



PLAN COMMISSION AGENDA ITEM EXECUTIVE SUMMARY

Project Title/Address:	1566 E. Main St. – Dunkin’ Donuts Drive-Through		
City Staff:	Ellen Johnson, Planner		
PUBLIC HEARING 1/20/15	X	MEETING 1/20/15	X

APPLICATION: Special Use for a Drive-Through Facility

ATTACHMENTS AND SUPPORTING DOCUMENTS:

Staff Report	Staff Review Comments
Location Photos	Special Use Application, received 12/22/14

SUMMARY:

The subject property is a multi-tenant shopping center, Tin Cup Pass, located at the northwest corner of E. Main St. and N. Tyler Rd.

The applicant, Steven Kolber of Kolbrook Design, Inc., is seeking approval of a Drive-Through Facility for a Dunkin’ Donuts store. The Dunkin’ Donuts will occupy the tenant space on the west end of the eastern Tin Cup Pass building. The proposal includes:

- Addition of a single drive-through lane on the north side of the building (rear), running counter-clockwise, that will wrap around the west side of the building.
- A total of eight (8) drive-through stacking spaces.
- Reduction of ten (10) shopping center parking spaces to accommodate a trash enclosure and the drive-through lane on the west end of the building.
- Restriping to change the direction of eight (8) parking spaces to accommodate the southbound one-way drive aisle between the western and eastern Tin Cup Pass buildings.
- Addition of a sidewalk outside of the rear service door.
- Addition of building foundation landscaping at the northwest corner and west side of the building.

SUGGESTED ACTION:

Conduct the public hearing and close if all testimony has been taken.

Staff has placed this item on the meeting portion of the agenda for a vote should the Plan Commission determine that they have enough information to make a recommendation.

Staff has found the application materials to be complete. Upon resolution of outstanding staff comments, the proposal has the ability to meet City Code requirements.

INFO / PROCEDURE – SPECIAL USE APPLICATIONS:

- Per **Sec. 17.04.330**, the purpose of a Special Use is as follows: “Special Uses listed within the various zoning districts include those uses that may be acceptable if established in an appropriate manner and location within a zoning district, but may not be acceptable if established in a different manner or location. Special Uses may include, but are not limited to, public and quasi-public uses affected with the public interest, and uses that may have a unique, special or unusual impact upon the use or enjoyment of neighboring property.”
- Public hearing is required, with a mailed notice to surrounding property owners.
- 7 findings of fact – ALL findings must be in the affirmative to recommend approval

Community & Economic Development
 Planning Division

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Staff Report

TO: Chairman Todd Wallace
 And the Members of the Plan Commission

FROM: Ellen Johnson, Planner

CC: Russell Colby, Planning Division Manager

RE: Special Use for a Drive-Through Facility – 1566 E. Main St. Dunkin’ Donuts (Tin Cup Pass)

DATE: January 20, 2015

I. APPLICATION INFORMATION:

Project Name: 1566 E. Main St. – Dunkin’ Donuts

Applicant: Steven Kolber

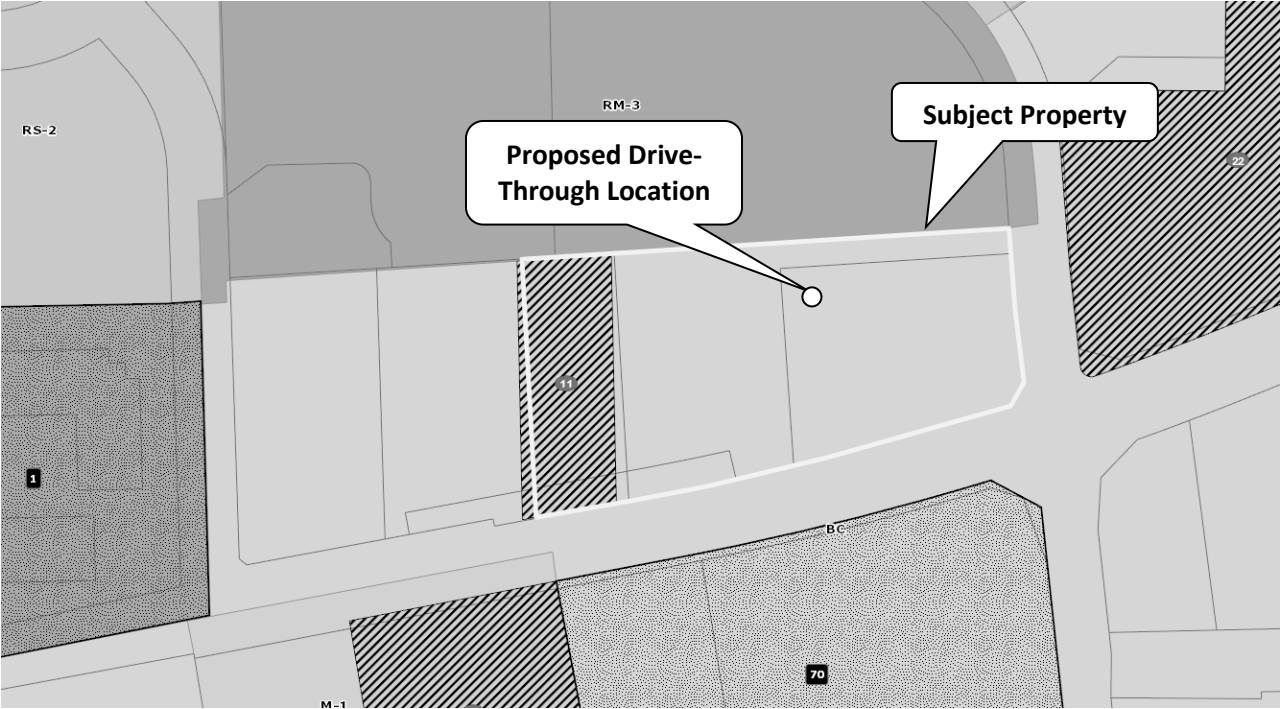
Purpose: Review Special Use for a Drive-Through Facility application to accommodate a Dunkin’ Donuts store at the Tin Cup Pass shopping center located at the northeast corner of E. Main St. and N Tyler Rd.

General Information:		
Site Information		
Location	1566 E. Main St.	
Acres	4.5 acres	
Applications	1) Special Use for a Drive-Through Facility	
Applicable Ordinances and Zoning Code Sections	17.04 Administration 17.14 Business and Mixed Use Districts 17.24 Off Street Parking, Loading & Access	
Existing Conditions		
Land Use	Existing multi-tenant shopping center	
Zoning	BC- Community Business & Special Use (Arby’s Drive-Through)	
Zoning Summary		
North	RM-3 General Residential	Apartment & condo buildings
East	BC- Community Business/Special Use	Hotel & bank with drive-through
South	BC- Community Business/PUD	Car dealership & offices
West	BC- Community Business	Hotel
Comprehensive Plan Designation		
Neighborhood Commercial		

Aerial Photo



Surrounding Zoning



II. BACKGROUND

Property History

The subject property, 1566 E. Main St., is located in the Tin Cup Pass shopping center at the northeast corner of E. Main St. and N. Tyler Rd. The shopping center was constructed in 1977 and contains two multi-tenant commercial buildings and one freestanding restaurant building (Arby’s).

Proposal

The applicant, Steven Kolber of Kolbrook Design, Inc., on behalf of owner Centerline Real Estate Services, LLC, is proposing a Drive-Through Facility for a Dunkin’ Donuts store. The Dunkin’ Donuts will occupy the tenant space on the west end of the eastern Tin Cup Pass building (this building also contains Gino’s East, Minuteman Press, and Curves). The proposal includes:

- Addition of a single drive-through lane on the north side of the building (rear), running counter-clockwise, that will wrap around the west side of the building.
- A total of eight (8) drive-through stacking spaces.
- Reduction of ten (10) shopping center parking spaces to accommodate the drive-through lane on the west end of the building and a trash enclosure.
- Restriping to change the direction of eight (8) parking spaces to accommodate the southbound one-way drive aisle between the western and eastern Tin Cup Pass buildings.
- Addition of a sidewalk outside of the rear service door.
- Addition of building foundation landscaping at the northwest corner and west side of the building.

III. STAFF ANALYSIS

Staff has performed an analysis of the submitted Special Use for Drive-Through Facility materials for conformance with all relevant guidelines and standards of the City’s plans and ordinances:

A. ZONING STANDARDS

1. **Zoning District Bulk Requirements**

No changes are proposed to the building or parking lot that will cause nonconformity with the bulk requirements of the BC Community Business District.

2. **Drive-Through Facility Requirements**

The property is zoned BC Community Business District. A Drive-Through Facility is a Special Use in the BC District, meaning that the use may be acceptable if established in an appropriate manner and location with the zoning district.

Table 1 below details the requirements of **Section 17.24.100 Drive-Through Facilities** vs. the proposal:

Category	Zoning Ordinance Standard	Proposed
Required Stacking Spaces – Restaurant Drive-Through	15	8
Required Stacking Space Size	9’ x 20’	9’ x 20’
Screened from Public Street	Concealed from view from public streets to greatest extent possible	Concealed due to location at the rear and interior side of building
Stacking Space Obstruction of Required Parking Spaces	Cannot obstruct access to required parking spaces.	214 spaces required; 209 existing, 199 proposed.
Ingress/Egress Obstruction	Location of stacking spaces cannot obstruct ingress/egress to the site or interfere with vehicle circulation	Ingress/egress will not be obstructed and stacking will not interfere with vehicle circulation

i. Stacking Spaces

The applicant is proposing eight (8) stacking spaces for the drive-through. Per **Section 17.24.100 Drive-Through Facilities**, fifteen (15) stacking spaces are required for a restaurant drive-through.

The Zoning Ordinance allows for a reduction in required stacking spaces if the applicant, “...presents a study with quantifiable evidence based on comparable facilities that demonstrates that the number of stacking spaces may be reduced without affecting the ability of the proposed facility to meet the applicable requirements.”

The applicant has submitted a traffic study providing data in support of the proposed stacking space count. GHA, Inc., the applicant’s traffic consultant, conducted surveys of various area Dunkin’ Donuts drive-through locations during the morning peak hours. The findings included:

- The average stacking at the Dunkin’ Donuts at 1711 W. Main St. in St. Charles was 4 vehicles, with a maximum of 9. It is projected that the proposed location will do less business than this location.
- The average stacking at a Dunkin’ Donuts in Rolling Meadows and Elgin, which have comparable sales as projected for the proposed location, was 2-4 vehicles and a maximum of 6-7.
- The average stacking of an additional Dunkin’ Donuts in Glenview was 4 vehicles and a maximum of 8 vehicles.

ii. Parking Requirement

Based on the current tenant mix in Tin Cup Pass, including the proposed Dunkin’ Donuts, 214 parking spaces are required for the shopping center. Currently, 209 parking spaces are provided. The Drive-Through lane on the west side of the building will replace eight (8) of these spaces. An additional two (2) spaces will be replaced by a trash enclosure for the Dunkin’ Donuts. This results in a total of 199 parking spaces. Therefore, the applicant is required to provide fifteen (15) additional parking spaces to meet the parking requirement for the shopping center.

Table 2 below details the parking requirements as described above, based on the parking requirements of **Section 17.24.140 Required Off-Street Parking Spaces**:

	Required shopping center total	Existing shopping center total	Proposed total based on site plan	Additional spaces required for new use
Parking Spaces	214	209	199	15

See table attached detailing the existing uses and required parking for Tin Cup Pass.

The Zoning Ordinance provides for shared parking between uses, per **Section 17.24.050 Shared Parking**. In order for shared parking to be approved, the applicant must show that demand for the shared spaces by the other businesses in the shopping center will not occur at the same time of day.

The applicant has submitted a letter that provides data in support of shared parking. The letter states that only three shopping center tenants are open during Dunkin’ Donuts’ peak hours, which are between 7 a.m. and 10 a.m. (see letter attached)

B. SITE LAYOUT & ENGINEERING

1. **Traffic Study**

The applicant’s traffic study, prepared by GHA, Inc. provides a finding that the site plan will not detrimentally impact site accessibility and on-site circulation. However, it should be noted that the study was in regards to a previous site plan, which showed a one-way (westbound) drive aisle north of the drive-through lane, rather than the two-way drive aisle that is currently proposed in order to meet the easement requirement (see below).

2. **Cross-Access Easement**

A cross-access easement currently exists at the north end of the property, extending to the Super 8 hotel to the west. The easement requires a two-way drive aisle in that location. The applicant originally proposed eleven (11) stacking spaces. However, three (3) spaces had to be removed due to the required modification of the site plan to accommodate the two-way drive aisle north of the drive-through lane.

3. **Refuse**

The applicant is proposing to add a trash enclosure for use by Dunkin’ Donuts across from the drive-through lane on the west side of the building. Neighboring building tenants currently utilize the rear of the building to locate trash containers. There are no designated trash enclosures. The applicant has stated they will work with the landlord to ensure that dumpsters behind the building are located appropriately so as not to interfere with the drive-through lane.

Staff Comments:

- The proposed trash enclosure for Dunkin’ Donuts will need to comply with the provisions of **Section 17.26.120.A Refuse Dumpsters and Recycling Containers.**
- The Commission may wish to place a condition upon recommendation for approval to require a designated, enclosed trash area(s) at the rear of the building for the neighboring tenant spaces to prevent trash containers from interfering with the drive-through stacking lane. The enclosure(s) should be in compliance with **Section 17.26.120.A. Refuse Dumpsters and Recycling Containers.**
- On a site visit, staff observed a row of cars parked on the northern edge of the property. No parking spaces are striped nor are they included on the site plan. These informal spaces will be in conflict with the cross-access aisle north of the drive-through lane. Therefore, the Commission may wish to require the applicant install “No Parking” signage to prevent vehicles from parking in that location.
- The Commission may also wish to require the applicant install a “Stop” sign at the location of the striped pedestrian walkway between the buildings (south end).
- The eight 60-degree re-striped parking spaces to the west of the drive-through lane are not dimensioned correctly. This should be revised in accordance with **Section 17.24.070.B Dimensions.**
- Solid painted striping should be used the length of the drive-through lane for delineation.

See attached for additional comments from Engineering and Electric Utility.

C. LANDSCAPING

The Zoning Ordinance does not require additional landscaping because the parking lot is not being expanded. However, the applicant is proposing the addition of building foundation landscaping at the northwest corner and along the west side of the building.

Staff Comments:

- A landscape plan specifying the types and sizes of plantings will be required at the time of building permit. A full review of the proposed landscaping will occur at that time.

D. ARCHITECTURAL ELEVATIONS

The applicant is proposing several alterations to the exterior of the tenant space, including: addition of a parapet on the corner of the building that will extend approximately 3 ft. above the existing roofline; re-facing the front and side of the tenant space with horizontal fiber-cement siding; installation of a new metal canopy that will use the existing supports; and addition of a service window bump-out on the west elevation.

The proposed elevations appear to meet the design standards for the BC District. However, a full design review will occur at the time of building permit.

Staff Comments:

- Colored elevations will be required at the time of building permit.

E. SIGNAGE

A complete review of all proposed signage will occur at the time of building permit. However, the applicant should consider the following:

Staff Comments:

- The smaller freestanding shopping center signs in the parking lot islands that currently exist at Tin Cup Pass are nonconforming and must be removed. **Per Section 17.08.060 Nonconforming Signs**, signs that do not conform to the requirements of the Zoning Ordinance must come into compliance by June 16, 2015. This means the proposed pylon sign (shown on sheet SP-1) will not be permitted. The Building Commissioner has stated that he has been in contact with the property owner regarding the requirement to bring nonconforming signs into compliance.
- Directional signs must meet the requirements of **Section 17.28.090.J Directional Signs**. This relates to number of signs, setback, size, and height.
- The drive-through menu board must meet the requirements of **Section 17.28.090.L Drive-Through Menu Board Signs**. This relates to the size, which cannot exceed 32 sq. ft. in area.

IV. SUGGESTED ACTION

Conduct the public hearing on the Special Use and close if all the testimony has been taken.

Staff has placed this item on the meeting portion of the agenda for a vote should the Plan Commission determine that they have enough information to make a recommendation. The applicant has provided findings of fact in support of their proposal as part of the Special Use application.

Staff has found the application materials to be complete. Upon resolution of outstanding staff comments, the proposal has the ability to meet City Code requirements. Staff recommends the Plan Commission consider placing the following conditions upon a recommendation for approval:

1. Provide a designated trash enclosure(s) at the rear of the building for neighboring tenant spaces to prevent interference with stacking lane in conformance with Ch. 17.26.120.A. Refuse Dumpsters and Recycling Containers.
2. Install “No Parking” signage at the north end of the property to prevent vehicles from parking in that location.
3. Install a “Stop” sign at the striped pedestrian walkway between buildings.
4. Increase the length of the re-striped parking spaces across from the drive-through lane on the west side of the building to comply with City Code requirements.
5. Resolution of all other outstanding staff comments.

V. ATTACHMENTS

- Location photos; taken by staff 1/2/15
- Tin Cup Pass required parking table
- Design Review Comments: Development Engineering, Electric Utility, Fire Department
- Application for Special Use; received 12/22/14 (includes findings of fact, plans, traffic study, and letter addressing shared parking)

Proposed Drive-Through Location Photos



1. Drive-through lane location – rear of building (north side)



2. Drive-through lane location – rear of building (north side)



3. Drive-through lane & service window location – side of building (west side)



4. Tenant space & drive-through lane/service window location (south and west side)

Tin Cup Pass Required Parking

Tenant Space	Street No.	Tenant	Use	Sq. Ft.	Required Parking per 1,000 GFA	Parking Requirement
1	1534	Arby's	Restaurant (w/Drive-Thru)	2,448	10	24
2	1544	Dunham	Personal Services	1,800	3	5
3	1546/1548	n/a	n/a	3,600	4	14
4	1550	Day Spa	Personal Services	1,300	3	4
5	1552	n/a	n/a	1,300	4	5
6	1554	Liu Brothers Asian Bistro	Restaurant	1,990	10	20
7	1556	Tobacco & Gifts	Retail	1,001	4	4
8	1558	Budget Rent-a-Car	Motor Vehicle Rental	1,053	3	3
9	1560/1562	n/a	n/a	3,600	4	14
10	1564	4 Season Nails	Personal Services	1,900	3	6
11	1566	SUBJECT PROPERTY	Restaurant (w/Drive-Thru)	3,956	10	40
12	1570	Minuteman	Personal Services	1,444	3	4
13	1578	Curves	Personal Services	1,300	3	4
14	1582/1590	Gino's East	Restaurant	6,678	10	67
Total				33,370		214

**Community & Economic Development
Development Engineering Division**

Phone: (630) 443-3677

Fax: (630) 377-4062



Memo

Date: 1/16/2015

To: Ellen Johnson

From: Christopher Tiedt, P.E.

RE: 1566 E. Main St. - Dunkin Donuts

I have reviewed the submitted engineering plans for the proposed Dunkin Donuts located at 1566 E. Main St. The following documents were reviewed.

- Site Plan submittal prepared by Kolbrook Design dated 12/15/2014 (4-pages) in conjunction with Revised Site Plan received on 1/15/15 (1-page)
- Plat of Survey prepared by Donahue and Thornhill dated 1/21/1995 (1-page)

I have reviewed the above documents for conformance with the City of St. Charles Ordinances, Kane County Stormwater Ordinances and general engineering and construction practices. The following comments are offered up for your consideration:

General Comments:

1. If overall site disturbance is greater than 5,000 sf, a stormwater permit will be required.

Kolbrook Design Plans:

Sheet SP-1- Site Plan detail:

2. The proposed 60-degree angle parking spaces are not dimensioned correctly (Stall Depth, Stall Line Length) per City Code. Please refer to City Code 17.24.070 for the correct dimensions.
3. Will the proposed trash enclosure be large enough to accommodate all relocated dumpsters? If not, then the size of the enclosure should be increased.
4. It is suggested to locate and depict existing utility locations within the proposed improvement area.
5. Solid painted striping should be used the length of the drive-thru lane to delineate the drive-thru lane.

Sheet SP-2- Overall Site Plan

6. It is suggested that a "stop" sign be placed at the location of the striped pedestrian walkway at the south end between the buildings.

7. If needed, additional landscaping can be added just south of the proposed drive-thru window by adding curb and creating a landscaped island in place of where existing parking use to be located.

Public Works Comments:

8. The proposed sign on N. Tyler Rd entrance has no depth for the footing and the 6" service line to the building is located in that area. The City can locate it if needed to determine if there is a conflict with the proposed sign and existing service.
9. Are there any issues/conflicts with existing grease traps or garbage dumpsters for the entire building?
10. Condition of the private storm sewer is unknown, but it is noted that there are some pavement issues along this area that may be attributed to the sewer condition.
11. The condition of the existing pavement behind the building is in poor condition. It is recommended to resurface the pavement since there will be a higher volume of traffic with a drive thru use.

The applicant's design professionals are responsible for performing and checking all design computations, dimensions, details and specifications in accordance with all applicable codes and regulations, and obtaining all permits necessary to complete this work. In no way does this review relieve the applicant's design professionals of the duties to comply with the law and any applicable codes and regulations, nor does it relieve the Contractors in any way from their sole responsibility for the quality and workmanship of the work and for strict compliance with the permitted plans and specifications.



Dunkin Donuts 1566 E Main
Thomas Bruhl to: Ellen Johnson

01/02/2015 02:42 PM

Hi Ellen,

Please find the below comments and attachment for the applicant:

- The transformer serving the whole building is located on the north side of the building, east of the address, but it does not appear that the traffic near the transformer is cause for any concern
- The customer may want to review the existing service to the tenant space for adequacy. City records indicate a 100 or 200A service at 120/208V. Should the customer require a 400A service, such could be very difficult (physically and with respect to code compliance) and expensive to get from the transformer to the space. The existing main gear by Gino's East may not be conducive to adding on. We strongly recommend the customer perform some due diligence with respect to existing and required electric service so that if such are different, they can start to investigate what will be required to get them the service they need.

Thanks
Tom



1566 E Main.pdf

Thomas Bruhl, P.E. | Electric Services Manager
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CITY OF **ST CHARLES, ILLINOIS**



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Dunkin Dounuts-1556 E. Main St.
Brian Byrne to: Ellen Johnson

01/14/2015 06:39 PM

Ellen,
The Fire Department doesn't have any comments related to this project and approves the submittal.

Thanks

Brian Byrne | Fire Bureau Lieutenant
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CITY OF **ST CHARLES, ILLINOIS**