Per Section 118-61(c)(1) of the Village Code, decorative fencing is only allowed in the front yard of a non-residence use in a residential zoning district with site plan approval.

**APPEARANCE COMMISSION**

The petitioner received approval for the proposal at the June 8, 2022 Appearance Commission meeting. The commissioners noted that the north and east elevations of the existing Shell building must be re-cladded.

**STAFF RECOMMENDATIONS**

Staff recommends that the petitioner’s request for site plan approval for an automotive fuel station and a car wash at 3301 and 3321 Howard Street in an M3 Industrial zoning district to allow two principal buildings on one lot be APPROVED based upon the Proposed Positive Findings of Fact for the site plan approval and subject to the recommended site plan approval conditions listed below.

**RECOMMENDED SITE PLAN APPROVAL CONDITIONS**

1. Prior to the hearing of the subject case before the Board of Trustees, the petitioner must:
   
   a. Revise the site plan to show the relocation of the bike rack from the area next to the trash corral to the area north of the proposed bike rack shown near the northwest corner of the convenience store.
   
   b. Revise the site plan to show the placement of trash receptacles within the car wash vacuum station area as well as on the north side of the Shell convenience store building, near its northeast corner, where the sidewalk is at its widest point.
   
   c. Revise the site plan to show the removal of the decorative fencing along Howard Street and McCormick Boulevard.
   
   d. Revise the site plan to label the dimensions of all handicapped parking spaces.
   
   e. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
   
   f. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.
g. Revise the proposed first/mezzanine floor plan of the car wash to identify the travel distance for the most remote corner of the mezzanine to the exit door.

h. Resubmit a traffic study that:
   - Includes a parking analysis/evaluation which details parking studies measuring real parking demand, the number of employees at the location throughout the day, peak use periods, parking spaces needed for special functions, occupancy of different spaces, and usage of different areas within the location.
   - Determines if the site provides adequate car wash stacking. The analysis should include peak hours and maximum number of vehicles stacking.

2. The petitioner must install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.

3. Prior to the issuance of a building permit, the petitioner must obtain an MWRD determination letter to determine if an MWRD permit is required for the proposal.

4. The petitioners shall develop the Subject Property in substantial conformance with the final Village approved site plan, dated <insert date of final approved plan>, landscape & tree preservation plan, dated <insert date of final approved plan>, floor plan, dated <insert date of final approved plan>, mezzanine plan, dated <insert date of final approved plan>, and elevations, dated <insert date of final approved plan>.

5. Parking lot and exterior lighting shall meet Illuminating Engineering Society of North America (IES) standards, be full cut-off design, and be directed away from adjacent properties, subject to the approval of the Engineering Division. (Standard)

6. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)

7. No objects are allowed within a 15-foot sight distance triangle between 30” and 84” from grade except traffic control devices listed in the Manual on Uniform Traffic Control Devices. (Standard)

8. All fencing, walls, sidewalks, driveways, curbs, wheel stops, parking areas, signage, landscaping, structures, and any other facilities or infrastructure on the Subject Property shall be maintained in a good state of repair, and when needed, be repaired or replaced in a timely manner. (Standard)

9. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)

10. Trash shall only be allowed within a designated trash enclosure and shall be
screened from public view in an enclosure approved by the Appearance Commission. All trash shall be contained in such a way as to remain out of sight at all times. (Standard)

11. All off-street parking spaces shall be legibly striped and maintained. (Standard)

12. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)

13. The proposed development shall have a minimum of XX on-site off-street vehicle parking spaces. (Standard)

14. The handicapped parking spaces shall be installed and maintained in compliance with State of Illinois Accessibility Standards and the Skokie Village Code, including required signage. (Standard)

15. Vehicles shall not be allowed to be parked in or otherwise block common driveways, sidewalks, aisles, or other points of access at any time, shall only be parked in designated parking spaces, and shall not overlap the striped lines of designated parking spaces. (Standard)

16. The owner of the Subject Property shall ensure that employees park on the Subject Property or in approved off-site parking spaces approved by the Engineering Division. (Standard)

17. All overhead new utilities on the Subject Property shall be placed or relocated underground. The petitioner shall bear the full cost of any utility relocation and/or conflicts. (Standard)

18. The petitioner shall sign an "Agreement for Installation and Maintenance of Landscaping" to assure that the Subject Property and parkway landscaping is completed and maintained, including trimming, watering, and replacing of dead plant materials in a timely manner in accordance with the final approved landscape plan. A copy of said Agreement is attached hereto, marked Exhibit "A" and hereby made part of this Ordinance. This "Agreement for Installation and Maintenance of Landscaping" shall be recorded at the petitioner's expense. (Standard)

19. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)

20. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)

21. The Subject Property must conform to the Village's storm water control requirements as contained in the Skokie Village Code, including the disconnection of any downspouts. (Standard)

22. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. (Standard)

23. The petitioner shall submit to the Planning Division electronic files of the plat of
survey, site plan, and landscape plan in their approved and finalized form. The files shall be scaled 2-dimensional drawing files on non-compressed, non-read only CD-ROM *.dwg AutoCAD format. (Standard)

24. Prior to the issuance of building permits, the petitioner shall submit to the Planning Division of the Community Development Department the name, property address, email address, and telephone number of the company and contact person responsible for site maintenance in compliance with this <special use permit or site plan approval>. (Standard)

25. If work is to be performed on public property or if public property is utilized or impacted during construction and/or development, the owner shall provide, or shall cause the developer and/or contractor to provide, the Village of Skokie with a certificate of insurance naming the Village of Skokie as additionally insured for any and all claims related to any and all work. The owner shall hold, and shall cause the developer and/or contractor to hold, the Village of Skokie harmless and indemnify the Village for any and all claims for property damage or personal injury related to work on or use of public property. (Standard)

26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)

27. Failure to abide by any and all terms of this Ordinance shall be cause for the Village to initiate hearings to determine whether the subject Ordinance, as well as any applicable business licenses, should be revised or revoked. The petitioner shall pay all costs related to any hearings conducted as a result of non-compliance with any of the provisions of the enabling ordinance. The costs shall include but not be limited to court reporter fees, attorney fees, and staff time required researching and conducting said hearing. (Standard)

**ATTACHMENTS**

1. Proposed Positive Findings of Fact for Site Plan Approval for 2023-03P
2. Site Plan, dated February 3, 2022
3. Landscape & Tree Preservation Plan, dated February 3, 2023
4. 3301 and 3321 Howard Street Renderings, submitted February 21, 2023
5. ALTA/NSPS Land Title Survey, dated July 11, 2019
6. Land Use and Zoning Map
## Proposed Positive Findings of Fact  
### 2023-03P: Site Plan Approval

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<tr>
<th>Consideration</th>
<th>Finding</th>
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<tr>
<td>The request is harmonious with and does not adversely affect adjacent properties.</td>
<td>The request will be harmonious with and will not adversely affect adjacent properties as long as the conditions of the planned development for site plan approval are met.</td>
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<tr>
<td>The request can demonstrate that adequate public facilities, including roads, drainage, utilities, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.</td>
<td>The request will be harmonious with and will not adversely affect adjacent properties as long as the conditions of the planned development for site plan approval are met.</td>
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<td>The request demonstrates adequate provision for maintenance of the associated structures.</td>
<td>The request will have adequate provision for maintenance of the associated structures.</td>
</tr>
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<td>The request has considered and, to the degree possible, addressed the adverse effects on the natural environment.</td>
<td>No adverse effects on the natural environment are anticipated.</td>
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<tr>
<td>The request will not create undue traffic congestion.</td>
<td>The request will not create undue traffic congestion as long as the conditions of the site plan approval are met.</td>
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<td>The request will not adversely affect public health, safety, and welfare.</td>
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<tr>
<td>The request conforms to all applicable provisions of this code, except where relief is granted with the request.</td>
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