



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Plan Commission Recommendation to approve a Drive-Through Facility Stacking Space Reduction Request and recommendation to approve a Minor Change to PUD Preliminary Plan – 3875 E. Main St.
Presenter:	Ellen Johnson

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development – (8/10/15)		City Council

Estimated Cost:	N/A	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Steven Kolber of Kolbrook Design, applicant, has submitted an application for Minor Change to PUD Preliminary Plan and request for a reduction in the required number of Drive-Through Facility stacking spaces for 3875 E. Main St. The property is located within the East Gate Commons PUD.

The applicant intends to modify and expand the former TGI Friday’s to accommodate three tenant spaces. Details of the proposal are as follows:

- Convert the existing building into two units, one for a Noodle’s & Co. restaurant and one for a physical therapy clinic.
- Add a new addition to the east side of the building to create a third unit for a Potbelly Sandwich Works restaurant with a Drive-Through Facility.
  - 11 stacking spaces are proposed.
- Adjust the parking layout and circulation to accommodate a drive-through lane on the east side of the building.
- Modify the exterior of the building, including addition of new storefronts, stone accents, and canopies.
- Add an outdoor dining area for both restaurants.

**Plan Commission Recommendation**

The Plan Commission reviewed the Drive-Through Facility stacking space reduction request on 8/4/15. The Commission voted 6-0 to recommend approval, with the condition that a curved median be added at the southeast corner of the drive-through lane. The site plan has been revised to include the median.

Staff had requested the contract purchaser notify the owner of the Target lot of their intention to utilize the shared parking easement, prior to issuance of a building permit. The applicant has stated the contract purchaser is agreeable to this and will provide documentation to the City indicating that the owner of the Target lot has been notified.

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

Plan Commission Resolution, Application for Minor Change, received 7/29/15; Letter from Steven Kolber, dated 7/28/15; Stacking Space Analysis, Gewalt Hamilton Associates, Inc., dated 7/27/15; Site Plan, dated 8/7/15; Architectural Elevations, dated 7/30/15

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

Plan Commission recommendation to approve a Drive-Through Facility Stacking Space Reduction Request and recommendation to approve a Minor Change to PUD Preliminary Plan – 3875 E. Main St.

<i>For office use only:</i>	<i>Agenda Item Number: 4e</i>
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**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 12-2015**

**A Resolution Recommending Approval of a Drive-Through Facility Stacking  
Space Reduction Request for 3875 E. Main Street (Potbelly Sandwich Works,  
East Gate Commons PUD)**

**Passed by Plan Commission on August 4, 2015**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to review requests for a reduction of required drive-through stacking spaces per Section 17.24.100.C of the Zoning Ordinance; and

WHEREAS, the Plan Commission reviewed the request made by Steven Kolber, Kolbrook Design, to reduce the required drive-through facility stacking spaces for 3875 E. Main Street (Potbelly Sandwich Works, East Gate Common PUD) from 15 stacking spaces to 11 stacking spaces; and

WHEREAS, the Plan Commission finds that the request meets the requirements of Section 17.14.100.C of the Zoning Ordinance.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a Drive-Through Facility stacking space reduction request for 3875 E. Main Street (Potbelly Sandwich Works, East Gate Commons PUD), subject to the following condition:

1. That a curved median be added at the southeast corner of the drive-through lane.

Roll Call Vote:

Ayes: Wallace, Kessler, Holderfield, Macklin-Purdy, Pretz, Spruth

Nays:

Absent: Doyle, Frio, Schuetz

Motion carried: 6-0

PASSED, this 4<sup>th</sup> day of August 2015.

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Chairman  
St. Charles Plan Commission

# Community & Economic Development

## Planning Division

Phone: (630) 377-4443

Fax: (630) 377-4062



ST. CHARLES  
SINCE 1834

### Staff Report

**TO:** Chairman Todd Bancroft  
And Members of the Planning and Development Committee

**FROM:** Ellen Johnson, Planner

**RE:** Drive-Through Facility Stacking Space Reduction Request and Minor Change to PUD Preliminary Plan for 3875 E. Main St. (East Gate Commons PUD)

**DATE:** August 7, 2015

#### I. APPLICATION INFORMATION:

**Project Name:** 3875 E. Main St.

**Applicant:** Steven Kolber, Kolbrook Design.

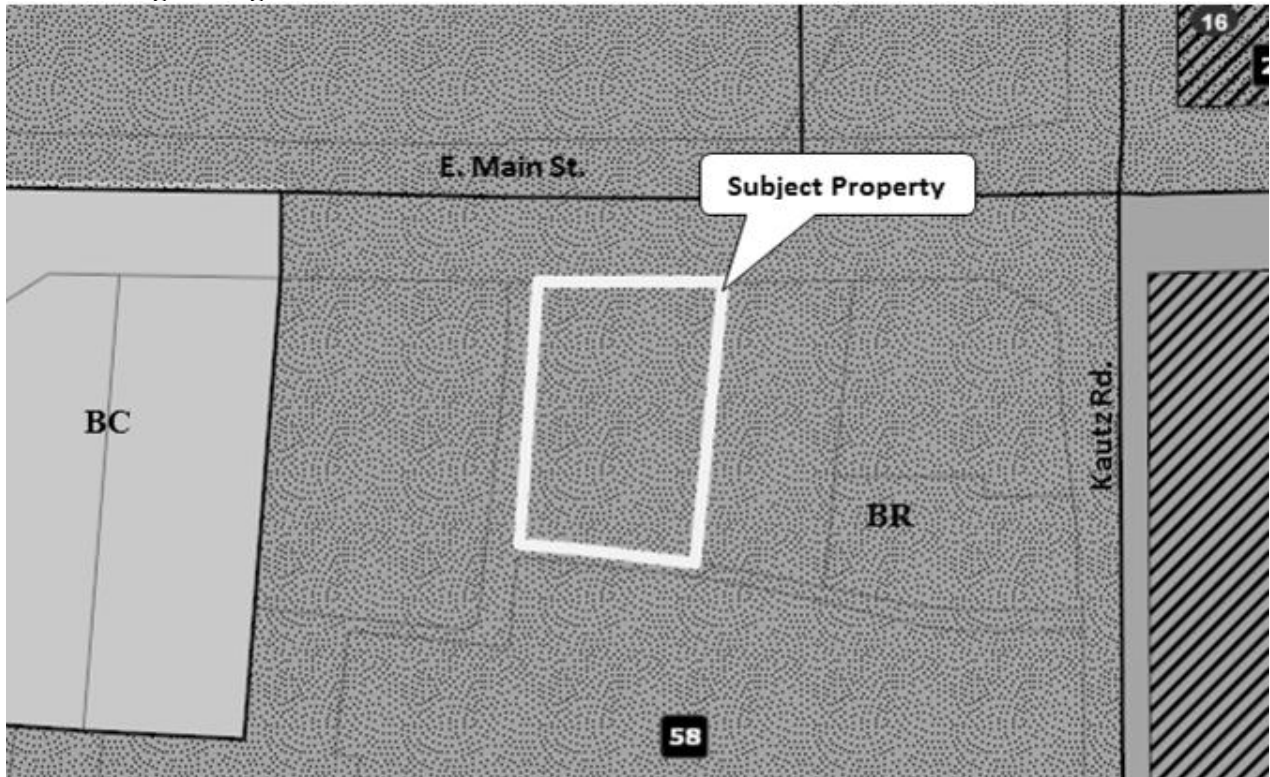
**Purpose:** Minor change to modify and expand the existing building to create three tenant spaces, including a Potbelly Sandwich Works with a Drive-Through Facility.

<b>General Information:</b>		
<b>Site Information</b>		
Location	3875 E. Main Street	
Acres	1.66	
Applications	<b>1) Minor Change to PUD Preliminary Plan</b>	
Applicable Ordinances and Zoning Code Sections	17.04 Administration 17.06 Design Review Standards & Guidelines 17.24.100 Drive-Through Facilities Ordinance No. 2001-Z-32 "An Ordinance Rezoning Property from M-1 to B-3 and Granting a Special Use as a Planned Unit Development (East Gate Commons PUD)	
<b>Existing Conditions</b>		
Land Use	Vacant restaurant building	
Zoning	BR- Regional Business (East Gate Commons PUD)	
<b>Zoning Summary</b>		
North	BR- Regional Business (Charlestowne Mall PUD)	Shopping mall
East	BR- Regional Business (East Gate Commons PUD)	Bank
South	BR- Regional Business (East Gate Commons PUD)	Target
West	BR- Regional Business (East Gate Commons PUD)	Multi-tenant commercial bldg.
<b>Comprehensive Plan Designation</b>		
Corridor/Regional Commercial		

**Aerial**



**Surrounding Zoning**



## II. BACKGROUND

### History

The subject property, 3875 E. Main St., is the site of the former TGI Friday's restaurant. The property is located within the East Gate Commons PUD. As such, development of the property is subject to the provisions of Ordinance No. 2001-Z-32 "An Ordinance Rezoning Property from M-1 to B-3 and Granting a Special Use as a Planned Unit Development (East Gate Commons PUD)". 3875 E. Main St. is "Lot 4" of this PUD. Target and Portillo's are among the other businesses located within the PUD.

The PUD Preliminary Plan for the subject property was approved under Resolution No. 2002-11 and modified under Resolution No. 2003-52.

Earlier this year, Ordinance No. 2015-Z-7 "An Ordinance Granting Approval of a Minor Change to PUD Preliminary Plan for 3875 E. Main St. (East Gate Commons PUD)" was approved. Modifications to the Friday's building to accommodate splitting the building into two units, one for a Noodles & Co. restaurant, were approved under this ordinance.

### Proposal

The subject property is now under contract with JRG St. Charles, LLC. Steven Kolber, applicant and architect for the contract purchaser, has submitted an application for a Minor Change to the approved PUD Preliminary Plan and a request for a reduction in the required number of Drive-Through Facility stacking spaces. The applicant intends to modify and expand the existing building to accommodate three tenants, including a Potbelly Sandwich Works with a Drive-Through Facility.

Details of the proposal are as follows:

- Convert the existing building into two units, one for a Noodle's & Co. restaurant and one for ATI Physical Therapy.
- Add a new addition to the east side of the building to create a third unit for a Potbelly Sandwich Works restaurant with a Drive-Through Facility.
  - Noodles & Co. will occupy the western endcap, Potbelly will occupy the eastern endcap, with ATI Physical Therapy between them.
- Adjust the parking layout and circulation to accommodate a drive-through lane on the east side of the building.
  - Add 11 drive-through stacking spaces.
  - Remove 37 parking spaces
  - Two-way site circulation will remain around the site.
- Modify the exterior of the building, including addition of new storefronts, stone accents, canopies, and removal of the trash and storage enclosure in the rear.
- Add an outdoor dining area for both of the restaurants.
- Modify the monument sign.

## III. STAFF ANALYSIS

### A. PROPOSED USES

The East Gate Commons PUD ordinance includes a list of permitted uses for property within the PUD. The ordinance states the following use is permitted:

*"Restaurants, including live entertainment and dancing, liquor sales and carry out orders with or without drive-thru facilities, provided not more than four (4) restaurants with drive-thru facilities are located on the Property."*

One drive-through is currently located within the PUD (Portillo’s). Therefore, the proposed Potbelly drive-through is a permitted use, as is the Noodles & Co. restaurant without a drive-through.

The physical therapy clinic is also a permitted use in the PUD (“*Medical and dental clinics and outpatient medical care*”).

**B. ZONING STANDARDS**

Staff has reviewed the proposed changes to the site plan in accordance with the relevant provisions of the Zoning Ordinance and the standards established in the East Gate Commons PUD.

<b>Category</b>	<b>East Gate Commons PUD / Zoning Ordinance Standard</b>	<b>Existing</b>	<b>Proposed</b>
<b>Building Setbacks:</b>			
<i>Front (Rt. 64)</i>	50 ft.	120 ft.	No change
<i>Side (east)</i>	20 ft.	72.5 ft.	45.7 ft.
<i>Side (west)</i>	20 ft.	85.3 ft.	No change
<i>Rear</i>	20 ft.	95.6	No change
<b>Parking Setbacks:</b>			
<i>Front (Rt.64)</i>	50 ft.	50 ft.	No change
<i>Side (east)</i>	10 ft.	10 ft.	No change
<i>Side (west)</i>	10 ft.	10 ft.	No change
<i>Rear</i>	10 ft.	13 ft.	No change
<b>Building Height</b>	40 ft.	23.5 ft. (25 ft. to parapet)	New addition:23.5 ft. (25 ft. to parapet)

**Drive-Through Site Layout**

The applicant is proposing to add a drive-through lane with 11 stacking spaces on the east side of the building. The drive-through queue will begin at the southwest corner of the building and circulate counterclockwise, to the pick-up window on the east side.

A total of 37 parking spaces will be removed from the site to accommodate the proposal:

- 31 spaces on the east side will be removed for the drive-through lane and a two-way drive aisle.
- 3 spaces will be removed at the southeast corner for the trash enclosure, which will be relocated from the rear of the building.
- 2 spaces will be removed at the northwest corner for the Noodles outdoor dining area.
- 1 space will be removed at the northeast corner for the Potbelly outdoor dining area
- Note that the 6 spaces on the south side of the building will be shifted north and east to accommodate the drive-through lane and a two-way drive aisle; 6 spaces will remain.

The following table represents staff’s review of the relevant standards of **Ch. 17.24.100 Drive-Through Facilities** and the East Gate Commons PUD:

Category	East Gate Commons PUD / Zoning Ordinance Standard	Proposed
<b>Required Stacking Spaces-Restaurant Drive-Through</b>	15	<i>11</i>
<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, by their orientation, design, or screening	Concealed due to location at the rear and interior side of the building
<b>Stacking Space Obstruction of Required Parking Spaces</b>	Cannot obstruct access to required parking spaces	6 parking spaces are blocked, but meets requirement (see discussion below)
<b>Required Parking Spaces</b>	75 spaces (Restaurant: 15 spaces per 1,000 sf of floor area Medical office: 5 spaces per 1,000 sf of floor area)	71 spaces + off-site parking (see discussion below)

Under the Zoning Ordinance, required parking must be provided on the same lot as the principal building or on a separate lot within 300 ft. with a recorded parking easement. The East Gate Commons PUD states, “*parking for any use within the Property shall be permitted on any lot within the Property*” (Section 2.A.5). The applicant has provided an Easement Agreement confirming that a shared parking easement has been granted over the East Gate Commons PUD, and includes the subject property.

A total of 75 spaces are required for the proposed uses, and 71 spaces are provided on-site. Per the PUD ordinance and easement language, the additional 4 required spaces may be counted from off-site parking areas, presumably the adjacent Target parking lot.

The 6 spaces at the rear of the building will be blocked if the drive-through queue is greater than 7 vehicles. Per the Zoning Ordinance, blocked spaces cannot be counted towards meeting the parking requirement. However, the 6 spaces may be counted off-site, due to the parking easement.

**Staff Comments**

- Prior to issuance of building permit, staff requests the applicant provide documentation indicating that the owner of the Target lot has been notified of the contract purchaser’s intention to utilize 10 spaces on the Target lot to meet the City’s parking requirement for the subject property. The easement grants the right to utilize parking on any lot within the PUD. However, at the time the easement was established, the subject property exceeded the City’s parking requirement.
- Employees should be required to park in the 6 spaces potentially blocked by the drive-through queue and on the adjacent Target parking lot to reserve most on-site spaces for patrons.
- It may be beneficial to add a sidewalk connection from the south end of the site to the building for pedestrian access from the Target parking lot.

C. DRIVE-THROUGH FACILITY STACKING SPACE REDUCTION

The Applicant is requesting a reduction in the required number of drive-through stacking spaces from 15 to 11.

Section **17.24.100.C Reduction of Required Spaces** of the Zoning Ordinance states:

*“The number of required stacking spaces may be reduced by the City Council, after receiving a recommendation from the Plan Commission, if the petitioner 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 approval of a reduced number of stacking spaces shall apply only to the specific business for which the study was conducted.”*

The applicant has provided an analysis from Gewalt Hamilton Associates, Inc. dated 7/27/2015 to substantiate this request (see attached). Details of this analysis are as follows:

- The study includes data from three existing Potbelly establishments collected this July.
  - Data was collected between 11:00 a.m. and 1:00 p.m.
  - The Schaumburg location had an average queue of 5 cars and a maximum queue of 11 cars.
  - The Waukegan location had an average queue of 3.25 cars and a maximum queue of 7 cars.
  - The Glen Ellyn location had an average queue of 2.5 cars and a maximum queue of 7 cars.

D. LANDSCAPING

The proposed plan illustrates that the existing landscaping along the east wall will be removed to accommodate the building addition and drive-through. Additional landscape area will be added behind the building addition. The landscape island at the southwest corner of the building will be expanded. Currently, 14.8% of the property is landscaped (8,920 sf). The applicant is proposing an additional 2,254 sf of landscaping, for a proposed total landscape area of 18.5%.

E. BUILDING ELEVATIONS

The applicant is proposing cosmetic changes to the façade of the existing building, in addition to a 2,400 sf addition on the east side for the Potbelly restaurant. The proposed addition will match the existing building in materials, height, and architectural accents. The Potbelly entrance on the new addition will be on the north side, facing E. Main St.

New stone will replace the decorative stone on the physical therapy space entrance (former Friday’s entrance). Matching stone to a height of 4 ft. will wrap around the base of the building. Full length windows will replace the existing windows on the front elevation. A storefront entrance for Noodles will be added on the west side elevation, and the existing stone will be replaced with stone to match the rest of the building. Canvas awnings will be added on the front, west and east side elevations.

The proposed building design meets the Architectural Guidelines of the East Gate Commons PUD.



***Staff Comments***

- The proposed trash enclosure must be designed to meet the requirements of **Ch. 17.26.120.A Refuse Dumpsters and Recycling Containers.**

**F. SIGNS**

General wall sign locations are identified on the building elevations. The number of signs meets PUD requirement. The signs also appear to meet the size restrictions for wall signs. Scaled drawings of all signage will be required at the time of sign permit.

For the monument sign, the existing base will be reused. Three new sign faces will replace the existing Friday's sign face. The sign meets the height and size requirements of the East Gate Commons PUD.

**V. PLAN COMMISSION RECOMMENDATION**

The Plan Commission reviewed the Drive-Through Facility stacking space reduction request on 8/4/15. The Commission voted 6-0 to recommend approval, with the condition that a curved median be added at the southeast corner of the drive-through lane.

Per City Code procedure, the Plan Commission did not provide a recommendation for the Minor Change to PUD Preliminary Plan. Staff recommends approval of the Minor Change, subject to resolution of outstanding staff comments and a condition that the applicant provide documentation indicating that the owner of the Target lot has been notified of the contract purchaser's intention to utilize the shared parking easement, prior to issuance of a building permit.

**VI. ATTACHMENTS**

- Letter from Kolbrook Design; dated 7/28/15
- Application for Minor Change to PUD Preliminary Plan; received 7/29/15
- Site Plan; 7/31/15
- Stacking Space Analysis; Gewalt Hamilton Associates, Inc.; dated 7/27/15
- Architectural Elevations; dated 7/30/15



July 28, 2015

Ellen Johnson  
City of St. Charles  
2 E. Main Street  
St. Charles, IL

Re: Multi-Tenant Project  
3875 E. Main Street  
St. Charles, IL

Dear Mrs. Johnson:

Please find attached our application for a Minor Change to PUD and associated materials for the subject property listed above.

The proposed project consists of converting the existing former Friday's building into a multi-tenant concern. An addition is planned on the East side of the building for a drive-thru restaurant. We are planning on façade and site changes as depicted within the attached drawings to support this overall effort accordingly. We feel that all of these adjustments are within the parameters as outlined within the existing PUD. We are also respectfully asking for relief on the City's requirement of 15 cars for a drive-thru queue.

The developers of this project are looking to install two restaurants (Potbelly's being the drive-thru tenant) at the endcaps and a retail tenant in the center space. You will find on our site plan parking calculations derived by net square footage of usable space as prescribed by the PUD. The parking count provided meets the requirements, but it is important to note that in addition to parking within the site, there is a cross parking agreement with the Target building as outlined in Section 2.1 of the attached Operation and Easement Agreement therefore providing ample parking for the proposed development.

The Site Plan shows the proposed addition to the East and drive-thru queue and configuration. This layout calls for one-way traffic along the east edge of the site to ensure smooth traffic patterns around the building for the drive-thru element. The queue as shown allows for 12 cars comfortably. The Gewalt Hamilton study references this within their study as well as identifying maximum expected queue lengths based on recent observations of franchise locations at peak hours. Do note that we will call for the spots directly south of the building to be for employee parking.

As far as architectural adjustments our proposed elevations show the enhancements anticipated for this project. The addition to the East end of the building will be of materials consistent with the main structure. A broader expanse of glass storefront on the North and West elevations, addition of a cast stone watertable throughout and the demolition of the South garbage corral and exterior coolers. Signage locations are depicted as well as the anticipated drive-thru window on the East elevation. Stamped concrete patio spaces and additional landscape areas are depicted on the Site Plan.

Please contact me with any questions or comments you might have. I look forward to working with you and the City of St. Charles yet again!

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "SK", with a long horizontal flourish extending to the right.

Steven Kolber, AIA  
President / Principal  
Kolbrook Design, Inc.  
skolber@kolbrook.com

CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

MINOR CHANGE TO PUD APPLICATION

For City Use

Project Name:

East Gate Commons PUD Expansion  
(3875 E. Main)

Project Number:

2015-PR-016

Application No.

2015-AP-028

Received Date  
**RECEIVED**  
St. Charles, IL

JUL 29 2015

**CDD**  
Planning Division

Instructions:

A Minor Change to PUD is one that modifies an approved PUD Preliminary Plan in a manner that complies with all standards of the Special Use for PUD Ordinance applicable to the property and meets the definition of a Minor Change as contained either in Section 17.04.430 of the Zoning Ordinance or the Special Use for PUD Ordinance.

To request approval of a Minor Change, complete this application and submit it with all required attachments to the Planning Division. When the application is complete, City staff will schedule a review by the Planning and Development Committee of the City Council. The Committee's recommendation will be forwarded to the City Council for final action.

The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.

1. Property Information:

Location:

3875 E. MAIN, ST. CHARLES, IL

Parcel Number (s):

PUD Name:

EAST GATE COMMONS

2. Applicant Information:

Name

STEVEN KOLBER (ARCHITECT)

Address

828 DAVIS STREET SUITE 300  
EVANSTON, IL 60201

Phone

847-492-1992

Fax

312-453-0699

Email

SKOLBER@KOLBROOK.COM

Phone

3. Record Owner Information:

Name

Address

Fax

Email

**Information for proposed Minor Change:**

Name of PUD: EAST GATE COMMONS

PUD Ordinance Number: 2001-2-32

Ord. or Resolution(s) that approved the current plans: \_\_\_\_\_

**Identify Specific PUD Plans to be changed:**

- Site/Engineering Plan
- Landscape Plan
- Architectural Elevations
- Signs
- Other plans: \_\_\_\_\_

**Description of Proposed Changes:**

ADDITION TO THE EAST SIDE OF THE BUILDING TO  
CREATE A THREE TENANT BUILDING. EAST ADDITION  
TO HAVE A DRIVE THRU COMPONENT.

**Attachment Checklist:**

*If multiple zoning or subdivision applications are being submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.*

**APPLICATION FEE:** Application fee in accordance with Appendix B of the Zoning Ordinance. (\$200)

**REIMBURSEMENT OF FEES AGREEMENT:**

An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

**REIMBURSEMENT OF FEES INITIAL DEPOSIT:**

Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

**PROOF OF OWNERSHIP and DISCLOSURE:**

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

**LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper

**PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**COVER LETTER:** Letter describing the proposed minor change requested, why it is necessary, and how it is different from the currently approved plan.

**PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies of Plans:**

Please contact the Planning Division to determine if full size copies of plans are needed. For simple applications, provide one full scale plan set, three (3) 11" x 17" copies (in color if applicable), and a PDF file on CD-ROM or emailed to the Project Manager.

**Plans shall include the following, depending on the scope of the proposed Minor Change:**

- Site Plan indicating location of proposed change.
- For changes to site/engineering plans, show existing/approved and proposed site/engineering plan changes.
- For changes to architectural elevations, show existing/approved and proposed building design, color and materials.
- For changes to landscaping, show approved and proposed plans, indicate species and quantities of plant material to replace existing/approved materials.
- Additional information may be necessary depending on the specific change proposed.

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**

Record Owner 	Date 07-28-15
Applicant or Authorized Agent	Date

**KAPLAN PAPADAKIS & GOURNIS, P.C.**

ERIC D. KAPLAN  
DEAN J. PAPADAKIS  
DEAN GOURNIS  
MIRANDA BYRD  
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**DEAN J. PAPADAKIS**

July 29, 2015

City of Saint Charles  
2 E. Main Street  
St. Charles, Illinois 60174

**RE: 3875 North Main Street, St. Charles, IL 60174 ("Property")**

To Whom It May Concern:

This firm represents JRG St. Charles, LLC ("Purchaser") in connection with its proposed acquisition of the Property from Czerkies Limited Partnership II ("Owner").

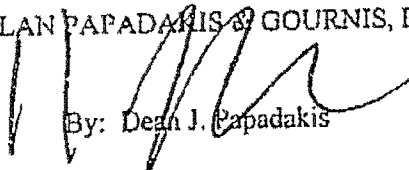
Please be advised that Purchaser is currently under contract to purchase the Property. My client will be responsible for all applicable fees incurred with the building permits and any other approvals necessary regarding its acquisition and proposed development of the Property.

Further, please allow this letter to serve as confirmation that Kolbrook Design is hereby authorized by Purchaser to secure the building permit and other approvals.

If you have any questions, please do not hesitate to contact the undersigned.

Very truly yours,

KAPLAN PAPADAKIS & GOURNIS, P.C.

  
By: Dean J. Papadakis

Czerkies Limited Partnership II  
24121 West Theodor Street  
Plainfield, Illinois 60586  
630-721-0557

July 29, 2015

City of Saint Charles  
2 E. Main Street  
St. Charles, Illinois 60174

**RE: 3875 North Main Street, St. Charles, IL 60174 ("Property")**

To Whom It May Concern:

The undersigned is the General Partner of Czerkies Limited Partnership II ("Owner"), the owner of the above referenced Property.

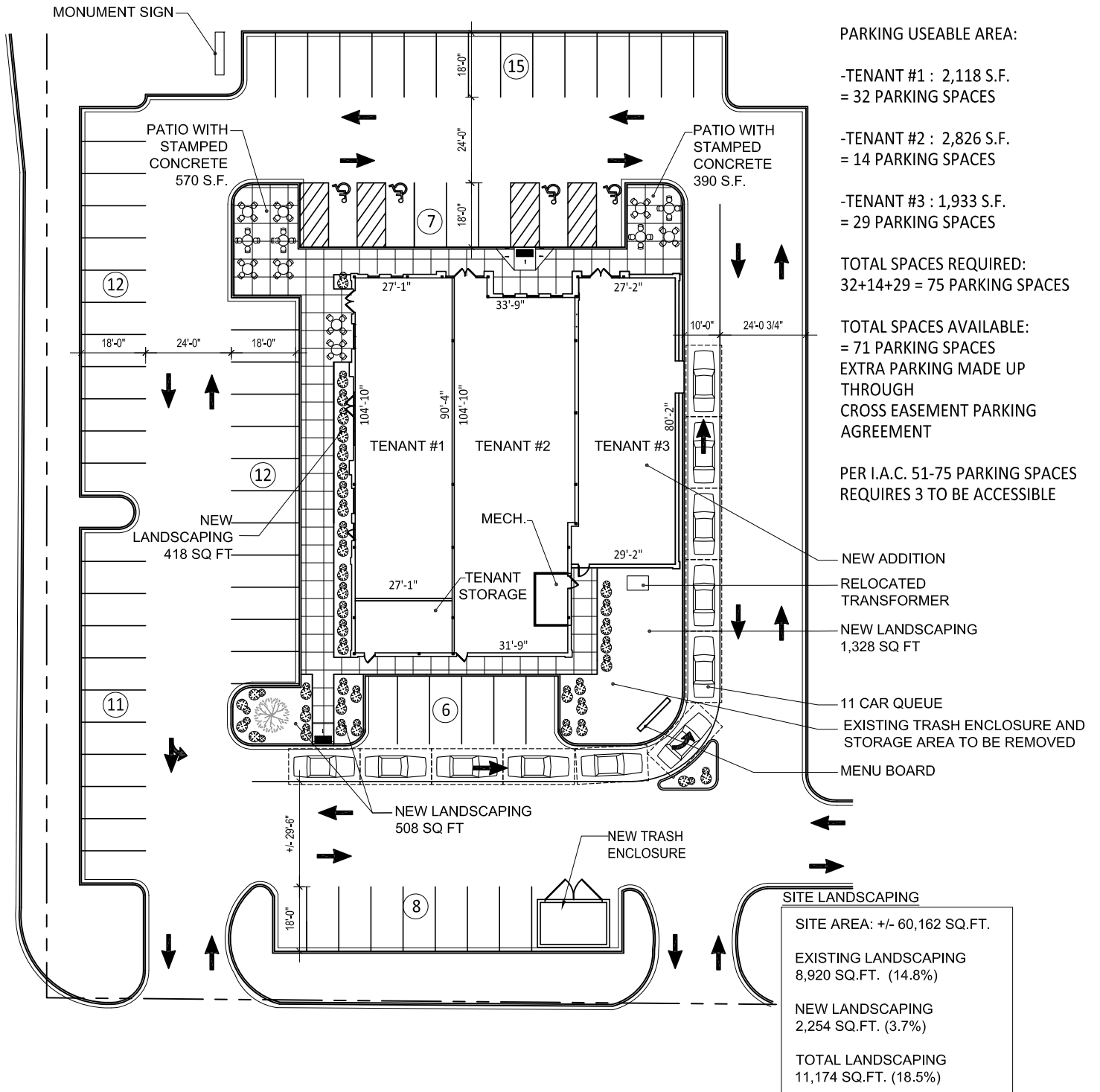
Please allow this letter to confirm that JRG St. Charles, LLC ("Purchaser") is currently under contract to purchase the Property and Owner authorizes Purchaser to its application for zoning review, subject to Purchaser's obligation to be responsible for all applicable fees incurred with any building permits and other approvals sought regarding proposed development of the Property.

If you have any questions, please do not hesitate to contact the undersigned.

Very truly yours,

CZERKIES LIMITED PARTNERSHIP II

By:   
Edward Czerkies



**1 PROPOSED SITE PLAN**  
SCALE: 1" = 40'-0"



ARCHITECT:



828 DAVIS STREET  
SUITE 300  
EVANSTON, IL 60201  
Ph 847.492.1992

PROJECT:

**MMA - ST CHARLES, IL**

3875 Main St.  
St Charles, IL 60174

Job No.

PREBID

Issue Date

08/07/2015

Project Area

8,945 S.F. (ENTIRE BUILDING)



# Traffic Planning Project Brief



To: **Steven Kolber**  
Kolbrook Design, Inc.

From: Bill Grieve *BG*

Date: July 27, 2015

Subject: ***Proposed Potbelly Sandwich Shop Drive-Thru  
3875 E. Main Street (IL 64) – St. Charles, Illinois***

625 Forest Edge Drive, Vernon Hills, IL 60061  
TEL 847.478.9700 ■ FAX 847.478.9701

[www.gha-engineers.com](http://www.gha-engineers.com)

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GEWALT HAMILTON ASSOCIATES, INC. (GHA) has considered the traffic planning requirements of the above captioned Potbelly restaurant location. As proposed, the former TGI Fridays restaurant, an outlot of the Super Target shopping center, (see *Exhibit 1*) would be reused by two tenants and the building expanded by 2,400 square feet to accommodate Potbelly on the east side. *Exhibit 2* provides a photo inventory of the site area.

In particular, our work focused on drive-thru stacking requirements, parking needs, and on-site circulation. I offer the following information for your consideration.

## Potbelly Survey Results

- GHA conducted drive-thru stacking and parking surveys on Thursday, July 25, 2015 at three Potbelly restaurants with drive-thrus:
  - 880 Meacham Road – Schaumburg
  - 760 Waukegan Road – Waukegan
  - 522 Roosevelt Road – Glen Ellyn
- Cars parked, drive-thru queues and transaction times were noted over 15 minute segments in 5-minute intervals from 11:00 AM to 1:00 PM. *Exhibit 3* summarizes the surveyed data. The results were:
  - The queue ranged from 0 to a maximum of 11 cars from the drive-thru window, with an average queue of about 4 cars. In fact, out of the 72 data points, 71 of them showed a queue of less than 10 cars.
  - The parking demand ranged from 4 to a maximum of 28 cars. The average parking demand was 17 cars.
  - Transaction times ranged from 2 to 9 minutes. The average transaction time was 5 minutes.

## Kolbrook Design Site Plan

- Per the Kolbrook Design site plan dated July 13, 2015 (see *Exhibit 4*), appropriate signage and pavement striping will be implemented to direct customers to the Potbelly drive-thru and to let drivers know that the circulation pattern around the building will operate one-way counterclockwise.

- Stacking for 12 cars is to be provided. Based on the survey results, the stacking provided should readily accommodate even the peak Potbelly demand.
- The circulation aisle on the east side of the building will be striped for one-way northbound traffic. To avoid opposing vehicle conflicts, the drive on the south side of the building should be striped for one-way eastbound traffic.
- 30 spaces are considered to be “Potbelly parking”. Based on the survey results, this supply should readily accommodate even the peak Potbelly demand.
- Employees for all three businesses should be encouraged to park in the more remote spaces, such as those on the south side of the building, to maximize the number of prime parking spaces available for customers.

## Conclusions

There are several site enhancements planned that will help ensure that the Potbelly drive-thru operation will not detrimentally impact site accessibility and on-site circulation. And based on GHA survey data and observations, adequate drive-thru stacking and parking will be available for Potbelly customers and employees.

\* \* \* \* \*

This Traffic Planning Project Brief prepared by:



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Proposed Commercial Development – 3875 E. Main Street; St. Charles, IL

**GHA** GEWALT HAMILTON  
ASSOCIATES, INC.

Exhibit 1  
Location Map





Looking east at access point off Main Street



Looking west at access point off Main Street



Looking west at SW site access point



Looking north at SE site access point





Looking east at access point off Kautz Road



Looking north at access point off Kautz Road



Looking south at access point off Kautz Road



Looking south at site from Main Street

### Exhibit 3

## Potbelly Sandwich Shops with Drive-Thrus

Data Collection: Thursday, July 25, 2015

Location: 880 Meacham Road; Schaumburg, IL.

<u>Time</u>	<u>Cars Parked</u>	<u>Drive-Thru Queue</u>	<u>Transaction Times</u>
11:00 AM	4,6,7	2,3,1	4,2,6
11:15 AM	12,10,9	2,2,2	3,2,5
11:30 AM	10,7,11	2,3,2	4,4,2
11:45 AM	10,11,14	2,3,4	4,7,3
12:00 PM	18,22,23	2,4,7	3,3,3
12:15 PM	23,23,22	11,9,8	2,4,4
12:30 PM	23,22,23	9,8,9	3,2,4
12:45 PM	22,23,19	9,9,8	5,3,4

Location: 760 Waukegan Road; Waukegan, IL.

<u>Time</u>	<u>Cars Parked</u>	<u>Drive-Thru Queue</u>	<u>Transaction Times</u>
11:00 AM	12,17,19	1,3,2	3,6,5
11:15 AM	13,13,15	4,0,3	8,5,7
11:30 AM	14,16,14	2,2,3	2,9,6
11:45 AM	15,15,18	6,5,3	4,6,5
12:00 PM	23,20,19	4,3,4	3,4,8
12:15 PM	18,17,19	2,5,4	5,9,4
12:30 PM	16,14,16	3,3,3	6,5,2
12:45 PM	14,15,13	7,2,4	8,5,4

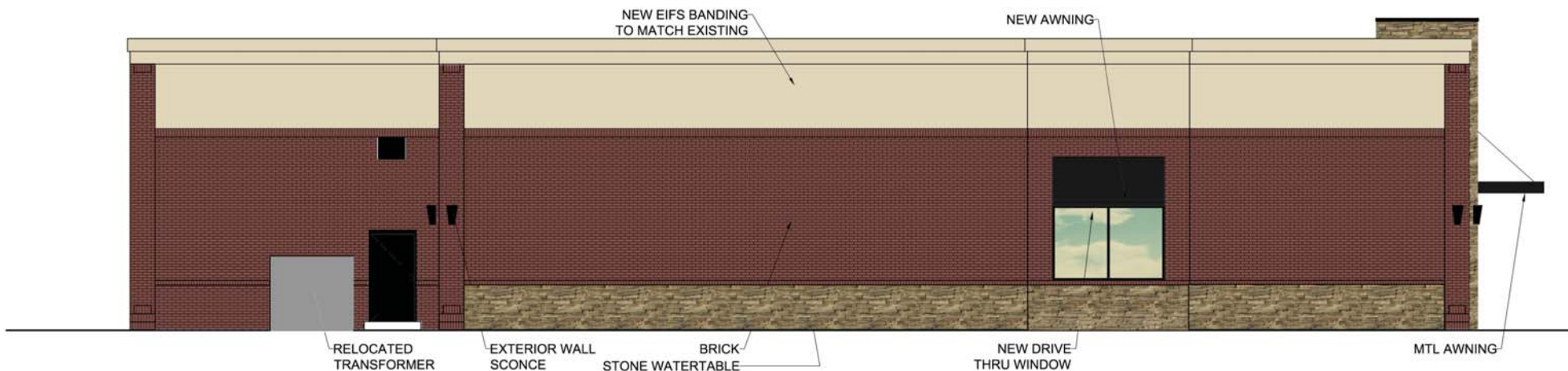
Location: 522 Roosevelt Road; Glen Ellyn, IL.

<u>Time</u>	<u>Cars Parked</u>	<u>Drive-Thru Queue</u>	<u>Transaction Times</u>
11:00 AM	6,5,8	2,2,0	4,4,2
11:15 AM	10,9,10	2,2,2	5,3,4
11:30 AM	11,11,18	0,2,1	5,4,5
11:45 AM	19,23,24	3,2,0	5,8,8
12:00 PM	24,24,24	2,2,4	4,5,7
12:15 PM	25,25,28	2,5,7	6,5,5
12:30 PM	25,19,21	4,4,2	8,7,7
12:45 PM	19,18,19	5,4,1	7,7,8






2 PROPOSED NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



1 PROPOSED EAST ELEVATION  
SCALE: 1/8" = 1'-0"

ARCHITECT:  
  
 628 DAVIS STREET  
 SUITE 300  
 EVANSTON, IL 60201  
 Ph 847.492.1992

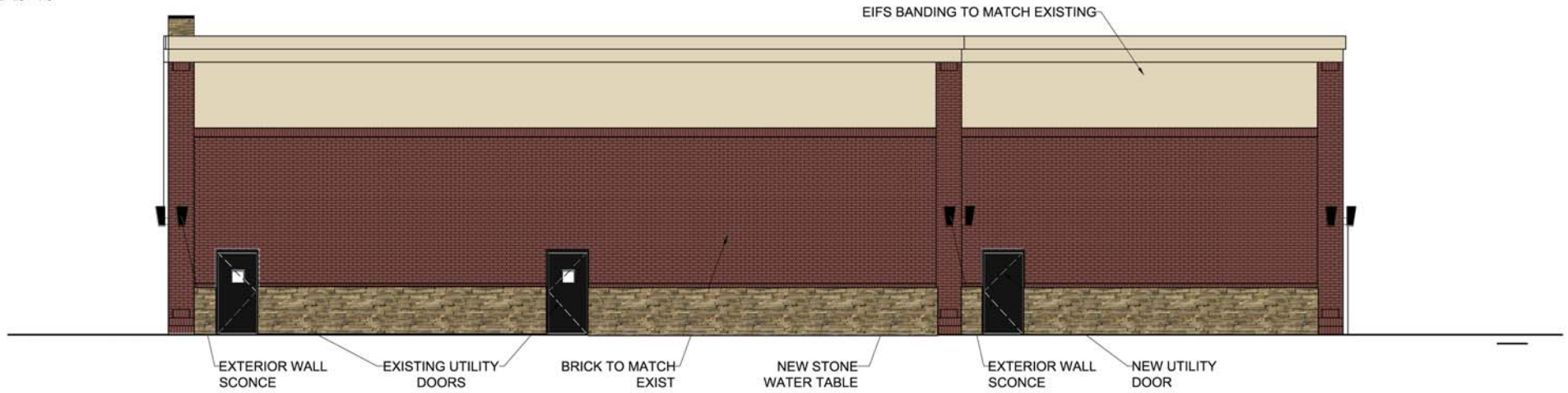
PROJECT:  
 MMA - ST CHARLES, IL  
 3875 Main St.  
 St Charles, IL 60174

Job No.	1457.008
Issue Date	07/30/2015
Project Area	8,590 S.F. (ENTIRE BUILDING)




2 PROPOSED WEST ELEVATION

SCALE: 1/8" = 1'-0"



1 PROPOSED SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

ARCHITECT:  
  
 828 DAVIS STREET  
 SUITE 300  
 EVANSTON, IL 60201  
 Ph 847.492.1992

PROJECT:  
 MMA - ST CHARLES, IL  
 3875 Main St.  
 St Charles, IL 60174

Job No.	1457.008
Issue Date	07/31/2015
Project Area	8,590 S.F. (ENTIRE BUILDING)