



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve a Special Use for a Drive-Through Facility for 1566 E. Main St. – Dunkin’ Donuts
Presenter:	Ellen Johnson

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development – (2/9/15)		City Council
	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES	NO
-----------------	-----	-----------	-----	----

If NO, please explain how item will be funded:

**Executive 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.

**Plan Commission Review**

The Plan Commission held a public hearing for the Special Use on 1/20/15. The Commission voted 7-0 to recommend approval of the Special Use for a Drive-Through Facility upon resolution of staff comments.

**Attachments:** *(please list)*

Plan Commission Resolution, Staff Report, Application for Special Use

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve a Special Use for a Drive-Through Facility for 1566 E. Main St. – Dunkin’ Donuts

<i>For office use only:</i>	<i>Agenda Item Number: 3C</i>
-----------------------------	-------------------------------

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 2-2015**

**A Resolution Recommending Approval of an Application for a Special Use for  
a Drive-Through Facility for 1566 E. Main Street, Dunkin' Donuts  
(Kolbrook Design, Inc.)**

**Passed by Plan Commission January 20, 2015**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for Special Uses; and

WHEREAS, the Plan Commission held a public hearing and has reviewed the petition for a Special Use for a Drive-Through Facility for 1566 E. Main Street, Dunkin' Donuts (Kolbrook Design, Inc.); and

WHEREAS, the Plan Commission finds approval of said petitions to be in the best interest of the City of St. Charles based up on the following findings of fact:

FINDINGS OF FACT FOR SPECIAL USE

**A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

The proposed alterations (interior, exterior, and site; including incorporation of a drive-through) will benefit and serve as a convenience to Dunkin' Donuts patrons as well as those of the surrounding commercial tenants. These modifications will result in bringing on board an internationally recognized franchise and offer the public a convenient means toward enjoying a world-class product. Because the site utilizes a shared entrance off of U.S. Rt. 64 (Main St.), the site plan changes and addition of the proposed drive-through will promote more patron traffic through the commercial area at the Tin Cup development

**B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**

The modifications being proposed are to a site that already occupies an infrastructure intended for commercial use. Utilities, access roads, drainage, and facilities are already in place and are suitable to meet the needs. Upgrades to utilities (if deemed necessary) will comply with development and City standards.

**C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

## Resolution 2-2015

Incorporation of a drive-through and the site improvements being made to accommodate such proposal are being made in such a way that it will not negatively influence any of the development's surrounding tenants.

**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The operation of a fast food development with a drive-through will not prevent adjacent properties from expansion or renovation of their own properties. The changes to the site plan result in a reduction of (8) parking spots, all of which occur on the subject property and whose lack of can be made up for with the large adjacent parking lot shared by the development.

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

The use of the tenant space as a coffee shop and its proposed drive-through will not hinder or impede future development or the use of adjacent land. Because the drive-through is located tight against the north side of the building, its only impact is to that of the adjacent parking aisle. A total of (8) parking spaces will be removed, but should be made up for by the large parking lot shared by the development

**F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

The request for this special use does not conflict with any additional Federal, State, or local legislations.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a Special Use for a Drive-Through Facility for 1566 E. Main Street, Dunkin' Donuts (Kolbrook Design, Inc), based upon the above Findings of Fact, and subject to resolution of all staff comments prior to City Council action.

Roll Call Vote:

Ayes: Wallace, Kessler, Gaugel, Pretz, Amatangelo, Macklin-Purdy, Doyle

Nays:

Absent: Schuetz, Holderfield

Motion carried: 7-0

PASSED, this 20<sup>th</sup> day of January 2015.

**Resolution 2-2015**

---

Chairman  
St. Charles Plan Commission

Community & Economic Development  
 Planning Division

Phone: (630) 377-4443  
 Fax: (630) 377-4062



**Staff Report**

**TO:** Chairman Daniel P. Stellato  
 And the Members of the Planning & Development Committee

**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:** February 9, 2015

**I. APPLICATION INFORMATION:**

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

**Applicant:** Steven Kolber

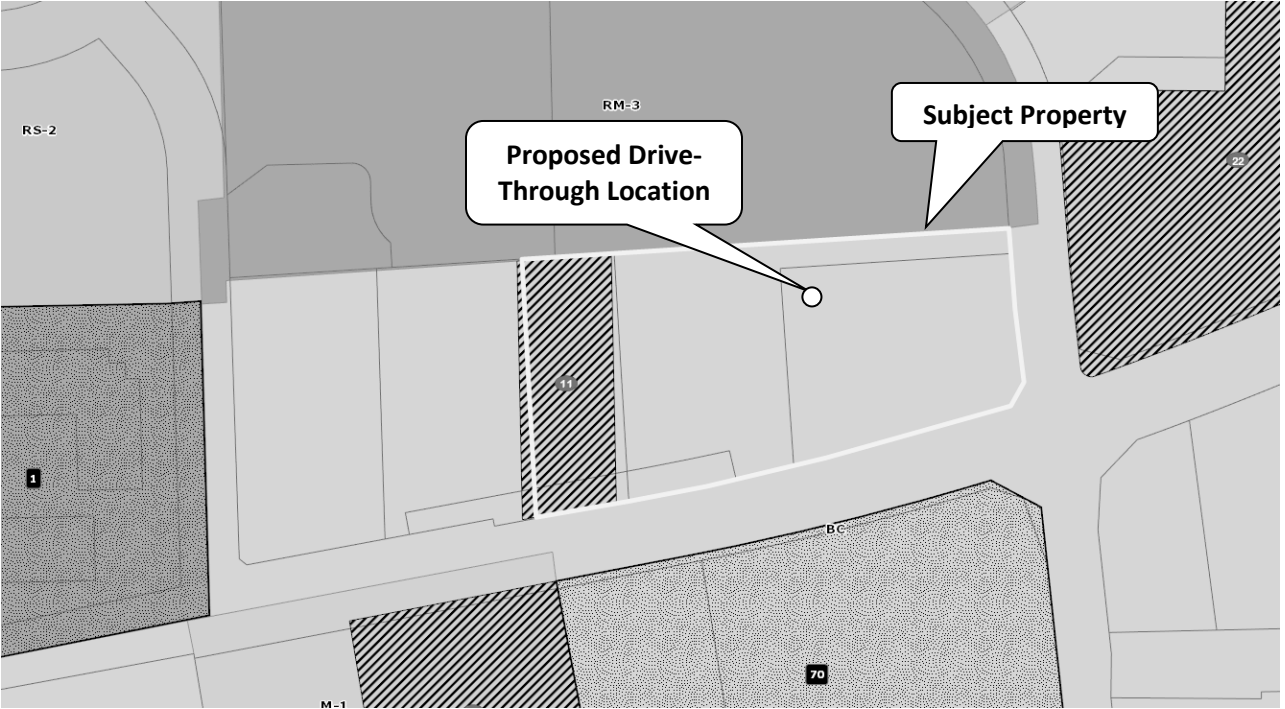
**Purpose:** Permit a Special Use for a Drive-Through Facility to accommodate a Dunkin’ Donuts store at the Tin Cup Pass shopping center located at the northeast corner of E. Main St. and N. Tyler Rd.

<b>General Information:</b>		
<b>Site Information</b>		
Location	1566 E. Main St.	
Acres	4.5 acres	
Applications	<b>1) Special Use for a Drive-Through Facility</b>	
Applicable Ordinances and Zoning Code Sections	17.04 Administration 17.14 Business and Mixed Use Districts 17.24 Off Street Parking, Loading & Access	
<b>Existing Conditions</b>		
Land Use	Existing multi-tenant shopping center	
Zoning	BC- Community Business & Special Use (Arby’s Drive-Through)	
<b>Zoning Summary</b>		
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
<b>Comprehensive Plan Designation</b>		
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.

### Plan Commission Public Hearing & Recommendation

The Plan Commission held a public hearing for the Special Use on 1/20/15. The Commission expressed support for the project and voted 7-0 to recommend approval, upon resolution of staff comments.

## 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
<b>Required Stacking Spaces – Restaurant Drive-Through</b>	15	8
<b>Required Stacking Space Size</b>	9’ x 20’	9’ x 20’
<b>Screened from Public Street</b>	Concealed from view from public streets to greatest extent possible	Concealed due to location at the rear and interior side of building
<b>Stacking Space Obstruction of Required Parking Spaces</b>	Cannot obstruct access to required parking spaces.	<b>214 spaces required; 209 existing, 199 proposed.</b>
<b>Ingress/Egress Obstruction</b>	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:**

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

*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 Committee 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**.

*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. **RECOMMENDATION**

Staff recommends approval of the application for Special Use for a Drive-Through Facility contingent upon compliance with 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, revised plans dated 1/30/15, 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
<b>11</b>	<b>1566</b>	<b>SUBJECT PROPERTY</b>	<b>Restaurant (w/Drive-Thru)</b>	<b>3,956</b>	<b>10</b>	<b>40</b>
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
<b>Total</b>				<b>33,370</b>		<b>214</b>

**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  
2 E. Main Street , St. Charles, IL 60174-1984  
phone: 630.377.4407 | fax: 630.377.7009 | [www.stcharlesil.gov](http://www.stcharlesil.gov)  
tbruhl@StCharlesIL.gov

---

CITY OF **ST CHARLES, ILLINOIS**





Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Printed on: January 2, 2015 02:34 PM



0 16 33 Feet

This work was created for planning purposes only and is provided as is, without warranty of any kind, either expressed or implied. The information represented may contain proprietary and confidential property of the City of St. Charles, Illinois. Under United States Copyright protection laws you may not use, reproduce, or distribute any part of this document without prior written permission. To obtain written permission please contact the City of St. Charles at Two East Main Street, St. Charles, IL 60174



**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  
112 N. Riverside Ave. , St. Charles, IL 60174-1984  
phone: 630.762.6994 | fax: 630.762.7035 | [www.stcharlesil.gov](http://www.stcharlesil.gov)  
BByrne@StCharlesIL.gov

---

CITY OF **ST CHARLES, ILLINOIS**