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MEMORANDUM

TO: Village Administrator
FROM: Mo Khan, Village Planner
THROUGH: Michael D’Onofrio, Interim Community Development Director
DATE: August 11, 2021
SUBJECT: Zoning Certificate Request for Metro Office Equipment, Inc. dba Moving Office Equipment located at 1220 W. Thorndale Avenue

Introduction

Moving Office Equipment is requesting review and approval of their Zoning Certificate Request in accordance with Sec. 14.03 of the Zoning Ordinance.

Discussion

Moving Office Equipment is a warehousing/storage and transportation company for office equipment primarily office copiers. The business will be occupying the space at 1220 W. Thorndale Ave., which is approximately 14,000 ft.², of which 12,000 ft.² is warehouse space and the remaining 2,000 ft.² is office space. The business will have five employees all working on one-shift. The site provides 26 parking spaces, and the business will be keeping three company vehicles on-site.

The subject property is located within the M, Limited Manufacturing, District, which is designed to “provide for the development of various types of warehousing and manufacturing uses.” The proposed use is permitted per Sec. 11.03-3-x and is generally consistent with the intent of the M Zoning District. Additionally, it will be compatible with the surrounding area and existing businesses any potential future businesses to be located in the area.

Staff Recommendation

Staff recommends the item be forwarded to the Village Board on August 17, 2021, for consideration and approval of the Zoning Certificate Request.

After Action Steps

If the Zoning Certificate Request is approved, the applicant will have to pay the fee for their Business License and New Tenant Inspection and pass the New Tenant Inspection.

Attachments

1. New Business License Application



Village of Itasca New Business Application

Return completed form with applicable fees to:
Village of Itasca, Community Development Department
550 W. Irving Park Road
Itasca, Illinois 60143
Phone: 630-773-0835 Fax: 630-773-2505

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

General Information

Application Date: 8/4/2021 Move-In Date: 10/1/2021 Date you assume(d) control of property through lease or purchase: 10/1/2021

Business Name: Metro Office Equipment Inc. dba Moving Office Equipment

Proposed Itasca Address: 1220 West Thorndale Ave, Itasca, IL 60143

Current Address: _____

Mailing Address (if different from Proposed Itasca Address): PO Box 1077, Columbus, GA 31902

Parent Company and Address (if applicable): _____

Phone: 877-480-0391 Fax: 334-480-0392 Illinois Business Tax Number: _____

Email: _____ Website: www.moetrans.com

Does your business collect retail sales tax? Yes No

Complete Description of Business Activities: Warehousing and transportation of copiers

Owner/Principal/Site Manager Information Contact Information (if different from owner/principal/site manager)

Name: <u>Garrett Glass</u>	Name: _____
Title: <u>VP/CEO</u>	Title: _____
Phone: <u>877-480-0391 x 302</u>	Phone: _____
E-mail: <u>gglass@moetrans.com</u>	E-mail: _____

Site Information

Sq. Ft. of Retail Space: <u>0</u>	Number of Company Vehicles Parked On-Site: <u>3</u>
Sq. Ft. of Office Space: <u>2,000</u>	Number of Vending Machines On-Site: <u>0</u>
Sq. Ft. of Warehousing / Industrial Space: <u>12,000</u>	Total # of Parking Spaces Assigned to Your Business: <u>26</u>
Sq. Ft. of Other Space: _____	Total # of Employees at Location: <u>5</u>
Total Sq. Ft. of Facility: <u>14,000</u>	Number of Shifts: <u>1</u>
Zoning: <u>M - Limited Manufacturing</u>	Number of Employees On-Site During Peak Shift: <u>5</u>
Co-tenant Names and Uses (if any): <u>NA</u>	

Tenant Information

Do or will you sub-lease a portion of your space to another company at the proposed Itasca location? Yes _____ No X

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

<u>Tenant Name</u>	<u>Use</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____

Other Itasca Sites (if applicable)

Do you occupy more than one location in Itasca? Yes _____ No X

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

<u>Address</u>	<u>Square Feet</u>
1. _____	_____
2. _____	_____

Fee Calculator

Please use the table below to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

New Tenant Inspection Fee	1. Using the Fee Table, enter the New Tenant Inspection Fee amount. This fee is payable to the Village of Itasca.	1. 180.00
Business License Fee	2. <u>Business License</u> : Using the Fee Table, enter Business License Fee amount.	2. 100.00
	3. <u>Live Entertainment License</u> : If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3.
	4. <u>Tobacco Seller's License</u> : If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.	4.
	5. <u>Vending Machine License</u> : If the facility will have vending machines onsite, enter \$25 per machine.	5.
	6. <u>Add lines 2 through 5</u> . This is your Total Business License Fee . This fee is payable to the Village of Itasca.	6. 100⁰⁰

Certification

Under the penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct, and complete, and the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance, a copy of which is available online at www.itasca.com/comdev.

Name: Garrett Glass Title: VP/CFO
 Signature: [Redacted] Date: 8/4/2021

OFFICE USE ONLY			
Fee	Amount Paid	Date	Received By
New Tenant Inspection			
Total Business License			